

# Newcastle (Staffs) Athletic Club



## Constitution

(updated November 2013)

### 1 NAME

The name of the Club shall be the Newcastle (Staffs) Athletic Club - hereafter referred to as "the Club".

### 2 COLOURS

The Club colours are red, white and blue banded vest with royal blue shorts.

### 3 SITE

The Club headquarters and ground address is Ashfields New Road, Newcastle-under-Lyme in the county of Staffordshire.

### 4 AIMS AND OBJECTIVES

The object of the Club shall be to foster athletics and encourage athletics through competition, training and good fellowships. The Club is mindful of the connection between healthy well-being and physical activity and will pursue the theme of mass participation through athletics at all levels of ability.

The Club shall provide facilities of the highest standard that are safe and suitable for all users.

The Club is committed to incorporating equal opportunities into all aspects of its work and will ensure that no-one suffers discrimination abuse or harassment on the grounds of race, sex, disability, marital status, religious beliefs, sexual orientation or class.

The Club operates a Social Inclusion Policy (see Appendix 1)

### 5 MEMBERSHIP

The Club will exercise a policy of open membership. The management committee shall have the authority to elect persons to membership of the club and shall equally have the authority to refuse or cancel membership having good reason thereof.

The Honorary Membership Secretary shall keep a register of the names and addresses of all members of the club; this register to be available at an Annual General or Special General Meeting. The Club complies with the requirements of the data protection act.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to a separate appeals panel as described in the disciplinary section and decided by a majority vote.

Individuals who wish to become members of the Club must apply using the Membership Application Form, approved by the Committee from time to time and the application be accompanied by the membership fee.

Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. Membership is not accepted until approved by the Management committee.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

## 6 CATEGORY

Membership of the Club shall be open to the following:

- (1) **Junior members** - persons under the age of 18 years or those in full-time education.
- (2) **Senior members** - persons aged 18 years and over.
- (3) **Family members** - Mother, Father (or those with parental responsibility) and children.
- (4) **Associate members** - persons aged 18 and over who wish to support the club, but who are non-runners.

### 6.1 VICE-PRESIDENT/HONORARY LIFE MEMBERS

Individuals to be appointed as Life Members shall be proposed by the Committee and elected at an Annual General Meeting and must have the support of two thirds of voting members present. Life Members are exempt from payment of annual subscriptions but shall otherwise have the same rights and responsibilities as Ordinary Members.

- (1) The club, at an Annual General or Special General Meeting, at their discretion may elect Vice-Presidents or Honorary Life Members of the Club for such a period and on such terms as the club may think fit.
- (2) Such persons should have an official connection with the Club or with athletics or for other reasons which shall be deemed by the club worthy of such a privilege.

## 7 SUBSCRIPTIONS

- (1) Subscriptions shall be at such a rate as the Management Committee shall decide subject to ratification at an Annual General Meeting or Special General Meeting duly convened.
- (2) Subscriptions (including England Athletics Membership fee) become due on 1st March each year.
- (3) No competing member, having failed to pay subscriptions for the previous year shall be considered for team selection.
- (4) Members having arrears of subscriptions of more than eight weeks will have their membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including using the Club facilities or voting in any General Meeting. They will not be entitled to race in Club colours or gain discounted entry to races by claiming to be current Club members. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee, subject to payment of a levy.
- (5) Members are required to complete a membership form each year and it is the member's responsibility to advise the Membership Secretary of any changes of address, emergency contact details and relevant medical conditions.
- (6) Members are encouraged to help out with at least one of the Club's organised events each year.

## 8 CONSTITUTION AND RULES

The constitution and rules or any part of them may be altered, varied or revoked, on request, at any Annual General or Special General Meeting. Any such proposals must be submitted in writing to the Honorary Club Secretary before 1st September prior to an Annual General Meeting or 14 days prior to a Special General Meeting. Members will be notified of these proposals at least 7 days before the meeting with full details. Before the President (or in his/her absence the Chairman shall declare any resolution in this connection be passed, they must be satisfied that it has been carried by two-thirds majority of those present and eligible to vote.

## 9 ANNUAL GENERAL MEETING

- (1) The AGM shall be held no later than 1st October of each year and in any event within 15 months of the previous Annual General Meeting. Members will be given at least 14 day's advance notice of the time and date of such a meeting.
- (2) The business of the Annual General Meeting shall comprise the election of President, Chairman, Vice-Chairman, Officers of the club, Management Committee members, the receiving of the Honorary Treasurer's examined statement of accounts for the past financial year, plus other reports

appropriate to the clubs activities. Also to discuss any proposed Constitution and/or Rule changes which must have been included in the agenda.

- (3) The President will be in term of office for 4 years. The out-going President shall be eligible for re-election.
- (4) In the event of a tie of votes, the President (or in his/her absence the Chairman) shall have the casting vote.
- (5) To conclude the Annual General Meeting, the President (or in his/her absence the Chairman) shall ask if there is any other business in order to accord members the opportunity for asking questions.
- (6) Anyone may attend an Annual General Meeting but only paid-up members and Life members can vote. Membership cards may be asked for.

## 10 SPECIAL GENERAL MEETING

A Special General Meeting of the club may be called at any time by the Honorary Secretary or at the written request of not less than 20 first-claim members. At least 14 days notice shall be given of any such meeting and no business shall be transacted at any such meeting when there are not at least 20 first-claim members present.

## 11 OFFICERS OF THE CLUB

- (1) Officers of the club shall be governed by the President, Honorary Club Secretary and Chairman.
- (2) Officers of the Club include: Honorary Treasurer; Honorary Membership Secretary, Managers of the Male and Female Road, Cross-Country and Track and Field sections, the Young Athletes section, Club Captains and representatives for Coaching, Social/Fund Raising, Ladies and Veterans sections.

## 12 MANAGEMENT COMMITTEE

- (1) The club shall be governed by a Management Committee comprised of not more than 10 members together with the Honorary Treasurer, Honorary Secretary and Chairman. Such members and officers of the club shall be eligible for re-election each year.
- (2) Eligibility for nomination to the Management Committee is open to first-claim members only.
- (3) Five members of the committee to form a quorum. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by this Constitution.

- (4) Meetings shall be held monthly or otherwise as the management Committee may from time to time decide.
- (5) Copies of minutes of Management Committee general meetings, on being agreed as a true record and duly signed by the Chairman (or his/her deputy) shall be displayed for members to consult.
- (6) Within any Management Committee general meeting agenda, an item entitled "Members time" may be included so as to enable an opportunity for members to address the Committee directly. Alternatively the Committee may invite persons who are not members of the Committee to address a meeting of the Committee.
- (7) The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below quorum in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.
- (8) Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote.
- (9) The Committee may regulate their meetings and proceedings as they think fit. The Committee shall record the decisions that it has taken and publicise these to Club Members. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.

## 12.1 POWERS OF THE COMMITTEE

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

- (1) Make Club Rules and regulations to allow for the day-to-day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members. Any alteration or amendment to the Club Rules shall have immediate effect, but shall be subject to the approval by ordinary resolution of the next AGM.
- (2) Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
- (3) Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- (4) Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
- (5) Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-

negotiable, to operate on the Club's banking accounts.

- (6) Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- (7) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (8) Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (9) Appoint members of sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them.
- (10) Organise Club activities.

## 12.2 LEAVING OFFICE

The office of an elected member of the Committee shall be vacated if he or she:

- (1) Resigns at any time by notice in writing to that effect given to the Secretary or Chairman and such resignation shall take effect immediately.
- (2) Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- (3) Is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited.
- (4) Is first suspended by all the other Committee members, acting together, subject to subsequent ratification by an Annual General Meeting or Special General Meeting.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

## 13 DISCIPLINE

All matters relating to discipline will be dealt with in accordance with the guidelines recommended by the England Athletics.

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion

will be agreed by resolution of a majority of those present and voting at a properly convened Committee Meeting.

Such Member shall have one month's clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. The Member and a representative nominated by the Member, shall be entitled to attend the Meeting and have their say in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons, or any person refused membership, may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by the Midland Counties Athletic Association or other relevant organising body as shall be nominated by the Committee. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

## 14 RESIGNATION AND EXPULSION

- (1) Any member desirous of resigning membership of the club shall signify such intention in writing to the Honorary Secretary or Membership Secretary before 1st October or otherwise may be liable for that year's subscription. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
- (2) The Management Committee shall have the power to expel any member, whose subscription is overdue in accordance with the Subscriptions section (7) above. Notification will be sent in accordance section (17) below.
- (3) The name and address of any person so expelled from the club shall be sent to the Honorary Secretary of the appropriate Area Association who shall enter the name in a book (to be called "The Suspension Book" kept for that purpose).
- (4) Every person whose name has been entered in a Suspension Book shall be suspended from competing in any event held under England Athletics Laws until the liability causing the said expulsion, which shall not exceed one year's subscription, has been discharged.
- (5) Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.
- (6) The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him or her to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out above.

- (7) Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

All members shall abide by the Constitution and Rules of the club for the time being in force.

## 15 INTERPRETATION OF CLUB CONSTITUTION & RULES

The Committee shall be the authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

## 16 DISSOLUTION OF THE CLUB

If at any Special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Ordinary Members present, a further Special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

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 Special General Meeting. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another registered community amateur sports club for road running or athletics, or to UK Athletics Limited for use in community-related road running initiatives or to a registered or recognised charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.

## 17 NOTICES

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by standard first class post or email to the last known postal or address of the member as appropriate or by publication on the Club's website.

## 18. LONDON MARATHON SELECTION RULES

A draw to be made 4 weeks after the AGM adopting the following guidelines:

- (1) Those who have been rejected.(Proof required/rejection slip).
- (2) Those who wish to take part and have made this known to the Honorary Secretary before the day of the draw.

- (3) They have been a member of the club for at least 12 months.
- (4) They have paid their subscriptions for both their first and second years' membership of the club, including the England Athletic levy for both years.
- (5) If they have received a club place one year, they cannot enter the draw the following year.
- (6) They must have helped out with at least one organised club event during the past 12 months.
- (7) Those having difficulties entering the official London Marathon on-line ballot must email the Club Secretary or webmaster straight away. They will then be entered into a second draw if the club places have not been fulfilled in the first draw.

## Appendix 1 – Social Inclusion Policy

The aim of the Social Inclusion Policy is:

To promote respect for both individuals and groups in all aspects of the clubs activities.

To this end, the club will continually review its practices to ensure that as far as possible no group or individual is excluded from its activities as a result of its actions or omissions.

The club will expect the members, officers and contracted service providers to actively promote equality of access to all aspects of the club activities. The club will attempt to be welcoming and indicate an understanding of the needs of all its members and potential members

In order to achieve this, the club will seek to monitor, review and respond to the views and experiences of its members and where possible to seek the views of groups and organizations socially excluded individuals and groups within society.

Members must have an equal opportunity to:

- \* Be consulted on their needs.
- \* Know about club facilities and services available to them.
- \* Comment on their experience of the clubs activities and practices.
- \* Be treated fairly and courteously.

**The club will aim to give fair access to everyone and this will include making special or seperate provision to ensure friendly, responsible and accessible services where possible.**

The club will expect its members and officers to actively promote this policy within their own activities.

Special action should be taken to improve membership amongst known socially excluded groups where these are under represented.

The club will designate one of its officers as a social inclusion officer with responsibility for monitoring the success of the club implementing the policy. This Officer will where possible seek to work with other public bodies and in particular the Borough Council to ensure that its policies have a synergy with their Social Inclusion strategies. The aim will be to identify those social inclusion issues that impact on the clubs activities, members and athletics in general.

The officer will provide members with updates, advice and interpretation of all statutory and other legislation relating to equal opportunities and social inclusion issues.

The club and its members should therefore:

- \* Ensure all members, officers, and visitors are not discriminated against in any way.
- \* Co-operate with measures introduced by the club to ensure equal opportunities and inclusiveness are adhered to.
- \* Prevent attempts to criticise individuals on the grounds that they have made complaints or provided information about discrimination.
- \* Ensure that members, officers, visitors and members of the public are not harassed, abused, or intimidated on account of their sex, marital status, age, race, disability, religious beliefs, sexuality or class.
- \* Inform the club if they are aware that discrimination is taking place in any area of the clubs activities.
- \* Seek to learn from other clubs and organizations best practice in ways to ensure inclusiveness.
- \* Ensure that the club and its members adhere to the social inclusion policy.

The club will not tolerate overtly racist behaviour amongst its members, contracted service providers or visitors and will seek to exclude anyone responsible for such behaviour. Where appropriate the club and its members will be responsible for reporting such behaviour to the police.