

# Club Constitution & Rules

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# *South Devon* *Athletic Club*



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# **South Devon Athletic Club Rules & Constitution**

## **1. Title**

The Club will be known as South Devon Athletic Club. (hereinafter to be referred to as "the Club")

## **2. Aims and Objectives**

The Aims and Objectives of the Club will be:

- a.** To encourage the practice, promotion, development and participation of amateur athletics in South Devon and the wider community.
- b.** To provide training and coaching for members.
- c.** To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
- d.** The Club shall cater for the following athletics disciplines: Road Running, Track & Field, Cross-Country Running, Trail & Multi-Terrain running
- e.** The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.

## **3. Membership**

- a.** Membership of the Club shall be open to persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b.** Each membership application must be made in writing on a club application form and submitted to the Club Secretary with the appropriate subscription and approved by a majority of the management committee.
- c.** A candidate for membership must be at least 8 years of age.
- d.** All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept all policies, codes of practice and rules that the club has adopted.
- e.** Any member wishing to transfer their EA Membership to another Club must do so in writing or by email to the Secretary.

- f. Honorary Life Membership may be awarded to an individual who is deemed to have made a substantial contribution to the club over a long period of time. To be eligible the member will need to be a current active member. Active Honorary members will need to fill in their membership form annually.

#### 4. Sports Equity

- a. 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:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- b. 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.
- c. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- d. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### 5. Discipline and Appeals

- a. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- b. 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 Officer or child protection Officer are the lead contacts for all members in the event of any child protection concerns.
- c. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary.
- d. 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.

- e. 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.
- f. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## 6. Subscriptions

- a. Annual subscriptions shall become due for payment on the 1<sup>st</sup> April each year, with the amounts being decided at the AGM
- b. Membership subscriptions will fall into 5 categories.
  - FULL ADULT (including EA membership).
  - CHILD/YOUTH (up to 18 years of age).
  - FAMILY (for up to two parents/guardians and all their children under 18 years of age).
  - 2<sup>nd</sup> Claim (for individuals with 1<sup>st</sup> claim status and EA membership with another club)
  - ASSOCIATE (for non-competing individuals wishing to be members of the Club).
- c. Subscriptions should be paid for the current year before the member can compete for the Club. Subscriptions can be waived at the discretion of the committee.
- d. Any member whose subscription is 30 days in arrears shall cease to be a member of the club.

## **7. Management**

- a.** The management of the Club shall be vested in a Committee that shall consist of the: Chair, Vice Chair, Club Secretary, Club Treasurer and Membership Secretary who 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 unless they choose to resign.
- b.** All committee members must be current members of the Club.
- c.** The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- d.** Each committee member will have one equal vote.
- e.** All decisions will be by a majority vote.
- f.** In the event of a tie the Chair will have the casting vote.
- g.** Issues can be re-presented at future meetings.
- h.** At least 50% of the elected Committee members are required for a quorum for a Committee meeting to take place providing either the Chair, Vice Chair, Club Secretary or Club Treasurer are present.
- i.** The Committee shall have the power to fill vacancies if they arise and can co-opt up to 3 members.
- j.** The 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.
- k.** The 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.

## 8. Annual General Meeting (AGM)

- a. The AGM will be held during October or November each year.
- b. At the AGM the meeting will:
  - Address Matters Arising
  - Receive the Chairs annual report.
  - Receive the financial statements and the Treasurer's report.
  - Receive the Grand Prix committee report.
  - Receive the Junior's report.
  - Elect the officers and the Committee for the ensuing year.
  - Discuss and vote on any Proposals of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal
  - Eligible members will be drawn from a ballot for any Club places we have been given (e.g. London Marathon)
- c. Nominations for all officers and Committee Posts together with any proposals to be discussed must be submitted in writing to the Club Secretary at least 14 days before the meeting.
- d. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote.
- e. In the case of an equality of votes the Chair will have a second, casting, vote.
- f. Voting shall be by a show of hands except where the Chair decides voting shall be by ballot.
- g. Voting by writing must be submitted to the Club Secretary by post prior to the AGM.
- h. At least 10 days' notice shall be given to members of the date, venue and agenda items for the AGM.
- i. Reasonable attempts to notify members of the details and date of the AGM will be made by the Club committee. (This would include Club notice boards and, where possible, Club newsletter, Club website, email and by announcement at Club training nights). Individual members will not be notified by personal mail.

## **9. Extra-Ordinary General Meeting (EGM)**

- a.** An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b.** An EGM must be called if 10 voting members petition the Secretary in writing.
- c.** Three weeks' notice of an EGM must be given to the all members by email or in writing together with the motions to be discussed. No other business shall be conducted.
- d.** Procedures for voting shall be as used for the AGM.

## **10. Club Colours**

- a.** The Official Club colours will be primarily fluorescent yellow Front and Rear panels with the Secondary colour of navy blue on the sides and in some detailing.
- b.** Club Colours should be worn by all members representing the club at any competitive meeting and are compulsory to be part of an official club team in any event.
- c.** Club Colours must be worn to be eligible for Grand Prix points in any Club Grand Prix race, however an exception is made for any members first Club Grand Prix Race.

## **11. Finance**

- a.** The fiscal year of the Club shall end on 31<sup>st</sup> October.
- b.** All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate with at least two signatories, one of whom will be the Club Treasurer and the other either the Chair or Club Secretary.
- c.** Accounts will be maintained by the Club Treasurer to receive and disburse monies for the Club to carry on its normal business.
- d.** Suitable paperwork is to be maintained so that accounts may be fully audited each year. Care must be taken to accurately record income received and expenditure incurred. Wherever possible supporting paperwork such as a receipt and invoices should be available for auditors' inspections.



- e. Expenditure over £100 must be authorised by the committee before it is incurred. In emergencies, expenditure up to £150 may be authorised by four committee members to include two officers outside of a committee meeting
- f. An interest free loan facility is to be made available for members facing financial difficulties in purchasing athletic equipment. Subject to committee approval, and the state of funds available, cheques to cover the cost of clothing, shoes or equipment can be made available and sent direct to the supplier. A signed declaration will be required, supplied by the committee for a structured repayment of no more than 12 months.

## **12. Property and Funds**

- a. 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 reinvested in the Club.
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c. 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 and remunerate them for providing goods and services, on fair terms as set by the Committee without the person concerned being present.
  - Pay for reasonable hospitality for visiting guests.
- d. Indemnify the 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).
- e. The Committee will have due regard to the law on disability, discrimination and child protection.

## **13. Dissolution**

- a. The management committee, by a two thirds majority at a general meeting may decide to dissolve the Club. They must call an EGM giving three weeks' notice to all club members. If the motion is passed by a two thirds majority then the Committee will then be responsible for the orderly winding up of the Club's affairs.

- b.** Alternatively, ten paid up voting members may petition the Club secretary in writing to call an EGM in which the conditions in 13a will apply with respect to calling the meeting and voting at it.
- c.** Procedures for voting shall be as used for the AGM.
- d.** After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - To another Club with similar sports purposes which is a registered charity and/or
  - To another Club with similar sports purposes which is a registered CASC and/or
  - To the Club's national governing bodies for use by them for related community sports.

#### **14. Amendments to the constitution**

- a.** The management committee, by a majority, may propose amendments to the constitution. The changes can only be made at an AGM or at an Extra-Ordinary General Meeting (EGM) called for that purpose. If the amendment is passed by a majority vote the amendment to the constitution will be adopted.
- b.** Alternatively, ten members may petition the Club Secretary in writing to call an EGM in which the conditions 9c will apply with the respect to calling the meeting and voting at it.
- c.** Procedures for voting shall be as used for the AGM.

#### **15. Club Records**

These are listed in the South Devon AC official records file.

#### **16. Training**

All club training sessions should be under the control of an appropriately qualified coach.

## 17. Club Ballot

- a. When the Club has received a place or places in the London Marathon, the recipient shall be decided by ballot at the AGM. To be eligible to enter into the Club ballot a member must have:
  - Applied for a place in the marathon by way of the official London Marathon Ballot and been unsuccessful. Proof of rejection must be sent to the club secretary at least 8 days before the AGM for verification.
  - They must also have been a fully paid up member for at least two full years.
- b. The member who is successful in getting the club ballot place shall not be eligible to enter the club ballot again for 2 years.
- c. Those unsuccessful in the Club Ballot for the London Marathon Place are eligible to be included in a further ballot for any other race places that the Club may have been given.
- d. In the event of insufficient interest from these parties the ballot shall be opened to anyone else in the club, providing they meet the same time criteria for the length of club membership.

## 18. Priority

- a. Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

## 19. Revision History

Dated October 2018

Including revisions decided upon at:

South Devon Athletic Club AGM 2018

South Devon Athletic Club AGM 2017

South Devon Athletic Club EGM 2008

South Devon Athletic Club EGM 2004

## 20. Definitions

Quorum: The minimum number of members of a committee or legislative body who must be present before business can officially or legally be conducted.