



## **WELLINGBOROUGH AND DISTRICT ATHLETIC CLUB**

### **CONSTITUTION**

#### **1. NAME**

- 1.1 The club will be called Wellingborough and District Athletic Club and will be affiliated to England Athletics or such body designed to govern amateur athletics in England and Wales.
- 1.2 Any reference to the Club within this constitution shall be to the club as a whole.

#### **2. AIMS AND OBJECTIVES**

The aims and objectives of the club shall be:

- To offer coaching and competitive opportunities in Athletics.
- To promote the club within the local community.
- To ensure a duty of care to all members of the club.
- To provide all of its services in a way that is fair to everyone.

#### **3. CLUB EQUITY STATEMENT**

- 3.1 This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
  - 3.1.1 Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.
  - 3.1.2 It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
  - 3.1.3 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
  - 3.1.4 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

3.1.5 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

3.1.6 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **MEMBERSHIP**

3.2 The Club will ensure all present and future members receive fair and equal treatment.

3.3 Membership shall consist of Strategy Committee Members, Committee Officers and Members of the club.

3.4 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.

3.5 Members will be enrolled in one of the following categories:

3.5.1 Full adult member (17+).

3.5.2 Junior member.

3.5.3 Family member.

3.5.4 Life member.

3.5.5 Guest member.

3.5.6 Associate member.

3.6 Guest membership of the club shall last for two weeks (four consecutive club sessions). Guest members shall not be allowed to vote at any meetings.

## **4. MEMBERSHIP FEES**

4.1 Membership fees will be set annually and agreed by the Strategy Committee.

4.2 The membership year will run from 1 April- 31 March each year.

4.3 Fees will be paid annually by 30 April.

4.4 Upon joining the club as a member for the first time, each member will be issued a club vest.

## **5. STRATEGY COMMITTEE**

5.1 The club will be managed by the Strategy Committee (as defined below).

5.2 The Committee shall be made up of the Strategy Committee and the Club Officers (**“the Committee”**).

5.3 Committee meetings will be convened by the Secretary of the Club and held no less than ten times per year.

5.4 The Strategy Committee shall comprise the following:-

- Chairperson
- Two Vice Chairpersons
- Secretary
- Treasurer
- President
- Coaching Co-ordinator
- Junior Representative
- Welfare Representative

**(“Strategy Committee Members”)**.

5.5 The Club Officers shall comprise the following:-

- Mens Captain
- Ladies Captain
- Membership Secretary (x2)
- Kit Officer
- Triathlon Representative
- Social Secretary
- Volunteer Co-ordinator
- Website Officer
- Results Manager
- County Representative
- Social Media Officer
- Race Director (rolling position)

- Trail, Ultra and XC Representative.

(“**Club Officers**”).

- 5.6 Attendance at Committee meetings for Strategy Committee members will be mandatory. Attendance for Club Officers shall be optional.
- 5.7 The quorum required for any decision at Committee Meetings will be fifty percent of the Strategy Committee members.
- 5.8 Only members of the Committee will be eligible to attend at and vote at the Committee Meetings.
- 5.9 Members of the Strategy Committee and Club Officers will receive one vote per position they hold on the Committee.
- 5.10 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 5.11 The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- 5.12 The Committee shall have the power to create new committee positions. Any new position must be approved by a majority of the Strategy Committee at a Committee Meeting.
- 5.13 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
- 5.14 The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.15 Any members wishing to raise any issues with the Committee should contact the Secretary of the Club or the Senior Representative.
- 5.16 Any vacancies remaining on the Committee after the AGM or occurring during the year shall be filled by election or co-option by the Committee.
- 5.17 All Committee members (Strategy Committee Members and Club Officers) will retire each year but will be eligible for re-appointment.
- 5.18 Strategy Committee Members and Club Officers will be elected annually at the Annual General Meeting.
- 5.19 If there is only one nominee for a Committee position, this person will be recommended to the membership.
- 5.20 If requested, (i.e. if there is more than one nominee for a Committee position), each nominee shall submit one paragraph to the Secretary upon nomination stating why they think they would be good at the role. This will be read out at the AGM and a vote taken by members. Voting will be done by a ballot process.

## **6. FINANCE**

- 6.1 All club monies will be banked in an account held in the name of the club.
- 6.2 The Club Treasurer will be responsible for the finances of the club.
- 6.3 The financial year of the club will end on 31 March each year.
- 6.4 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 6.5 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.
- 6.6 Any outgoing of over £500 shall be put to the Management Committee at a Management Committee Meeting and voted upon by the Management Committee.

## **7. ANNUAL GENERAL MEETINGS**

- 7.1 Notice of Annual General Meetings (AGM) will be given by the Club Secretary to all members via email with not less than 21 clear days notice to be given to all members.
- 7.2 The AGM will receive a report from the Chairman and Treasurer.
- 7.3 Nominations for officers of the Management Committee will be sent to the Secretary at least two weeks prior to the AGM. It is at the discretion of the Secretary whether any applications received after this date are put forward to the membership.
- 7.4 Elections of the Management Officers and Committee Officers are to take place at the AGM.
- 7.5 All paid up members (being those who have paid their membership fee for the preceding year) have the right to vote at the AGM. Each paid up member will have one vote.
- 7.6 The quorum for the AGM will be 20% of the adult membership of the Club (being anyone over 18 and who is a fully paid up member of the Club at the end of March preceding the AGM).

## **8. EXTRAORDINARY GENERAL MEETINGS**

- 8.1 The Management Committee has the right to call an extraordinary general meeting (EGM) at any point
- 8.2 The procedures for calling and running an EGM will be the same as for the AGM.

## **9. PROPERTY AND FUNDS**

- 9.1 The property and funds of the Club cannot be used for the direct or indirect personal benefit of members other than as reasonably allowed by the Constitution.
- 9.2 All surplus income and profits shall be reinvested in the Club and used towards the objectives specified in clause 2.

## **10. CLUB VESTS**

All members running as an affiliated runner in races or events which have a UKA licence must be wearing club colours (i.e. Wellingborough Green vest).

## **11. DISCIPLINE AND APPEALS**

- 11.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officers are the lead contact for all members in the event of any child protection concerns.
- 11.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 11.3 The Secretary shall consult with the Chairperson and the complaint shall be put before the Management Committee for discussion and clauses 11.4, 11.5 and 11.6 should be followed. The Committee shall follow the Club's Grievance Procedure.
- 11.4 The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 11.5 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 11.6 There will be the right of appeal to the Management Committee following disciplinary action being announced. Any such appeal should be received by the Secretary within 14 days of the hearing. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

## **12. DISSOLUTION**

- 12.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 12.2 In the event of dissolution, any assets of the club that remain will become the property of England Athletics

13. **AMENDMENTS TO THE CONSTITUTION**

- 13.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. **DECLARATION**

- 14.1 Wellingborough and District Athletic Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members as of 17 April 2018.