

HARBOROUGH ATHLETIC CLUB

Founded September 1984

CONSTITUTION FOR HARBOROUGH A C

Agreed 14 June 2006

Amended 11 November 2012

Harborough Athletic Club

Mission Statement

- 1) We are a multi-functional club affiliated to UK Athletics.
- 2) We cater for people of all abilities and ages – generally from 11years upwards- who wish to develop their athletic abilities.
- 3) We make available training and competition in all athletic activities under the jurisdiction of UK Athletics: -
 - a) Track and Field
 - b) Cross Country
 - c) Road Running
 - d) Fell Running
 - e) Race Walking
- 4) We aim to encourage our members to develop their skills in other areas associated with athletics, such as : -
 - a) Officiating
 - b) Administration
 - c) Coaching
 - d) Any other activity that may enhance the Club, County, Region and National governing body.
- 5) We encourage the provision of a programme of social activities for our members.
- 6) We aim to make available such resources as may be required to facilitate the above, making use of facilities outside our locale where necessary.

CONTENTS

1. Introduction
 2. Aims and objectives
 3. Membership
 4. Election
 5. Subscription rate
 6. Officials of the Club
 7. Committee
 8. Finance
 9. Headquarters
 10. General Meetings
 11. Discipline and Appeals
 12. Events
 13. Club Colours
 14. Dissolution
- Notes

CONSTITUTION FOR HARBOROUGH A C

1. Introduction

The Club will be called Harborough Athletic Club, and will be affiliated to the National Governing Body for Athletics and other such bodies as necessary to fully pursue the aims and objectives of the Club.

2. Aims and objectives

The aims and objectives of the Club will be:

- to encourage athletes to take part in competition and to perform to the best of their ability
- to encourage coaches, officials and Club officers to keep up to date with current requirements and to develop their skills
- to encourage all members to take pride in everything they do, so that the Club is the best in the area
- to promote Athletics and the Club in the local community
- to offer coaching and competition opportunities in Track & Field, Cross Country, Road Running, Fell Running and Race Walking to all people of all abilities and ages, generally from 11 years upwards who wish to develop their athletic ability.
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment
- to be non-profit making, but any surpluses made are to be re-invested
- for the benefit of Members.

3. Membership

Membership shall consist of the Officers and members of the Club. All members will be subject to the regulations and the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Senior Competing Member: Entitles a member to all benefits and activities, athletic, social and administrative, offered by the Club.
- Senior Non-competing Member: For individuals who wish to train with the Club in addition to having the opportunity to take part in social and administrative activities. Not being registered with the National Governing Body, they are not entitled to compete as a member of Harborough Athletic Club in any competition under UKA or international rules. Senior Non-competing Members who wish to upgrade to Senior Competing Members part-way through the year may do so by submitting a membership form and a fee to cover the National Governing Body registration.

- Junior (Under 18) Member: Entitles a member to all benefits and activities, athletic, social and administrative, offered by the Club. Students in full time education are eligible to register as Junior Members.
- Very Young Member (Under 11): May compete for the Club, train and take part in social activities, but may not serve on the Committee or vote at an AGM or EGM.
- Life Member: Existing Senior Competing Members who have made a significant contribution to the Club may be recommended to the Management Committee by one of the Officers for Life Membership. The Committee will have the power to award at its discretion, the title of Life Membership such that the Life Member will have no further obligation to subscription payments. Otherwise, the Life Member has the same benefits as a Senior Competing Member.
- Associate Member: For parents, helpers, officials etc. who become involved with the club's activities and wish to be associated with the Club, but do not want to compete or train with it. An Associate Member cannot serve on the Committee or vote at an AGM or EGM.

Only Senior Competing Members, Life Members, Junior (Under 18) Members and Very Young Members will be registered with the appropriate National Governing Body for Athletics to allow them to compete and/or any other such bodies as necessary to fully pursue the aims and objectives of the Club.

4. Election

Every candidate for election to the Club must complete and sign an official Club application form; in the case of a candidate under the age of 18, the form must be countersigned by a parent or guardian.

Every application must be proposed and seconded by two paid up Members, at least one of who must have been a member for at least three years.

Every completed application form shall be forwarded to the Membership Secretary together with the appropriate subscription and any joining fee due on election.

The election of any candidate will be considered by the Management Committee at the first possible meeting after that, and will be by simple majority of those present. In particular circumstances elections may take place at ad hoc meetings, providing a quorum, (as defined below), of Committee members are present and a written record of candidates and those present is kept for subsequent confirmation at the next full Management meeting.

In the event of the application for membership being rejected all the monies will be returned.

5. Subscription rate

A subscription rate, including any joining fee and registration fee, will be determined from time to time by a simple majority at an AGM or EGM.

Subscriptions shall be due on 1st September each year, the start of the Club's financial Year.

All Senior Competing Members, Junior Members (U18) and Very Young Members (U11) and Life Members will be registered with the National Governing Body for Athletics and other such bodies and necessary, at a cost to be set by that body. This amount will be paid by the Club and financed from the Club member subscriptions.

New members joining part way through the Club year will pay, on election, the current National Governing Body fee in full for their Competition Licence for the year, plus an appropriate level of fee at the rate of one-twelfth of the remaining part of the annual subscription for each complete month to 31st August. Senior Non-competing Members who join part way through the year will pay an appropriate level of fee at the rate of one-twelfth of the annual subscription for each complete month to 31st August.

Second Claim club members will be classed as Non-Competing Members in terms of their subscription levels on the basis that they would have paid the Governing Body fee with their other club.

Any Senior Competing Member or Senior Non-competing Member who is long term unemployed may, subject to Management Committee approval, pay a reduced rate of 50% of full subscription on production of proof of any income related benefit for at least 6 months at the date subscriptions fall due. They will return to full subscription rate the year following any re-employment.

A member (except for Very Young Member) may only terminate membership by resignation in writing and any member who gives notice of intended resignation after the date which his/her subscription became due shall be held liable for such subscription.

Very Young Members join on a year by year basis and so have to rejoin on the 15th September each year. Rejoining is not guaranteed and will be subject to (a) the waiting list and (b) their attendance, performance and behavior in the previous year.

A subscription reminder showing the amount owed should be sent to each member at the beginning of each financial year. Should a member's subscription be three months in arrears, the Hon. Treasurer shall apply for it in writing and failing payment within one month, the Committee shall have the power to suspend the member from membership until the amount owing has been paid.

The Honorary Treasurer shall place before the Management Committee the name of any member whose subscription has remained unpaid for six months and the Management Committee will have the power to expel any member whose subscription falls six months in arrears, provided one month's notice in writing has been sent to such member by recorded delivery, addressed to the member's last known address, informing the member of the proposed action of the Committee.

The name and address of any person so expelled from the Club shall be sent to the Hon. Secretary of the appropriate National Governing Body for Athletics and I or other such bodies as necessary to fully pursue the aims and objectives of the Club. The name of the person shall be entered in the "Black Book" kept for that purpose. Every person whose name has been entered in the "Black Book" shall be suspended from competing at all meetings held under that authority's laws, until the liability causing his/her said expulsion shall have been discharged.

6. Officials of the Club

The Officials of the Club will be:

The 3 Officers who are:

- The Chairman*
- The Hon. Secretary•
- The Hon. Treasurer*

Other officials are:

- Deputy Treasurer
- Men's Captain*
- Women's Captain*
- Track & Field Captain*
- Women's Veterans Captain
- Men's Veterans Captain
- Press & Publicity Officer
- Membership Secretary
- Newsletter Editor
- Webmaster
- Fixtures Secretary
- Coaching Secretary*
- Head Junior Co-ordinator*
- Junior Administrator Equipment Officer Schools Liaison Officer
- Social Secretary
- General Committee* comprising four ordinary members, at least one of whom shall be a Junior member.
- Past Chairmen, not holding any other position, may attend Management Committee meetings if they wish.

In addition the Management Committee shall appoint the following:-

- A Child Protection Officer
- An Assistant Child Protection Officer

One shall be male and one female.

Those officers and officials marked with an • are expected to attend all Management Committee meetings whenever possible. The other officials are not expected to attend Management Committee meetings except to report on specific matters; however they may attend all Management Committee meetings if they wish.

Members may hold more than one office.

Officers and Officials will be elected annually at the Annual General Meeting. All Officers and Officials will retire each year but will be eligible for re- election.

7. Committee

The Club will be managed through the Management Committee by the Officers and Officials detailed at Rule 6 above.

Others members may be co-opted as found necessary. Only those present will have the right to vote at meetings of the Management Committee, where all decisions will be by a majority vote, the Chairman having a casting vote in the event of a tie.

All Past Chairmen may attend and vote at Management Committee meetings. The Management Committee will be convened by the Honorary Secretary monthly, normally the second Tuesday in each month, except the month in which the AGM is to be held. Management Committee members shall be given at least seven days clear notice of the time and place of the next meeting and 6 voting members shall form a Management Committee quorum.

Should further meetings be deemed necessary, any one of the three Officers may at any time convene a meeting. The quorum required for business to be agreed at such meetings will be 6.

Minutes of the business of all Management Committee meetings will be kept and, with the exception of personal matters, be made available to any Club member by posting on the Club Notice Board.

The Management Committee will be responsible for the general management of the Club, adopting new policy, codes of conduct and rules that affect the running of the Club. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfill their business. The Chairman, Hon. Secretary and Hon. Treasurer shall be ex-officio members of any committee or sub-committee. In addition they will appoint a Child Protection Officer and assistants as necessary to implement the Child Protection Policy and to operate the appropriate procedures.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club Rules, and for taking any action of suspension or discipline following such hearings. See Rule 11.

8. Finance

The Club Treasurer will be responsible for the general finances of the Club and will bank all Club monies in accounts in the name of the Club. Any cheque drawn against Club funds should hold the signature of any one of the two authorised signatories.

The financial year of the Club will end on 31st August. Audited statements of annual accounts will be presented by the Treasurer at the Annual General Meeting.

9. Headquarters

The Club will meet at 6.50 pm on Tuesday evenings at the Harborough Leisure Centre, and I or at other times and places as may be agreed by the Management Committee from time to time.

The Club may charge fees for all those attending sessions organized by the Club. The level of fee shall be agreed by the Management Committee from time to time.

10. General Meetings

The Annual General Meeting of the Club will be held in November of each year. Notice of the Annual General Meeting and Agenda, including any properly proposed motions, will be issued by the Secretary to all members, with not less than 21 days clear notice. Any items for inclusion on the Agenda must be received at least 28 days before the meeting. The Management Committee may include any item of business on the Agenda, but any other items must be proposed by two Full Members.

The AGM will receive a Secretary's report and statements of the examined financial accounts of the Treasurer for the year ending 31st August. Nominations for all Officials and Officers of the Club must be sent to the Secretary at least 28 days prior to the AGM. These nominations must be made and seconded by two paid up Full Members of the Club or by the Management Committee. Elections of Officers and other Officials of the Club will take place at the AGM.

No business shall be transacted at a General Meeting unless a quorum of 20 members who are eligible to vote are present. All members present, except Associate Members, Honorary Members, and those under the age of 12 years at the time of the meeting, who are not in arrears of subscriptions, have the right to vote at any General Meeting. Voting will be by simple majority, unless as covered in Rule 14 & 15. In the event of a tie the Chairman of the meeting will have a casting vote.

An Extraordinary General Meeting of the Club shall be arranged on the instruction of the Management Committee or within fourteen days of receipt by the Honorary Secretary of a written request signed by at least 20 Members; such meeting to be held within twenty-one days of the original request. Such written request shall state the matter it is proposed to bring forward. The Honorary Secretary shall post to all Members details of such business with notice of the meeting at least seven days before the meeting. No other business may be brought forward or discussed at such a meeting.

11. Discipline and Appeals

All complaints regarding the behavior of members should be submitted to the Honorary Secretary for consideration by the Management Committee. This may include any offence, either within athletic activities or outside, which might bring the Club into disrepute. The membership of any Member found guilty of taking performance-enhancing drugs will be terminated forthwith.

The Management Committee will have the power to suspend temporarily from membership any member accused of misconduct or abuse, pending further investigations or enquiries. This suspension is to facilitate the investigation and is without prejudice to the outcome of the investigation.

Any Member thought to have infringed any of these Rules, or has been accused of any misconduct shall be invited to comment, in writing within fourteen days, on a written statement from the Honorary Secretary setting out the alleged breach. The Management Committee will consider any reply at the next meeting and if not satisfied as to the suitability of continued membership shall set up a Disciplinary Committee of three to five Full Members, none of whom have any direct interest in the matter. The Disciplinary Committee will make such further enquiries as it thinks fit and will offer a reasonable opportunity to the Member concerned with a friend, if so desired, to meet with it and answer the allegations and the Disciplinary Committee will hear such witnesses as are reasonably produced. The Disciplinary Committee will make such procedural provisions as necessary for the just and efficient disposal of the case. The Disciplinary Committee will submit a written recommendation to the Management Committee within seven days of the final meeting with the Member, and the Management Committee will determine its decision as soon as is practical thereafter. The Member concerned will receive written notification of the outcome by hand or by recorded delivery within seven days of the decision. The Member concerned may appeal against any decision as allowed in the National governing body for Athletics Rules.

If the Disciplinary Committee is satisfied that there was an offence then it may recommend one or more of the following actions to the Management Committee:

- i. note the offence but take no further action;
- ii. note the offence but take no further action;
- iii. warn the Member concerned as to future conduct but no further action;

- iv. suspend or disqualify the Member from athletic competition, coaching and/or administration for some definite or indefinite period;
- v. recommend to the National Governing Body for Athletics that the Member be disqualified from any involvement in athletics for some definite or indefinite period;
- vi. terminate the membership or such other penalty as the Disciplinary Committee considers appropriate.

12. Events

Club events will be held only as approved by the Management Committee. Open events, promoted by the Club, will be controlled by a committee appointed by the Management Committee.

13. Club Colours

The Club colours shall be yellow vest with "Harborough AC" in block lettering on the chest, with black shorts. These shall be worn in all events in which a member competes as a representative on the Club.

14. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM by a majority of not less than two thirds of the members as vote.

In the event of dissolution, any assets of the Club that remain will be transferred to:

- a. a new club, having the same aims and objectives, or
- b. the National Governing Body of Athletics.

15. Amendments to the Constitution

A resolution amending this Constitution shall be passed at an EGM or AGM by a majority of not less than two thirds of such Members as vote.

Notes

1. This Constitution was agreed by unanimous agreement at the SGM held on the 14 June 2006 at the Harborough Leisure Centre.
2. All communications to Harborough AC should be addressed thus:
The Secretary - Harborough AC
(See website for address)
3. The constitution was amended following the AGM held 11 November 2012