



White Horse Harriers AC

Club Constitution

Version: 2.3

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Date: 19 April 2011



OXFORDSHIRE
ATHLETICS
ASSOCIATION





DOCUMENT INFORMATION PAGE

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Document Identity

Document Title	Purpose
Club Constitution	To detail the rules governing the running of the Club.

Document History

Version	Change Description	Author	Date
1.0	Original version		
1.1	Rule 5 – Subscription Change.	Gareth Smith	12 Oct 2007
2.0	Revised throughout to reflect current needs of the Club and to be aligned with Clubmark standards	Frank Briscoe	30 Sep 2009
2.1	Revisions following discussion at 2009 AGM. 2.1.b – reworded 5.2 – changed to state officers are re-elected 7.6 – added whole paragraph re charitable giving 8.5 – included restriction on voting age 9.1 – included vulnerable adults and removed child specific wording 10.1 – change to voting requirement 11.1 – change to voting majority	Simon Atkin	28 Sep 2010
2.2	Revisions agreed by Committee 6.5 – changed his to his/her 10.1 – change to voting majority	Simon Atkin	8 Oct 2010
2.3	Revisions following discussion at 2010 AGM 6.4 – increased quorum number for Committee Meetings and included voting requirement 6.7 – changed 'conferred' to 'granted' 7.6 – included clause regarding charity specific events	Simon Atkin	2 Apr 2011



Distribution List

Who	When	How
All members	On joining, and when amendments are agreed.	Members will be notified of any changes by email or in writing. This document will be available on the website, or on paper by request.

Signoff

Version	Agreed by	Date
1.1	AGM	12 October 2007
2.0	Committee AGM	30 September 2009 n/a
2.1	Committee AGM	28 September 2010 n/a
2.2	Committee AGM	8 October 2010 n/a
2.3	Committee AGM	19 April 2010 To be confirmed



CONSTITUTION

1 Name

- 1.1 The club will be called White Horse Harriers Athletic Club. It will be affiliated to its National Governing Body, England Athletics. Its colours will be a green top with a white horse logo.

2 Aims and objectives

- 2.1 The aims and objectives of the club will be:
- a To offer coaching and competitive opportunities in Athletics.
 - b To promote the club within Athletics and the local community.
 - c To ensure a duty of care to all members of the club.
 - d To ensure all members receive fair and equal treatment.
 - e To provide all its services in a way that is fair to everyone.

3 Membership

- 3.1 A candidate for election to membership must be an amateur as defined by UK Athletics rules.
- 3.2 Election to membership shall be by majority vote of the Management Committee.
- 3.3 Members will be enrolled in one of the following categories:
- a Full member
 - b Second Claim member
 - c Associate (Social) member
Associate membership is at the discretion of the committee and is intended for those who do not wish to compete (not counting fun runs)
 - d Junior member
A Junior member is one aged 8 to 18, or a student still in full time education.
 - e Life member
 - f Honorary Life Membership may be conferred upon any member who has rendered exceptional service to the Club, either as a competitor in any branch of athletics or in an official capacity. It will be conferred at the Annual General Meeting subject to prior nomination by the Management Committee.
 - g Family members
A family group composed of any of the above individual member types.
- 3.4 All members will be subject to the rules and regulations of the constitution and by joining the club will be deemed to accept these rules and regulations and any other codes of practice that the club has adopted.



4 Membership fees

- 4.1 Membership fees will be set annually; they will be agreed at the Annual General Meeting subject to prior proposal by the Management Committee. Fees will be paid annually.
- 4.2 The subscriptions are due at the beginning of the membership year which is 1st November.
- 4.3 Any member whose subscription has not been paid by 1 February shall be deemed to have resigned his/her membership of the club.

5 Officers of the club

- 5.1 The officers of the club shall be:
 - a President and Vice Presidents
 - b Chairman
 - c Honorary Secretary
 - d Treasurer
 - e Membership Secretary
 - f Fixtures Secretary – Cross-country
 - g Fixtures Secretary – Road Running
 - h Fixtures Secretary – Track and Field
 - i Publicity Officer
 - j Volunteer Coordinator
 - k Welfare Officer
- 5.2 Officers will be elected at the Annual General Meeting. A Club President and Vice Presidents once elected are not required to subject themselves for annual re-election, they remain in office. All other officers will retire each year but will be eligible for re- election.

6 Committee

- 6.1 The club will be managed through a Management Committee.
- 6.2 The Management Committee will consist of the following officers - Chairman, Hon. Secretary, Treasurer, Membership Secretary, Fixtures Secretary – Cross country, Fixtures Secretary – Road Running, Fixtures Secretary – Track and Field, and Publicity Officer. Up to 3 other members (e.g. chief coach, junior co-ordinator, etc.) may be co-opted onto the Management Committee.
- 6.3 The Management Committee meetings will be convened by the Secretary of the club and held no less than 6 times per year.
- 6.4 The quorum required for business to be agreed at Management Committee meetings will be two thirds of the number of the members of the Management Committee in post. All votes will be carried if approved by a majority of the members present.



- 6.5 The Management Committee shall have power to fill any vacancy caused by a Committee member leaving his or her position during the course of the year.
- 6.6 The Management Committee shall have the power to decide any matter covered by these rules.
- 6.7 The Management Committee shall not have the power to decide any matter which goes beyond these rules, unless such power has been granted at a General Meeting, or later confirmed in cases when urgent action had to be taken.
- 6.8 The Management Committee will have powers to appoint sub-committees and advisors as necessary to fulfil its business.
- 6.9 The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations, and codes of practice, and will be responsible for taking any disciplinary action following such hearings.

7 Finance

- 7.1 All club monies will be banked in an account held in the name of the club.
- 7.2 The Club Treasurer will be responsible for the finances of the club.
- 7.3 The financial year of the club will end on 31 August.
- 7.4 An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 7.5 Any cheques drawn against club funds should hold the signatures of the Treasurer and one of the other officers named on the bank account.
- 7.6 Any charitable donations made by the club with the objective of promoting the club within the local community must be endorsed by club members via the AGM. This must include selecting and approving the charitable body and specifying the maximum that can be donated from club funds during a calendar year. Any event organised by the club to raise funds for charity must be approved by a General Meeting before taking place.

8 Annual General Meetings

- 8.1 The Annual General Meeting (AGM) of the Club shall be held not later than October 31st.
- 8.2 AGMs will be called by the Honorary Secretary. Not less than 21 days notice will be given to all members.
- 8.3 The AGM will receive reports from officers of the Management Committee and a statement of the audited accounts.
- 8.4 Nominations for officers of the Management Committee (proposed and seconded) will be sent to the Honorary Secretary 7 days prior to the AGM.
- 8.5 All members aged 17 and above have the right to vote at the AGM.
- 8.6 The quorum for AGMs will be 15 Members.
- 8.7 Extraordinary General Meetings (EGMs) may be requested by either:
 - a the Management Committee; or
 - b at least ten members (in writing).



- 8.8 EGMs will be called by the Honorary Secretary within 21 days. Not less than 21 days notice of the meeting, together with the Agenda, will be given to all members.
- 8.9 Procedures for EGMs will be the same as for the AGM.

9 Discipline and appeals

- 9.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the club's protection policies and procedures. The club Welfare Officer is the lead contact for all members in the event of any concerns.
- 9.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Hon. Secretary.
- 9.3 The Management Committee will appoint a sub-committee composed of some of its own members to hear complaints. They will meet within 28 days of a complaint being lodged. The sub-committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.4 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.
- 9.5 There will be the right of appeal to the Management Committee following any disciplinary action being announced. The Management Committee will appoint a second sub-committee composed of some of its own members but not including any of those who met to hear the complaint. They will meet to consider the appeal within 28 days of an appeal being lodged.

10 Dissolution

- 10.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a two thirds majority vote. In the event of dissolution, any assets of the club that remain will become the property of the Oxfordshire AA.

11 Amendments to the constitution

- 11.1 The constitution can only be changed through a two thirds majority vote at an AGM or EGM.



12 Declaration

12.1 White Horse Harriers Athletic Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

Name: _____

Signed: _____

Date: _____

Club Chair

Name: _____

Signed: _____

Date: _____

Club Secretary