

# CONSTITUTION OF NORTH SOMERSET ATHLETIC CLUB

## 1. Name/Title:

The name of the Club shall be **North Somerset Athletic Club**.

## 2. Colours:

The club colours are navy blue and white tops with navy blue shorts or bottoms.

## 3. Aims of the Club: The aims of the Club shall be:-

- To promote and encourage participation and development in the sport of athletics.
- To provide coaching for the members and to organise competitions.
- To organise teams to represent the Club in Championships, Leagues, and other competitions as the Club Committee shall decide.
- To stimulate the interest of young people in North Somerset in the sport of athletics.
- To provide a safe enjoyable environment for children and young people to participate in sport.

## 4. Membership:

4.1 Membership shall be open to persons who are amateurs as defined by UK Athletics. There shall be a minimum age of eight years. The official application form must be completed and each candidate for membership must be proposed, seconded and elected or otherwise at a properly convened meeting of the Management Committee. The appropriate subscription must accompany the application for membership.

4.2 Honorary membership may be offered to any member who is a qualified coach whilst active in the Club or any active graded technical official attached to the Club.

4.3 Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

4.4 Resignation shall be considered by the Management Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.

4.5 The Management Committee shall have the power to suspend or exclude any member for contravention of this constitution, documented rules or published codes of conduct. In exercising these powers the Management Committee shall adhere to the Club's disciplinary procedures.

## **5 Management:**

5.1 The management of the Club shall be vested in a Management Committee which shall consist of President, Chairperson, Vice Chairman, Treasurer, Secretary and Membership Secretary, Welfare Officer and Social Secretary. Together they shall be Officers of the Club together with a maximum of ten other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.

5.2 The Officers of the Club shall be honorary members during their year of office.

5.3 A minimum of six elected committee members are required for a quorum for a Management Committee meeting to take place providing the Chairman or Secretary is also present.

5.4 The Management Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Management Committee vote.

5.5 The Management Committee shall also have the power to establish any sub committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub committees such duties as may be considered appropriate.

5.6 The Management Committee shall have the power to appoint individuals to perform specific duties on behalf of the committee, and to delegate to those individuals such duties as they consider appropriate. Those duties may be the subject of such remuneration as may be agreed by the Management Committee

## **6 Annual General Meeting**

6.1 The AGM shall be held annually in the month of October.

6.2 At least 28 days notice of the date of the AGM must be given in writing to all members.

6.3 The formal business of the AGM will be to:

1. Receiving the annual report of the Secretary;
2. Receiving the certified financial statements and the Treasurer's report;
3. Electing the officers and the committee for the ensuing year;
4. Appointing an auditor of recognised professional status who is independent of the Club;
5. Considering any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Chairperson or Secretary by 1st March preceding the meeting in order that all members shall have sufficient notice of the proposal: and
6. Transacting any other notified business.

6.4 At least 14 days notice shall be given to members of the date, venue and agenda items for the AGM.

6.5 All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairperson will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

## **7 Extraordinary General Meeting**

7.1 An Extraordinary General Meeting (EGM) shall be called and held within one month at the instigation of the Management Committee or on receipt of a requisition signed by at least 20 members or 25% of the Club membership whichever is least. All signatories being members eligible to vote at an AGM. The requisition must state the purpose of the meeting.

7.2 At least 14 days notice shall be given to all members of the date, venue and purpose of the EGM. No other business shall be conducted at such a meeting and voting arrangements will be the same as an AGM.  
Alterations to the Constitution

7.3 The constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM, or an EGM called for that purpose.

## **Voting at General Meetings**

7.4 At General Meetings all eligible members may vote provided they are 16 years of age.

7.5 The presiding Chairman or any two members present shall be entitled to call for a vote on any issue under discussion.

## **8 Affiliations and Accreditations**

8.1 The club shall seek to be and remain affiliated to England Athletics in order to assist in achieving the aims of the club.

8.2 The club shall aspire to achieve Club Mark in Athletics, Child Safe accreditation and any other quality assurance certifications as the Management Committee consider appropriate in order to promote the aims of the club.

## **9 Club Finances**

9.1 The Treasurer will have the responsibility for controlling the income and expenditure and future budgeting of the Club. At each General Committee Meeting the Treasurer shall advise the meeting of the current financial situation.

9.2 All funds belonging to the club shall be deposited with a bank or building society in accounts that shall hold the title of the club name North Somerset Athletics Club.

9.3 Banking arrangements can only be changed by agreement of the General Committee.

9.4 All accounts and Cheques issued by the Club must be signed by two signatories from a panel of four from the management committee.

9.5 All income (e.g. subscriptions, training, sale of kit, profits from events, draws and raffles) must be passed to the Treasurer at the earliest opportunity following receipt.

9.6 The Club's financial year shall run from October to October.

9.7 As soon as possible after the end of the financial year, and at the next General Committee Meeting the Treasurer should present a copy of the accounts for the previous financial year together with a budgetary estimate of expenditure for the coming year.

9.8 An audited set of accounts must be prepared by the Treasurer and presented at the time of the AGM. These accounts should be audited by a competent person(s)

9.9 Members shall be indemnified out of Club assets only for liabilities properly incurred on behalf of the Club.

9.10 Expenditure on behalf of the Club shall not be entered into unless approved by either

- a) The Treasurer, or
- b) The Chairman or
- b) The General Secretary or
- c) Agreed at a General Committee Meeting.

## **10 Codes of Conduct**

10.1 The Club shall follow the procedures adopted by UK Athletics (as per affiliation), on child protection and equal opportunities policies and in all other disciplinary matters.

## **11 The Constitution and Rules**

11.1 A copy of the Constitution and Rules shall be given to every member of the General Committee. A copy shall be available for all members to see on the club website. Any member shall be given a copy of these Constitution and Rules upon request to the General Secretary within seven days.

11.2 Any amendment to the Constitution and Rules will be through a Resolution at the Annual General Meeting or at a specifically convened Extraordinary General Meeting.

Dated 13<sup>th</sup> March 2008