MENDIP ATHLETICS CLUB

Constitution

1. NAME

The name of the club shall be Mendip Athletic Club.

2. COLOURS

Club colours shall be Yellow and Purple Harlequin vest with Yellow (front) and Purple (back) shorts. Club colours must be worn by all competitors in all inter-club competitions.

3. AIMS AND OBJECTIVES

The objectives of the club shall be to:

- Offer athletic provision for members of the community of the Mendip region, irrespective of age, gender, religion, ethnicity or disability
- Promote athletics across all of its disciplines
- Encourage the participation of athletes in competition of and at an appropriate level
- Develop coaching opportunities for existing and potential coaches in the region across the athletics disciplines
- Develop and promote opportunities for existing and potential officials in the region across the athletics disciplines
- Ensure that the athlete pathway is in place for all

While the primary focus of the club shall be the provision of athletics to the junior age-groups, it is recognised that there may be genuine reasons why senior athletes may wish to join or retain an association with the club, either in a social, official, or active capacity. The club shall treat such members in accordance with the listed objectives above.

The club shall maintain links with other local clubs and organisations in order to ensure that athletes have an appropriate pathway to coaching and competitive opportunities at an appropriate level. Wherever possible, the club shall seek to encourage co-operation between local clubs and organisations in order to further the interests of all athletes, and the sport in general.

4. AFFILIATION

The club shall affiliate to the Somerset County Athletics Association; England Athletics and to UK:Athletics. The club shall also affiliate to various leagues and organisations as required to provide appropriate inter-club competition for its members.

5. MEMBERSHIP

The membership of the club shall comprise a Club President, Club Life members, Junior and Senior members, and Parent/Social Members.

A register of Club Life Members shall be kept by the Hon Secretary, alterations to which shall require a formal vote at a General Meeting. Club Life Members shall have the right to full club membership with all subscriptions waived in perpetuity.

Members may join the club in either a first claim capacity, a second claim (or training) capacity, or in a social capacity.

The parents/carers of all junior members will be encouraged to become Parent Members of the club. Parent Members of the club will be entitled to represent the interests of their child at various meetings, according to rule 8, and participate in club business via the Parents forum.

Social members are members who are not deemed to be active athletes. These may include coaches, officials and parents of ex-junior members. Social members may be offered reduced subscription rates as appropriate.

Subscription discounts shall be offered to Families, and to Passport to Leisure holders.

Membership shall be current from 1st January in any year to the 31st December in any calendar year. The appropriate subscription shall be due on 1st January. Club members may be struck off the list of members if their membership falls 6 months in arrears provided that notice of such cancellation has been sent to the last known address of the member at least 28 days prior to the date of the AGM. Such members may then become ineligible to compete in UKA events under the provisions of the UK Athletics Rules for Competition. Any membership so cancelled shall be confirmed by a majority vote at the Annual General Meeting of the club.

Club members whose subscriptions are in excess of one month overdue shall not be eligible to compete for the club in organised club competitions.

All membership applications must be supported by at least one current club member who is eligible to vote (see below) and must be approved by a majority at the next available meeting of the Management and Finance Committee. Membership applications from juniors under the age of *16* will normally be subject to a small number of satisfactory attendances at organised training sessions, as deemed appropriate by the Coaching group.

Applications for membership shall be made in writing to the Hon Secretary on the approved membership form.

Members wishing to resign their club membership, or change their membership from first claim to second claim, must do so in writing to the Hon Secretary prior to competing for their new club. Failure to notify the club may make such members ineligible to compete in UKA events under the provisions of the UK Athletics Rules for Competition. Prior to the acceptance of any resignation, the Management Committee may require that any outstanding debts of the member be cleared in full.

6. WELFARE

All Team Managers and Coaches employed by the club shall be registered club members and shall be required to sign the club's Welfare Policy statement and submit to any appropriate check. Guest coaches may be invited to attend coaching sessions, provided they have the approval of the Welfare Officer and have been subject to appropriate checks.

The upkeep of the Welfare Policy shall be entrusted to the Welfare Officer, who shall maintain links with appropriate bodies for the purpose of ensuring a safe, caring environment for all members of the club.

7. CLUB MANAGEMENT

Officers of the Club shall be limited to club members over the age of 18 years and will comprise the Club Chair, Hon Secretary, Hon Treasurer, Welfare Officer and the Chairs of each autonomous group. The maximum tenure for the Club Chair, Hon Secretary, and Hon Treasurer shall be three years.

The club shall be managed through an overall Management and Finance Committee and a number of autonomous groups and forums. The particular roles and responsibilities for these shall be as follows:

Management and Finance Committee

The Management and Finance Committee (MFC) shall meet monthly and shall operate as an overseer of club activity. The MFC shall take ultimate responsibility for monitoring the financial activity of all groups, and shall agree delegated budgets based on total budget submissions made by the various groups. The MFC shall co-ordinate dealings with the various bodies to which the club is affiliated and shall nominate a club representative to sit on the Somerset County Athletic Association Executive Committee. The MFC shall also be responsible for the monitoring of welfare issues and the actioning of the clubs disciplinary proceedings.

The MFC shall comprise the club President, Club Chair, Hon Treasurer, Hon Secretary, the Welfare Officer, the Chairs of each of the groups and the elected representatives of each of the member's forums. A quorum shall consist of a minimum of five members.

Coaching and Development Group

The Coaching and Development Group (CDG) shall meet as required, though not less than four times per year. Its role shall be to co-ordinate work on the club's development plan, working with regional staff to ensure the club is up to date with all relevant initiatives and programmes. It shall implement recruitment and retention programmes for all targeted age groups and event areas as appropriate. It will organise the club's coaching resources, liasing with regional staff on coaching courses, monitor coaching structure and athlete allocation as required.

The CDG will consist of a Coaches Secretary, all registered club coaches and elected officers for Welfare and Schools Liaison. Development staff from the local and regional authorities and representatives from other local clubs will be invited to be part of this group. The group Chair shall be selected from amongst the members of this group at a designated meeting held within one month of the club AGM.

Competition Group

The Competition Group (CG) shall meet as required, though not less than four times per year. Its role is to identify, plan and execute appropriate competition opportunities for the active members of the club. These will include inter-club competitions and leagues as well as individual competition plans. It will maintain athlete performance statistics and club ranking lists. It shall work with regional staff to facilitate the recruitment and retention of trained athletics officials in all disciplines.

The CG will consist of a Fixtures Secretary, an Officials Secretary, a Club Statistician, all team managers and registered athletics officials, plus the Chair of the CDG. Representatives from other local clubs will be invited to be part of this group. The group Chair shall be selected from amongst the members of this group at a designated meeting held within one month of the club AGM. This meeting shall be open to all club members that have registered an interest in becoming team managers.

Social Group

The Social Group (SG) shall meet as required, though not less than four times per year. Its role shall be to plan and execute an appropriate social calendar for all aspects of the club. It shall also be responsible for the catering requirements at home fixtures, development days or club social events.

The SG will consist of an elected Chair and club members either elected or co-opted as deemed appropriate to ensure the development of a healthy social programme at a designated meeting held within one month of the club AGM. This meeting shall be open to all club members with an interest in the social activities of the club.

Promotions Group

The Promotions Group (PG) shall meet as required, though not less than four times per year. Its role shall be to plan and execute appropriate promotion of all club activity via agreed communication routes – club website, newsletter, notice boards etc. It will need to establish and nurture relationships with local media organisations as appropriate. The Promotions Committee will be responsible for arranging mailshots to club members whenever necessary.

The PG will consist of an elected Chair, a Press Officer, a Web Master, the School's Liaison Officer and the Chairs of the CDG, CG and SG. The elected posts shall be filled via election or co-option as deemed appropriate at a designated meeting held within one month of the club AGM. This meeting shall be open to all club members with an interest in promoting the club and its aims.

Junior Members Forum

The Junior Forum shall meet as required and shall provide the Junior Members of the club with their own forum in which to debate club policy and make recommendation or raise issues for discussion/action by the various committees. The Junior Forum shall be entitled to elect one Junior Member(s) onto the Management and Finance Committee, and shall annually select club members to act as Club Captains for under 13, under 15 and under 17 age-groups in both sexes.

Membership of the Junior Forum shall be open to all club members that are eligible to compete at age groups below that of junior men and women (i.e. U17, U15, U13 or below).

Parents/Social Members Forum

The Parents/Social Forum shall meet as required and shall provide the Parent/Social Members of the club with their own forum in which to debate club policy and make recommendation or raise issues for discussion/action by the various committees. The Parents/Social Forum shall be entitled to elect one Parent/Social Member(s) onto the Management and Finance Committee.

Membership of the Parents Forum shall be open to all Parent and Social Members.

8. VOTING RIGHTS

The club shall fully support the principles of democratic management. In particular, all club members will be encouraged to participate in decision making.

With the exception of the Junior Forum, members voting rights shall be according to the following provisos:

- Life members, Senior members, Parent/Social members and Junior members eligible to compete in the U17 and U20 age groups shall be allowed to vote in their own right
- Junior members eligible to compete in the U13 and U15 age groups shall be allowed to vote with their parents/carers approval.
- Junior members below the age of 11 (ie those that are not yet eligible to compete as U13s) shall have their votes cast by their parent/carer provided that their parent/carer is a registered member of the club

Members who have been suspended from the club (see rule 11) shall not be entitled to vote at any meeting.

Within the Junior Forum all Junior members shall be entitled to a vote.

Voting at the various groups and committees shall be limited to the members of that committee or group. If a single individual holds more than one post within any group or committee, the individual shall be limited to a single vote at any meeting of that group or committee.

Parents/carers who are eligible to vote on behalf of their child may cast one vote on behalf of their child in addition to their own vote.

While all members will be encouraged to attend meetings, members with genuine reasons for not attending such a meeting (such as a student at college) may request an absentee vote. Such votes shall be valid only for items appearing on the published agenda for the meeting, must be made in writing, and delivered to the chair of the meeting prior to the commencement of the meeting.

9. GENERAL MEETINGS

The club shall hold an Annual General Meeting for all its members, which shall be held following the end of the summer season, though no later than the end of October each year. At the Annual General Meeting the business shall include the election of the President and Officers of the Club, confirmation of nominations for Club Life Membership and cancellation of memberships, and the presentation of the Club Accounts and other reports. The membership shall be given no less than 28 days notice of the proposed date of the AGM. Elected committee members wishing to stand down from their posts must make their intention clear at this point. Submissions for the agenda, nominations for elections and requests for absentee votes shall be received no later than 14 days prior to the AGM. Final meeting notes shall be distributed no less than seven days prior to the meeting.

Notice shall be deemed to have been served by a general mailing of the entire membership, either by post or e-mail as appropriate, in addition to publication on one or more of the club web-site and the Mid Somerset series of newspapers.

Extraordinary General Meetings (EGM) may be called by the Management and Finance Committee or by petition by no fewer than 15 members who are eligible to vote at such a meeting. The membership shall be given no less than 14 days notice of the business of such a meeting. The order of business at an EGM shall be limited to that contained within the initial calling notice or the petition in the case of EGMs called by the membership.

Voting at a General Meeting, with the exception of alterations to this constitution, shall be by simple majority amongst those casting a vote either for or against the motion in question. Contested elections shall be by secret ballot. Candidates in uncontested elections shall be accepted provided they gain a simple majority amongst those casting a vote either for or against the candidate. A quorum at an AGM or EGM shall consist of 20 members eligible to vote.

10. FINANCIAL YEAR AND AUDITORS

The financial year of the club shall run from 1st April in any year to the 31st March in the next year.

Separate accounts shall be kept for each of the Autonomous Groups that constitute the club, which shall be audited and presented at the Annual General Meeting. Official auditors for the club shall be appointed for the succeeding year at the Annual General Meeting.

The signatories on the club bank account(s) shall be the Hon Treasurer plus any one of the other officers of the club.

11. DISCIPLINARY MATTERS

The Management Committee may instigate Disciplinary Proceedings against a club member if it is deemed that the person in question has been considered to bring either the club or the sport into disrepute, or broken the rules of this

constitution. Such actions may include, but is not limited to, breeches of the club's Welfare Policy, Financial Improprieties and serious breeches of the UK Athletics Competition Rulebook.

If such action is to be taken, the club member in question shall be given 28 days notice of either a suspension or cancellation of membership, pending a request for an appeal. Such appeals shall be heard by a specially convened panel, chaired by the club's duly appointed Welfare Officer. The panel shall comprise of at least five and at most seven members selected at random from those club members that are eligible to vote. Decisions to cancel any membership shall be confirmed by a majority vote at the next available General Meeting. Further appeals may be made from either side to the appropriate territorial association as provided for under the UK Athletics Competition Rulebook.

Suspended members shall not be eligible to compete for the club in organised competitions, train at organised club sessions or vote at any meeting.

12. ALTERATIONS TO THE CONSTITUTION

The provisions of this constitution may be altered only by a resolution passed by a two-thirds majority of the members attending a specially convened General Meeting.

13. DISSOLUTION OF THE CLUB

If a resolution to dissolve the club, or to merge the club with another organisation without the provision for independent management within the constitution of that organisation, is proposed and passed at any AGM or EGM, then a further Special General Meeting shall be convened within a period of 3 months from the passing of the resolution. Notice of such a Special General Meeting shall be given by post. If at such a meeting, a three quarters majority of those attending and eligible to vote are in favour of the motion, then the club shall be wound up.

After first discharging all its debts, all assets and funds owned by the club shall be transferred to some other non-profit organisation that has similar aims and objectives to those listed for the club.

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Issue 1 – Adopted September 2006
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Reviewed 05/02/2024 PG
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