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## CLUB CONSTITUTION

### 1. Club Name:

The Club will be known as **St Theresa's Athletic Club (STAC)** hereinafter after referred to as 'the Club'.

### 2. Aims & Objectives:

The aims and objectives of the Club will be:

- a. To encourage the practice, promotion, development and participation of amateur athletics.
- b. To provide training and coaching for Club members.
- c. To organise open and Club races.
- d. To organise teams to represent the Club in championships and leagues and other competitions decided by the Committee
- e. The Club shall cater for the following athletics disciplines:
  - Road Running;
  - Track Running;
  - Cross-Country Running;
  - Fell Running;
  - Trail Running
- f. The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee considers appropriate to carry out the objectives of the Club.

### 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.*

- a. 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.
- b. Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- c. Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- d. Will take any incidence of harassment and intimidating and discriminatory behaviour seriously, according to Club disciplinary procedures.

### 4. Membership:

'Membership' of the Club commences once membership applications have been processed and fees have been paid. Membership is open to any amateur male or female of a minimum age agreed by the Committee. Any member under the age of eighteen years must have written consent from a guardian to join the Club.

In becoming a member of the Club, members agree to adhere and abide to the regulations set out in the Club Constitution and Rules.

Membership categories are defined within the Club Rules.

## **5. Finance:**

- a. All funds of the Club shall be applied towards the furtherance of the Club and its objectives.
- b. The financial year of the Club shall end on 31st December.
- c. 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 on two signatories, one of whom will be the Treasurer.
- d. Expenditure above agreed budget levels may only be authorised at a Committee meeting.
- e. The Committee shall manage accounts of all sums of money received and expended by the Club along with assets and liabilities. Recent and fully audited account balances will be presented to members via the Annual General Meeting (AGM)

## **6. The Committee:**

### **6.1 Roles:**

The management of the Club shall be vested in a Committee that shall consist of:

- a. Chairman
- b. Club Secretary
- c. Treasurer

Plus other key roles, which may include:

- Fell / Trail Co-ordinator
- Ladies Captain
- Men's Captain
- Membership Secretary
- Social Secretary
- Training Officer
- Website Co-ordinator

Plus additional supporting roles as determined from time to time.

### **6.2 Responsibilities:**

- a. Maintain the Club Constitution and Rules (which will be shared with members for endorsement).
- b. Taking forward disciplinary hearings of members who infringe the Club Constitution / Rules / Regulations. The Committee will be responsible for taking any action of suspension or discipline following such hearings
- c. Powers to appoint Sub-Committees and advisers as necessary to progress Club business and provide input, advice and guidance.
- d. Control the finances of the Club.
- e. Agree membership fees for the ensuing twelve months.
- f. Deal with all matters relating to membership and competitions.
- g. Call annual and extraordinary general meetings.

### **6.3 Committee Election & Governance:**

- a. All Committee members automatically retire at the AGM and will be eligible for reappointment.
- b. Five elected Committee members are required for a quorum for a Committee meeting to take place, either the Chairman, Club Secretary or Treasurer need to be present.
- c. The Committee shall have the power to fill vacancies if they arise and to co-opt members for any projects unless the vacancies are Chairman, Club Secretary or Treasurer.

- d. 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 appropriate.
- e. 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 appropriate.
- f. The Committee reserves the right to set a reasonable minimum level of competence and / or qualification for certain Officers of the Club.
- g. Only members of the Committee will have the right to vote at Committee meetings
- h. Committee meetings will be a minimum of eight times per year or at least one meeting every 10 weeks.

#### 6.4. Management of Complaints:

All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary or Chairman.

- a. Three members of the Committee including either the Chairman or Club Secretary will meet to hear complaints within fourteen days of a complaint being lodged. The Committee have the power to take appropriate disciplinary action including the termination of membership.
- b. The accuser and accused are each allowed to bring a witness to the meeting.
- c. The outcome of the hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within fourteen days of the hearing.

There will be the right of appeal to the Committee following the agreed course of action being announced. The Committee should consider the appeal within seven days of the Chairman / Club Secretary receiving the appeal in writing.

#### 7. Annual General Meetings (AGM):

- a. Not less than twenty-one days' notice shall be given to each paid up member or honorary member. The notice will be communicated by the Committee. The notice will specify the place, day, hour and nature of the business of such meeting.
- b. Only paid up members and honorary members will be entitled to vote on any matter at the meeting.
- c. The option for postal voting (*e.g.* via web-form) will be made available to members who cannot attend in person. Votes must be received by the deadline stipulated by the Committee.
- d. Members will receive prior notice of deadlines for nominations for elections and deadlines for proposals to amend the Constitution and/or Rules and/or other significant business. These will be communicated / circulated in writing via email.

##### 7.1 Proceedings at Annual General Meetings (AGMs):

The business of an Annual General Meetings shall be:

- a. To receive and consider the annual reports of the Committee.
- b. To receive and consider the audited accounts.
- c. To elect the Committee.
- d. To consider any proposed alterations to the Constitution and/or Rules of which due notice has been given to all members. Any proposed changes must be received by the Club Secretary at least twenty-one days preceding the meeting in order that all members shall have sufficient notice of the proposal.
- e. To transact any other business of which twenty-one days' notice is given in writing to the management Committee via the Club Secretary. Any such business can be voted upon.
- f. At the Committee's discretion, there will be an open forum at the end of the meeting.

##### 7.2 Extraordinary General Meetings (EGMs):

An Extraordinary General Meeting shall be convened:

- a. At the resolution of the Committee.
- b. The business of any other general meeting shall be confined to that business of which the required notice has been given to the management Committee and to members.

- c. Notice being given in writing to the Club Secretary by not less than twenty voting members, not less than thirty-five days prior to any meeting, stating the business to be dealt with at such a meeting.

### 7.3 Voting at General Meetings:

- a. Each qualifying member and any elected officer shall be entitled to one vote per resolution.
- b. The Chairman will determine the method of voting for election of the Committee including proxy voting.
- c. Any other proper business of the meeting shall be decided by a majority of those voting.

### 8. Winding Up:

- a. Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one of more of the following:
  - i. To another Club with similar sports purposes.
  - ii. To the Club's National Governing Bodies for the use by them for related Community sports.

### 9. Amendments to The Constitution:

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

### 10. Appendices:

The Club Rules are available as a separate document.

### 11. Declaration:

St Theresa's Athletic Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

**Signed:**

**Date: February 2018**

**Name: Martin Horbury**

**Position: Club Chairman**

**Signed:**

**Date: February 2018**

**Name: Sophie Cullen**

**Position: Club Secretary**