

VALE OF AYLESBURY ATHLETIC CLUB

CONSTITUTION

1. NAME

The Club shall be known as Vale of Aylesbury Athletic Club.

2. AIMS AND OBJECTS

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *Athletics*
- To promote the club within the local community and *Athletics*.
- 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.

3. CLUB EQUITY STATEMENT

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.

- 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.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

4. HEADQUARTERS

The Headquarters of the Club shall be at the Stoke Mandeville Stadium, or such other place as members, in meeting, shall determine.

5. GENERAL EXECUTIVE COMMITTEE

The General Executive Committee (Executive Committee) shall be responsible for all matters relating to the Club. It will comprise the Chairman, Secretary and Treasurer plus other club officials as agreed by the Annual General Meeting.

- a. All Executive Committee Members shall be elected annually at the Annual General Meeting

- b. All duly elected members shall hold office until the following Annual General Meeting when they will be eligible for re-election.
- c. No member shall hold more than two positions on the Executive Committee at any one time.
- d. Any 4 members may form a quorum and in the Chairman or Vice-Chairman's absence shall themselves elect a Chairman to preside over that one meeting.
- e. Non Executive Committee members co-opted onto the Executive Committee shall have voting rights in accordance with Clause 18.
- f. The Executive Committee shall meet at regular intervals on a date to be notified to each Executive Committee member by the Secretary.
- g. The Executive Committee shall have the power to appoint sub-committees and to delegate to them such tasks as necessary.
- h. Any member of the Executive Committee or any other officer of the Club shall be entitled to reclaim any reasonable expenses properly incurred in the performance of their duties. Any claim for exceptional expenses must be referred to the Executive Committee for authorisation.

6. CLUB KIT

The Club kit shall be a Royal Blue Vest with a White Hoop across the chest or alternatively in the case of females a Club crop top, which must be worn by all members when representing the Club in Athletic Competition

7. AFFILIATION

The Club shall be affiliated to England Athletics, the South of England Athletic Association and the Buckinghamshire Athletic Association and shall abide by their rules.

8. MEMBERSHIP

- a. 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.
- b. Membership of the Club shall be limited, as may from time to time be determined and shall consist of such subscribers and categories of Honorary Officers and Members referred to in Clause 8c.(7) hereof who are themselves eligible within the definition of the Amateur Athletic Association of England (or the controlling body for Amateur Athletics in England) and who for the time being are members appointed in accordance with Clauses 8b and 8c below.
- c. Applications for membership must be made in writing on the official form provided for the purpose and shall be approved by the Club's Membership Secretary who will decide whether it is necessary to first seek the approval of the Executive Committee.
- d. There will be 7 classes of Membership, determined by appropriate subscription levels:
 - 1) **Junior Individual** – Those of 8 years of age and under 20 years
 - 2) **Senior Individual** – Those of 20 years and over

- 3) **Family**
- 4) **Associate Members**

Senior Individual Members who

 - (i) do not wish to use the Club's athletics track at the Stoke Mandeville Stadium for training or
 - (ii) do not train with or compete for the Club but wish to remain associated with the Club and do not qualify as Concessionary Members.
- 5) **Concessionary Members**

Junior and Senior Individuals who are living away in connection with full time education but who wish to continue to compete for the Club and to resume full Membership of the Club on completion of their studies
- 6) **Second Claim Members**– Junior and Senior Individuals who are first claim members of other clubs but who use the Club's facilities, there will be a difference in membership for local Second Claim Members and non-local. Local is deemed if they are first-claim to another Athletic Club located within Bucks/Oxon/Herts.
- 7) **Honorary Officers and Members** – The Club's President, Vice-Presidents, Life Members and Honorary Members.

9. SUBSCRIPTIONS AND FINANCE

- a. With the exception of the Honorary Officers and Members categorised in Clause 8c(7) hereof and active coaches and officials (defined in Clause 9f hereof), every member shall pay to the funds of the Club a subscription fee which shall become due upon acceptance of application for membership and thereafter on the 1st April of each following year.
- b. The appropriate subscription must be paid before the member is entitled to any of the privileges of the Club.
- c. The rate of subscription shall be determined by the Executive Committee and placed before members at the Annual General Meeting.
- d. To be fairer to members joining mid-year, the Membership Secretary shall be empowered to operate a sliding scale of fees.
- e. In cases of genuine financial hardship, the Membership Secretary shall be empowered to exercise discretion as to the amount of Subscription Fees charged.
- f. Current elected members of the Executive Committee, Active Coaching Staff, Officials and their family members shall be entitled to claim a 50% reduction of their respective membership subscription fees in recognition of their service to the Club unless they are exempt from the payment of such fees by virtue of being a Vice-President, Honorary Member, active Coach or active official.

For the purposes of this provision, a coach is defined as a member who has a minimum qualification of UK Athletics Level 1 Coach and continues to be active in their coaching role and an official is defined as a member who regularly assists the Club with officiating, marshalling or stewarding at Track and Field Events, Cross Country Events or Road Races.

All club monies will be banked in an account held in the name of the club.

Any cheques drawn against club funds should hold the signature of the Treasurer plus up to two other officers.

10. ARREARS OF SUBSCRIPTIONS

- a. No member shall be entitled to represent the Club in competition or to use the Club's training and coaching facilities unless they have paid their membership subscription fee.
- b. The Executive Committee shall have the power to expel any member whose subscription is six months in arrears, providing a month's notice in writing shall have been sent to such a member by a registered or recorded delivery letter, addressed to his last known address, informing him of the proposed action of the Executive Committee.
- c. The name and address of any person so expelled from a Club shall be sent to the Honorary Secretary of the appropriate Area Association who shall enter the name in the book (to be called "the Suspension Book") kept for that purpose. Every person whose name has been entered in a Suspension Book shall be suspended from competing at any meetings held under U K Athletics Laws until the liability causing his said expulsion, which shall not exceed one year's subscription, shall have been discharged.
- d. A Club Secretary sending a name for entry in the Suspension Book must send the Post Office receipt for the registered or recorded delivery letter sent to such person, or the name will not be inserted.

11. REGISTER OF MEMBERS

The Club shall keep a register of members in which the Membership Secretary will maintain the following particulars:

- a. The names and addresses of the members.
- b. The status of membership held
- c. The date each person was registered as a member and the date they ceased to be a member
- d. The names and addresses of the Officers of the Club, with the Office and date of assuming Office. For this purpose "an Officer" is the Chairman, Secretary and Treasurer of the Club.
- e. Every Member shall within 14 days give notice to the Secretary of any change of address.

12. CESSATION OF MEMBERSHIP

Members shall cease to be such by:

- a. Non-payment of subscription (see Clause 9a and 9b above).
- b. Expulsion.
- c. Resignation.

- d. Death.

13. MISCONDUCT OF MEMBERS, DISCIPLINE AND APPEALS

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 is the lead contact for all members in the event of any child protection concerns.

- a. The President, any Vice President, Chairman, Secretary, Treasurer, or any Executive Committee Member present, shall have the power to order withdrawal from the Club premises any members who misconduct themselves and such members shall have no right of re-admission until summoned to meet the Executive Committee.
- b. All complaints regarding the behaviour of members should be presented and submitted in writing to the secretary. The Executive Committee meeting permitting suitable notice to the member(s) concerned and the dissemination of the details of the misconduct to the Executive Committee. The officer ordering the withdrawal shall appear before the Executive Committee and give an account of the circumstances and/or provide a full written account of the incident.
- c. The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged, but this may be reduced by the mutual consent of the member(s) concerned, the Executive Committee and the officer ordering the withdrawal.
- d. If the member fails to appear before the Executive Committee without showing just cause the case may be decided in his/her absence.
- e. The outcome of a discipline 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

14. CHILD PROTECTION POLICY

All Coaches, Coaching Assistants, Team Managers and Officers of the Club will comply with the Club's Child Protection Policy approved and circulated by the Executive Committee and any person suspected of breaching the said Child Protection Policy will be liable to have their membership suspended forthwith by the Executive Committee pending the proper investigation of the suspected breach by the Club's Welfare Officer in accordance with the provisions of the Child Protection Policy. The outcome of a discipline 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.

15. EXPLUSION OF MEMBERS

The Executive Committee shall have the power to reprimand, suspend (for a period not exceeding twelve months) or expel any member who infringes any Rule or Bye-Law or the Club's Child Protection Policy or whose conduct, whether within or without Club premises representing the Club or not, shall in their opinion render such person unfit for membership. The Executive Committee has the power to take appropriate disciplinary action including the termination of membership.

16. RIGHT OF APPEAL

A member suspended or expelled has a right to appeal to the Executive Committee. The Executive Committee should consider the appeal within 14 days of the Secretary receiving the appeal. No appeal shall be heard unless made within 14 days of the member being notified of the action being taken against him/her and in writing to the Secretary.

17. DRUGS, STIMULANTS AND PROSCRIBED SUBSTANCES

Any member found guilty, or admitting to the taking of, or distributing, or encouraging others to take any drug or stimulant that is proscribed by the governing body for amateur athletics in England may be expelled from the Club for life. It will make no difference whether the offence was committed for reward or not. Clauses 13, 14, 15 and 16 shall apply except that the 'period of notice' in Clause 13c shall be 'at least 28 days' and the Right of Appeal shall be extended to 90 days.

18. EXECUTIVE COMMITTEE ELIGIBILITY

- a. Fully paid up Senior Individual Members, Adult Family Members, Associate Members, Concessionary Members, Vice-Presidents and Honorary Members of a minimum of six months may stand for election to the Executive Committee.
- b. The President, Vice-Presidents, Trustees, and Executive Committee Members of the Club have the right to act as Ex-Officio members of any Club Committee at any time they think it necessary.
- c. Honorary Life Members shall be Ex-Officio members of the Executive Committee but shall not have voting rights.
- d. The Executive Committee may co-opt a qualified person to replace an Executive Committee member who has missed three consecutive meetings, without good reason and in such circumstances the said Executive Committee member will be deemed to have resigned the post.
- e. Where an Executive Committee member advises the Executive Committee of their extended absence the Executive Committee may at their discretion co-opt a replacement pending the Executive Committee member's return.

19. TRUSTEES

- a. The Club may have Trustees duly propositioned in number by the Executive Committee. All Trustees are Ex-Officio and hold voting rights.
- b. Any elected Trustee shall retain such position and privileges until a time as either they become desirous of resigning or the terms of their appointment have changed, whereby the Executive Committee may request their resignation.

20. PRESIDENT AND VICE-PRESIDENTS

- (a) The Executive Committee shall have the power to nominate for election at an Annual General Meeting a President and Vice-Presidents of the Club.
- (b) Any President or Vice-President will not be charged any further membership subscription fee while holding such office

- (c) Any President or Vice-President elected shall retire at the next following Annual General Meeting, but shall be eligible to be nominated for re-election
- (d) The number of Vice-Presidents shall be restricted as determined from time to time by the Executive Committee

21. HONORARY MEMBERSHIP

- (1) **LIFE MEMBERS:** The Club may nominate individuals to be elected as “Life Members” of the Club without payment of any further membership_subscription fee. These may be past or present members who by their efforts deserve to be so honoured.

Such nominations should be made annually by the Executive Committee and ratified by the members at the Annual General Meeting.

- (2) **HONORARY MEMBERS:** The Executive Committee may also nominate individuals to be elected as “Honorary Members” of the Club from year to year without payment of membership subscription fees in recognition of particularly long or meritorious service to the Club. Such nominations to be made annually by the Executive Committee and ratified each year by the members at the Annual General Meeting.

22. SECOND CLAIM MEMBERS

- a. There shall be no restriction on the number of Second Claim Members allowable from any one Club.
- b. The Subscription Fees for Second Claim Members shall be 50% of the Subscription Fees charged for comparable First Claim Categories.
- c. Second Claim Members shall have no voting rights at an AGM or other Special General Meeting.
- d. Second Claim Members shall be eligible for Club Championships and Club Races.

23. VOTING RIGHTS

- a. With the exception of young athletes under 13 years of age, every eligible first claim member shall have one vote which will be given by a show of hands, unless a ballot on any matter be demanded by 5 or more members present and voting at an Annual General Meeting, when a ballot shall be taken of all eligible members present.
- b. Young Athletes under 13 years of age do not have voting rights
- c. In the case of Family Membership, voting rights pertain to all members, previously submitted to the Membership Secretary and whose status has been duly recorded, with the exception of Young Athletes under 13 years of age, but must, in person, be present at any meeting to record such vote.
- d. In the case of equality of votes, the Chairman for the time being at all meetings shall have the casting vote (see Clause 24a (3)).

24. DUTIES OF ELECTED OFFICERS

a. Chairman

- (1) It shall be the duty of the Chairman to preside at meetings of the members of the Executive Committee.
- (2) In the absence of the Chairman or Vice-Chairman any one member of the Executive Committee shall be appointed by and from those elected members present to act as Chairman of that one meeting.
- (3) The Chairman presiding shall conduct proceedings impartially at all meetings and in keeping with the prepared agenda and shall have the power to exercise a second or casting vote as provided.

b. Treasurer

- (1) The Treasurer shall receive all subscriptions and other monies due to the Club and shall pay all accounts for which the Club is liable.
- (2) He/she shall keep a true account of all such transactions and at the end of the financial year shall prepare and submit a complete statement of accounts properly audited.

c. Secretary

- (1) The Secretary will be responsible for summoning all Executive Committee and General Meetings and shall record the minutes of proceedings at such meetings.
- (2) The Secretary will receive all general correspondence addressed to the Club and bring such matters to the attention of the Executive Committee.
- (3) The Secretary will respond to correspondence in accordance with the wishes of the Executive Committee.

25. SPECIAL MEETINGS

A special General Meeting may be called as required by the Executive Committee or on receipt of a requisition or petition signed by at least one-fifth of the paid up members (or by 12 paid up members, whichever is the less) for the transaction of business for which the meeting is called.

26. CONVENING OF MEETING OF MEMBERS

Every meeting shall be convened by giving at least 14 days notice by the Secretary.

27. ANNUAL GENERAL MEETING

- a. The Club's financial year shall run from 1st January to 31st December and within three months of the end of each such year an Annual General Meeting must be held to receive the Chairman's Report, receive an audited financial statement, elect Officers (in accordance with the provisions of Clause 18) and deal with any other matters specified on the agenda.
- b. Notice shall be given by communication, such as email, sent to each member of the Club except that notice sent to a member of a family shall be deemed sufficient notice to the remaining members of that family at the same address.

- c. 20 members duly elected to vote in accordance with the provisions of Clause 23 must be present before a meeting can commence.

28. ALTERATIONS TO THE CONSTITUTION

- a. Written notice of any new Rule or Amendment, or repeal of any Rule for the time being, operative, must be sent to the General Secretary who first shall convene a meeting of the Executive Committee to consider the notice received, thereafter, and if deemed expedient by the Executive Committee, the General Secretary will convene a Special Meeting of the members as provided for under Clause 25 and Clause 26.
- b. No new Rule shall be made, nor shall any Rule herein contained, or hereafter to, be amended or repealed, except by resolution at the Annual General Meeting or a Special Meeting of Members called for that purpose and at which a majority vote of the total votes cast are in favour of the resolution.

29. VISITORS AND GUESTS

- a. A member may personally introduce friends as their guests and shall hold full responsibility for their actions whilst on Club premises including Club organised transport in accordance with Clause 13, Clause 14 and Clause 30.
- b. On the occasion of Athletic Competition, there may be admitted to the premises, persons other than members or their guests, namely members and officials or guests of visiting clubs.
- c. Unsolicited visitors, who wish to use Club facilities may do so providing such visits are limited to 3 separate occasions, at which stage approach must be made with a view to membership. Further visits are only allowed in accordance with Clause 8.

30. CLUB RESTRICTIONS

Any damage to the property of the Club or for which the Club is responsible, must be made good to the satisfaction of the Executive Committee, by the member or members causing such damage, or in the case of a visitor or guest by the member introducing him or her.

31. DISCLAIMER

- a. Neither the Club, its Officials or Executive Committee will be held responsible for the loss or damage to property left on or about the Club's premises.
- b. Any damage to the property of the Club for which the Club is responsible, must be made good to the satisfaction of the Executive Committee, by the person responsible, or in the case of a visitor or guest, by the member introducing him or her.

32. DISBANDMENT

- a. The Club is a non-profit making organisation and any profits realised can only be distributed when the Club is disbanded.
- b. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

- c. In the event of dissolution, any assets of the club that remain will become the property of *England Athletics*.

33. INTERPRETATION OF RULES

The Executive Committee shall decide on all questions as to the interpretation of Club Rules or otherwise as to the management of the Club in conformity with the Rules and Laws of the Amateur Athletic Association of England, England Athletics, the South of England Athletic Association and the Buckinghamshire Athletic Association.

34. DECLARATION

Vale of Aylesbury Athletic Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Club Chairman

Signed:

Date:

Name:

Position: Club Secretary