

Kitgum Skateboard Society

P.O BOX 28, Kitgum Municipality

Kitgum District (Uganda)

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CONSTITUTION AND BY-LAWS OF KITGUM SKATEBOARD SOCIETY

Club Number:

001

Incorporation Date:

26th June, 2021

Last Revision Date:

13th August, 2023

ARTICLE 1: NAME OF THE CLUB

The club will be called *Kitgum Skateboard Society* (Hereinafter will be referred to as the “*Club*”) and may also be known as **KiSS** (Abbreviating **Kitgum Skateboard Society**). Kitgum Skateboard Society will be affiliated with Kitgum Skateboarding and any other organizations that Kitgum Skateboard Society is affiliated to for the time being.

ARTICLE 2: PURPOSE OF THE CLUB

a) The Purpose of this club shall be to encourage instruction, practice, and advancement of the members in skateboarding, and other skating activities in the district; to sponsor and produce exhibitions and skate contests.

b) The Club shall protect the eligibility status of its members; The Club shall not take or accept any action that would knowingly put in danger or risk the eligible status of its members.

c) The Club shall accept donations, gifts, legacies, and heritages from a person(s) for use in promoting its purpose to offer competitive opportunities in Skateboarding.

d) To ensure a duty of care to all club members, promote the club within the local community and the country at large, and provide all its services in a way that is fair to everyone.

e) To promote and develop Leadership Skills, Team Work, Friendship (togetherness), and Respect (Good behaviors) among all the skateboarders/Club members for good Citizenship in the country.

ARTICLE 3: BY-LAWS OF KITGUM SKATEBOARD SOCIETY

The By-laws, appended to this Constitution, shall describe the organization and functions of the Club and how members of the Club may elect the Club leaders, manage, and control the property and activities of the Club.

Section 1: MEMBERSHIP

By-law 1: Club Membership

Membership of the club is open to anyone interested in promoting, coaching, volunteering, or participating in skateboarding, regardless of sex, age, race, color, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. Any person of good character is eligible for active membership in this organization with full privileges thereof.

By-law 2: Membership Fees

All members of the Club shall be registered and pay such registration fees of **UGX 5,000shs** and other fees to the Club as set from time to time by the club executives and committees in a meeting. The registered member must also own at least a personal **club T-shirt (UGX 25,000shs)** to be fully registered as a Kitgum skateboard society standing member.



By-law 3: Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must attend skateboard trainings, club activities and meetings, must have Club T-shirt and pay Club fees as stipulated by the Club members and committee in advance of the membership weeks in question. Members will not be permitted to take full part in any Club activities outside the district if these fees are not paid within 30 days of the date set for payment.

By-law 4: Setting of Club Fees, Rules, and Skating Hours

Fees, skating rules, and skating hours of the Club shall be as the committees decide from time to time and any changes will be communicated on time to all members of the club. Club membership shall commence on the first week of joining the club.

By-law 5: Suspension and Expulsion from the Club

The committee may suspend or expel a member of the Club for acting contrary to the by-laws, Rules, and Regulations of the Club. Complaint, Suspension, and Expulsion Policy and Procedure contains a provision for suspending or expelling any member of the Club from such membership on terms and conditions deemed appropriate and necessary by the Club committee. This policy shall be approved by the Club leaders from time to time and it shall be in writing and made available to all members in advance of its implementation.

By-law 6: Classes of Club Membership

The classes of membership, eligibility, and privileges shall be as follows:

- i. ***Individual membership***: Non-skating members who have paid the fees and other terms and conditions as set by the club. Might not skate or attend skate trainings but follows programs
- ii. ***Active Membership***: All eligible skateboarders who participate in Club Skating Programs, attend trainings and who have paid the fees and other requirements as set by the Club.
- iii. ***Special Membership***: Parents or guardians of legally underage Active Members who have paid the fees and other requirements as set by the Club; they follow the club activities.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.



Section 2: CLUB MANAGEMENT

By-law 7: Members of Executives, Committees, and Club Delegate

The members of the Executives, Chairs of committees, Members, and the Club Delegates to Kitgum Skateboard Society must be members in good standing of the Club, be registered as Associate Members of Kitgum Skateboard Society, be of legal age and be eligible persons as defined by skate Rules and the by-laws.

By-law 8: General Management of the Club

The general management of the club shall be settled in an Executive consisting of Director(s), Past President, President, Vice President, Speaker, Secretary, Treasurer, and Registrar.

The general membership shall elect **6 people** (total number of Executive members), to serve on the Executive for a **6-month term**. The elected Executives will then, in closed session, select the President and other Officers from among themselves.

By-law 9: Holding of Executives Office

The Executives shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Executives may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

By-law 10: Executives Member Absenteeism

If an Executive Member is absent for more than 2 consecutive scheduled Executive meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executives.

By-law 11: Role of the President

The President shall act as Chair of all Executives and general meetings. Shall in general supervise and manage the business and affairs of the Club. The president, when present, shall preside over all meetings of the members and of the executives. The president may sign, with the secretary or any other officer of the Club authorized by the executives, any agreements, contracts, or other instruments which the executives have approved.

The president, with the Executives, shall have the power to temporarily suspend any member for violating the bylaws or regulations of the Club; the power to call special meetings of the members or the directors, and such other duties as may be prescribed by the directors from time to time. In his/her absence, the Vice-president will fill this duty.



By-law 12: Role of the Vice-President

The Vice-President shall act in the absence of the President or at the direction of the President. The vice president shall assist the president in the discharge of the president's duties and assume the duties of the president and officiate in the absence of the president. The vice president shall oversee fundraising and membership registration.

By-law 13: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executives regularly a weekly, monthly, and annual budget, and for keeping such records as are required for financial review.

Receiving and banking monies collected from the members or other sources; keeping accounting records in respect of the Society's financial transactions; preparing the Society's financial statements;

The Treasurer is also responsible for arranging for an unaudited monthly financial statement. Any two of the President, the Vice-president, and the Treasurer shall sign all cheques and legal documents. *Note:* It is recommended that the Treasurer be one of the signatories.

By-law 14: Role of Secretary

Holding and making sure all current and historical accurate records of the Kitgum Skateboard Society activities are kept, including meetings, events, and others.

Working together with the president to plan meetings, compile agendas, and circulate agendas, reports and minutes to committee members.

Keep up-to-date contact details of club/society members and regularly check membership lists with the relevant members committee

By-law 15: Role of Registrar

Ensuring that all registration fees are paid by agreed due dates (via the Treasurer). Registrar is for maintaining the Club Register, and producing reports as requested by the Committee, Update (weekly/monthly) and maintain an accurate record/database of club memberships and club subscriptions, and respond to requests for information from potential members (via email and social media). Send a 'welcome' email to new members and Update the Committee regularly with membership numbers and members' contact details when/where applicable.

By-law 16: The past President of the Club

The position of Past President shall not be filled when the President changes from one year to the next and the outgoing President still has part of their elected term left to serve.



Section 3: COMMITTEES

The committees listed below are the most likely ‘*Standing*’ Committees that a Club will require. Terms of reference for each Committee shall be approved by the Club Executives and members.

Note: For some small club's section, a Chair may replace a committee. For medium to large section, a committee of 2-5 people is suggested.

By-law 17: Committees – Appointment

The President shall appoint standing Committee Chairs who shall look after the duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

Eligibility to Serve All Club Executives and members of Committees shall be eligible persons and shall be of legal age. They must be members in good standing of the Club and be Associate Members of the Kitgum Skateboard Society.

By-law 18: Finance Committee/Chair

The Finance Committee is a standing committee of the Executives and is typically chaired by the Treasurer. The committee is responsible for preparing the Club's budget and supervising the finances of the Club, reviewing and providing guidance on Kitgum Skateboard Society financial matters. Specifically, budgeting and financial planning, financial reporting, and the creation and monitoring of accountability of collected fees.

The Finance Committee should review all financial statements and reports on financial activity that is due to be presented to the committees.

By-law 19: Membership Committee/Chair

This committee is responsible for welcoming new members, educating, training and ensuring they know more about Kitgum Skateboard Society policies and procedures, and help them become involved in the club.

Help the club secretary maintain club membership lists and track club attendance. Promoting and developing membership in the Club and for ensuring the submission and member registrations to the club.

Conduct club assessments to determine strengths and weaknesses, Work with the public relations committee to create a positive club image that is attractive to prospective and current members alike, develop programs to educate and train new and current club members, Plan and Organize weekly meetings and special programs



By-law 20: Skating Programs Committee/Chair

This person and/or Committee shall be responsible for training, organizing the Competition and Fun Day Event; Setting up a Committee for the operation of these Events, and overseeing the Event days. The committee is responsible for setting skating time, skate spots, distribution of skateboards and skate gears to members during any program, and ensuring practice every week

By-law 21: Fundraising Committee/Chair

This person and/or committee is responsible for initiating, coordinating, and organizing fundraising activities to bring in sufficient funds to reach the goals set in the budget for fundraising for the benefit of the club and to develop sponsorship programs with individuals or corporations for the financial benefit of the Club as a whole.

The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget and to work cooperatively with the president and treasurer in accounting for receipts and disbursements for the activity. The committee may also plan specific fundraising events and activities.

By-law 22: Skater Development Committee/Chair

The person and/or Committee shall be responsible for enriching the basic training program of the skaters within the Club by providing a variety of enrichment programs that help to make skating a positive experience for each skater. They shall work together with the other Skater Development Committee to maintain an awareness of programs available to the Club, and cooperate with the professional staff to ascertain what programs they feel would benefit the skaters.

By-law 23: Public Relations /Newsletter Committee

The public relations committee develops a plan to provide the public with information about Kitgum Skateboard Society and promotes the club's service projects and activities.

This person and/or Committee shall be responsible for ensuring that club members know what publicity the club receives in the community and how they can help, promoting and developing membership in the Club by informing the public of Club programs, special activities, and dates of Club registration. It will be the Committee's responsibility to produce posters, videos, and other promotional material, and to speak to interested groups regarding the various programs offered by the Club. Enhancing projects and activities to make them more appealing to the media.

Section 4: ANNUAL GENERAL MEETING

By-law 24: Timing, special Meeting Request

General Meeting shall be held within 60 days of the close of the previous meeting in a year. Other general meetings may be held from time to time upon the request of the Executives or written request of 10 percent of Club Members.



By-law 25: Written Notice

Written notice of all Annual General Meetings and Special Meetings shall be provided 10 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws, and a complete list of the candidates nominated for elections.

By-law 26: Eligibility to Vote

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

Voting for Club elections or on any matters about skating shall be restricted to eligible Club members who are registered as Associate Members of Kitgum Skateboard Society and are above 15 years of age, to Special Members of the club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Kitgum skateboard society). Special Members shall be restricted to one vote per child registered through the Club.

By-law 27: Order of Business

The order of business at the 6th month General Meeting of the Club shall be as follows:

- ✓ Reading of the Notice of Meeting
- ✓ Approval of Agenda
- ✓ Minutes of the preceding General/Special Meeting
- ✓ Confirmation of the actions taken by the Executives
- ✓ Secretary's Report
- ✓ Treasurer's Report (monthly Financial Statement)
- ✓ Other Reports
- ✓ Election of Executives
- ✓ Amendments to the Constitution and By-laws
- ✓ New Business

Section 5: FUNDS

By-law 28: The Treasurer shall deposit all funds of the Club in such banks account (DFCU Bank) or other institutions as may be designated by the Executives.

By-law 29: All disbursements of club funds shall be by writing or other auditable document.

By-law 30: An accountant designated by the Executives shall prepare a compilation statement of the financial transactions of the Club each month and the financial statements shall be made available to the membership of the Club.



Declaration

KITGUM SKATEBOARD SOCIETY hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Date: 13th August, 2023

Lubangakene Cyrus Brian, PRESIDENT

Komakech David, VICE PRESIDENT

Gumperom Hendry, SPEAKER

Aweko Bolton Jacki Chan, SECRETARY

Mwaka Emmanuel, TREASURER

Pacoto Emmanuel, REGISTRAR

