



# 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:** The mission of North Somerset Athletic Club 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, and
- To create a vibrant, safe and enjoyable experience for all its members and to encourage healthy active lifestyles.

**3.2 VALUES:** The values of North Somerset Athletic Club are:

- A commitment to achieving excellence
- An enjoyable, friendly and fun experience for all
- Respect for others
- Promoting equality and diversity
- Embracing competition and ambition
- One club, all working together
- Community responsibility

**3.3 AIMS:** The aims of North Somerset Athletic Club are:

- To ensure all activity is athlete-centered, and always has the long-term interest of the individual's development at its core.
- To deliver a professional, comprehensive and motivated coaching environment, giving all athletes the opportunity to achieve their full potential.
- 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.
- To continue to build on our knowledge and expertise to coach athletes with disabilities.
- To provide competition-pathway opportunities for athletes of all ages and levels of ability, in all disciplines.
- To endeavor to provide and develop facilities for athletics within the North Somerset area.

- To continue to build on existing community partnerships and encourage community participation through schools and other sporting clubs and organisations in the area.
- To promote and develop club spirit that exists across the ages and athletic disciplines by holding regular club events and joint training sessions.
- To regularly review and develop the Club structures and processes to ensure effective and efficient management of Club funds and resources.
- 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 the online registration and payment of the joining fee and relevant membership 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 must be made by letter or email to the Coach of the session the athlete attends. Resignations will not be accepted if the member owes fees to the club. Fees must be settled before an athlete is released from membership of the Club.
- 4.8 The Club committee may refuse membership or shall have the power to suspend or exclude a 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.
- 4.9 Gratis membership may be granted to some children whose parents/guardians/carers fulfil core committee roles. This will be considered on a case by case basis and formally agreed at a committee meeting.
- 4.10 The club will have an agreed policy to set out financial terms and refunds when a member leaves the Club.

#### **5) MANAGEMENT**

- 5.1 The management of the Club shall be vested in a Club committee, which shall consist of a Chair, Head Coach, Treasurer, Club Secretary, Membership Secretary and Lead Welfare Officer as a minimum. Together, they shall be Officers of the Club. All the foregoing shall be elected annually at the AGM.
- 5.2 The Officers of the Club shall be honorary members during their year of office.

- 5.3 The committee shall hold four meetings each year as a minimum.
- 5.4 A quorum of three core committee members from the designated positions listed in 5.1 are required for a Club committee meeting to take place.
- 5.5 The Club committee shall have the power to fill vacancies if they arise, and to co-opt members for projects.
- 5.6 Co-opted committee members for specific projects (rather than designated committee roles) shall not have a club committee vote.
- 5.7 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.
- 5.8 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.
- 5.9 The Club committee shall have the power to offer Honorary memberships.
- 5.10 Decisions of the committee shall be made by a simple majority of those officers attending the committee meeting.
- 5.11 Decisions should only be made outside scheduled committee meetings if the decision cannot wait until the next committee meeting. In this case, decisions can be made with agreement from the core committee members (listed in 5.1) by email with a simple majority decision. Decisions made this way must be recorded on the agenda/minutes of the next committee meeting to ensure a clear audit trail is maintained.
- 5.12 Committee meetings must be minuted with a clear and transparent record of attendees and decision making.

## **6) ANNUAL GENERAL MEETING**

- 6.1 The AGM shall be held annually in the months of 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.
- 6.3 The venue and agenda items for the AGM will be advised no less than one week before the meeting and details made available on the Club website
- 6.4 The format business of the AGM will be:
  - 6.4.1 Receiving the annual reports of the Club Secretary, Membership Secretary and Lead Welfare Officer
  - 6.4.2 Receiving the certified financial statements and the Treasurer's report.
  - 6.4.3 Electing the officers and the committee for the ensuing year.
  - 6.4.4 Appointing an Independent Examiner of recognised professional status to prepare an Accountant's Report on the financial affairs of the Club for the Financial Year.
  - 6.4.5 Considering any amendment to the constitution of which due notice has been given to all members. Any proposed changes to the Constitution must be presented at either an Annual General Meeting, or an Emergency General Meeting, to be approved by the Club Committee on behalf of the membership.
  - 6.4.6 Transacting any other notified business.
- 6.5 All registered full members of the Club at the time of the meeting shall have one vote at an AGM. 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 Chairperson decides voting shall be by a ballot.

6.6 The AGM will be minuted and the minutes will be published on the club website.

## **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 passed 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 be affiliated to UK Athletics and England Athletics to assist in achieving the aims of the Club.

8.2 The Club shall aspire to achieve quality assurance certifications as the Club committee consider appropriate 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:

- Sell and supply food, drink and related sports clothing and equipment.
- 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.
- Pay for reasonable expenses for visiting coaches, officials and others providing a service.
- Indemnify the Club committee and members, acting properly during 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 payments made on behalf of the club (whether online or by way of cheque) should be processed in accordance with the authorisation procedures approved by the Club committee.
- 9.8 All income (e.g. membership, 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 1st January to 31st December.
- 9.10 The Treasurer should present a copy of the accounts for the previous financial year by the October club committee meeting at the latest in preparation for the AGM.
- 9.11 An independently verified set of accounts signed off in accordance with section 6.4.4 must be presented by the Treasurer at time of the AGM.
- 9.12 The budget forecast for the year should be prepared and presented to the committee before the end of March of the same financial year.
- 9.13 The Club committee will review and approve bank authorisation every time there is a change in Treasurer and/or at 3-year intervals.

## **10) CODES OF CONDUCT**

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 Community Amateur Sports Clubs (CASC), as first provided for by the Finance Act 2002.
- 11.4 The Club has formal policies and standards, as required by England Athletics, that are interconnected and should be read in conjunction with each other. All of our policies are available on the Club website and include:
- Grievance and Disciplinary Policy
  - Privacy Policy in accordance with General Data Protection Regulations
  - Inclusion and Diversity Policy
  - Welfare and Safeguarding Policies, including Codes of Conduct for Parents and Athletes
  - Health and Safety Policy
- 11.5 When signing up to join the Club, all members (and parents/legal guardians on behalf of children) are required to sign a Declaration Form to confirm they agree to comply with Safeguarding and Code of Conduct policies.

- 11.6 In addition to regulated policies and standards, the Club requires approved policies covering the use of social media platforms managed by the Club.
- 11.7 The Club is also required to detail the benefits of becoming a member on the Club website.

**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:
- To another Club with similar sports purposes that is a registered charity, and/or
  - To another Club with similar sports purposes which is a registered CASC, and/or
  - To the sports’ Governing Body for use by them for related community sports

Date agreed and adopted by NSAC committee:	
Next Review date: AGM November 2024	Role: Committee