

# **NORTH SOMERSET ATHLETIC CLUB CONSTITUTION**

## **1) NAME/TITLE;**

The name of the Club shall be North Somerset Athletic Club

## **2) COLOURS;**

The Club colours are navy blue and white

## **3) MISSION, VALUES, AND AIMS OF THE CLUB;**

### **3.1 MISSION;**

North Somerset Athletic Club's mission is to deliver a professional and positive environment that provides opportunities for athletes of all abilities, ages and backgrounds to be the best they can within the sport of athletics; to create a vibrant, safe and enjoyable experience for all its members and to encourage healthy active lifestyles

### **3.2 CLUB VALUES;**

- 3.2.1) A commitment to achieving excellence
- 3.2.2) An enjoyable, friendly and fun experience
- 3.2.3) Respect for others
- 3.2.4) Promoting equality and diversity
- 3.2.5) Embrace competition and ambition
- 3.2.6) One Club, all working together
- 3.2.7) Community responsibility

### **3.3 CLUB AIMS;**

- 3.3.1) To ensure all activity is athlete-centred, and always has the long-term interest of the individual's development at its core
- 3.3.2) To deliver a professional, comprehensive and motivated coaching environment, giving all athletes the opportunity to achieve their full potential
- 3.3.3) To stimulate the interest of young people in North Somerset in the sport of athletics, and ensure the Club provides a safe, enjoyable and fun environment, with robust welfare and child protection policies
- 3.3.4) To continue to build on our knowledge to coach and manage disability athletes

- 3.3.5) To provide competition-pathway opportunities for athletes of all ages and levels of ability, in all disciplines
- 3.3.6) To endeavour to provide and develop facilities for athletics within the North Somerset area
- 3.3.7) To continue to build on existing community partnerships and encourage community participation through schools and other sporting clubs and organisations in the area
- 3.3.8) To promote and develop club spirit that exists across the ages and athletic disciplines by holding regular club events and joint training sessions
- 3.3.9) To regularly review and develop the Club structures and processes to ensure effective and efficient management of Club funds and resources
- 3.3.10) To develop community, local business and sponsorship links to support the Club objectives and development plan

#### **4) MEMBERSHIP;**

- 4.1) Membership shall be open to all persons interested in the sport of athletics, on application, regardless of age, sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, who are amateurs as defined by UK Athletics. However, for reasons of safety, there shall be a minimum age of eight years
- 4.2) The Club may have different classes of membership and subscription as a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating
- 4.3) Voting rights will only be assigned to full members
- 4.4) Membership will be effective upon completion of a Club membership form, payment of the appropriate memberships fee, and joining fee
- 4.5) 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
- 4.6) Honorary life membership of the Club may be conferred upon any member in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club
- 4.7) Resignation shall be considered by the Club 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, (ie has not paid their subscription for the current year) and acceptance of the resignation will be withheld until the debt has been discharged

- 4.8) The Club committee may refuse membership, or shall have the power to suspend or exclude an member, only for good cause, such as conduct or character likely to bring the Club or sport into disrepute. In exercising these powers, the Club committee shall adhere to the Club's disciplinary procedure

## **5) MANAGEMENT;**

- 5.1) The management of the Club shall be vested in a Club committee, which shall consist of President, Chairperson, Head Coach, Treasurer, General Secretary, Membership Secretary and Welfare Officer. Together, they shall be Officers of the Club. All the foregoing shall be elected annually
- 5.2) The Officers of the Club shall be honorary members during their year of office
- 5.3) A minimum of four elected committee members are required for a quorum, for a Club committee meeting to take place
- 5.4) The Club 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 Club committee vote
- 5.5) The Club 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 the sub-committee such duties as may be considered appropriate
- 5.6) The Club 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. These duties may be the subject of such remuneration as may be agreed by the Club committee
- 5.7) The Club committee shall have the power to offer Honorary memberships

## **6) ANNUAL GENERAL MEETING;**

- 6.1) The AGM shall be held annually in the months of either October or November
- 6.2) At least 21 days' notice of the date of the AGM must be given in writing and/or by email to all members, and info will be available on the Club website
- 6.3) The format business of the AGM will be to;
- 6.3.1) Receiving the annual report of the Secretary
  - 6.3.2) Receiving the certified financial statements and the Treasurer's report
  - 6.3.3) Electing the officers and the committee for the ensuing year

6.3.4) Appointing an auditor of recognised professional status who is independent of the Club

6.3.5) 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 1<sup>st</sup> October preceding the meeting in order that all members shall have sufficient notice of the proposal, and...

6.3.6) 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 full members of the Club at the time of the meeting 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 a ballot

## **7) EXTRAORDINARY GENERAL MEETING;**

7.1) An Extraordinary General Meeting (EGM) shall be called and held within one month of the instigation of the Club committee, or on receipt of a requisition signed by at least 20 members, or 25% of the Club membership, whichever is least. All signatories must be 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

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

## **8) AFFILIATIONS AND ACCREDITATIONS**

8.1) The Club shall seek to be, and remain, affiliated to UK Athletics and England 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 Club committee consider appropriate in order to promote the aims of the Club

## **9) CLUB PROPERTY AND FINANCES**

9.1) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules, and all surplus income or profits are to be re-invested in the Club

9.2) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment and other ordinary

benefits of Community Amateur Sports Clubs (CASCs), as provided for in The Finance Act 2002

- 9.3) The Club may also, in connection with the sports purposes of the Club;
  - 9.3.1) Sell and supply food, drink and related sports clothing and equipment
  - 9.3.2) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Club committee without the person concerned being present
  - 9.3.3) Pay for reasonable expenses for visiting coaches, officials and others providing a service
  - 9.3.4) Indemnify the Club committee and members, acting properly in the course of the running of the Club, against any liability incurred in the proper running of the Club (but only to the extent of its assets)
- 9.4) The Treasurer will have the responsibility for controlling the income and expenditure and future budgeting of the Club. At each committee meeting, the Treasurer shall advise the meeting of the current financial situation
- 9.5) 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 Athletic Club'
- 9.6) Banking arrangements can only be changed by agreement of the Club committee
- 9.7) All accounts and cheques issued by the Club must be signed by two signatories from a panel of four from the Club committee
- 9.8) All income (eg subscriptions, training, sale of kit, profits from events, draws and raffles) must be passed to the Treasurer at the earliest opportunity following receipt
- 9.9) The Club's financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December
- 9.10) As soon as possible after the end of the financial year, the Treasurer should present a copy of the accounts for the previous financial year, together with a budgetary estimate of expenditure or the coming year
- 9.11) 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)

## **10) CODES OF CONDUCT**

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

## **11) THE CONSTITUTION AND CODES**

- 11.1) A copy of the Constitution and Codes of Conduct ('Codes') shall be made available to every member of the Club committee. A copy shall also be available for all members to see on the Club website. Any member shall be given a copy of the Constitution and Codes upon request to the General Secretary within seven days of request
- 11.2) Any required amendment to the Constitution and Codes will be approved through a Resolution at the Annual General Meeting, or at a specifically convened Extraordinary General Meeting
- 11.3) Interpretation of the Constitution and Codes must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs, as first provided for by the Finance Act 2002)

## **12) WINDING UP**

- 12.1) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting
- 12.2) The Club committee will be responsible for the orderly winding up of the Club's affairs
- 12.3) After settling all liabilities of the Club, the Club committee shall dispose of the net assets remaining to one of the following;
  - a) To another Club with similar sports purposes that is a registered charity, and/or
  - b) To another Club with similar sports purposes which is a registered CASC, and/or
  - c) To the sports' Governing Body for use by them for related community sports

Updated 7<sup>th</sup> November 2017

*Chris Millard*

Head Coach & Chairman

*Andrew Ballentine*

Secretary