

East Down Athletics Club Constitution

1. Title

The name of the organisation shall be East Down Athletics Club, hereinafter referred to as the Club. The short version of the club name shall be East Down AC.

2. Main Purposes

The main purposes of the Club are to provide facilities for and to promote participation in amateur athletics in the region of East Down, Northern Ireland.

3. Objects

The objects of the Club shall be:

- a) To provide a safe environment for members to participate in athletics
- b) To develop track and field athletics, cross country and road running by:
 - i) Encouraging participation in these activities
 - ii) Providing members with suitable competition
 - iii) Assisting members to improve their personal athletic standards via club and external supported coaching
 - iv) Organising athletic competition locally
 - v) Providing equal opportunities for successful participation by all sections of the community

4. Colours

The club colours shall be: red vest with yellow diagonal sash; from top right to bottom left, yellow trim plus black shorts.

5. Affiliation

The Club shall be affiliated to Athletics Northern Ireland and agrees to abide by its rules and regulations. By affiliating to Athletics Northern Ireland, the Club accepts the Privacy Notice of the National Governing Body.

6. Membership

- a) Membership of the club shall be open to anyone on application, regardless of gender, disability, ethnicity, sexual orientation, religious or other beliefs. The club will have different classes of membership (as detailed in 6(d)) and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not impose a significant obstacle to people participating.

- b) All members are subject to the Club Constitution and regulations of Athletics Northern Ireland, UK Athletics and the International Amateur Athletic Federation.
- c) Membership shall be open to all persons over the age of 18 and to Juniors (in at least Primary 5 where numbers permit).
- d) Members shall be enrolled in one of the following categories subject to the approval of the application by the Committee:
 - i) Junior membership (Primary 5 up to 17 years)
 - ii) Race only (for juniors by arrangement)
 - iii) Senior Membership (18 years +)
 - iv) Honorary Life Member*

*Honorary Life Membership may be conferred by the Committee to any Club member in recognition of outstanding athletic performances or contributions to other aspects of the Club. A Life Member shall have free membership for their life time but is subject to all the conditions of the Club Constitution as well as ANI regulations.

- e) Applications for membership are to be forwarded on the appropriate membership form, accompanied by the appropriate subscription fee, to the Membership Secretary. All members shall provide personal details relevant to their membership category and will inform the Membership Secretary of any change in such details and according to the Privacy Policy will indicate their preferences regarding contact from the Club.
- f) All members shall have online access to the Club Handbook. Each senior member or parent/guardian of Juniors will be obliged to sign an acknowledgement (on the Membership Form) that they have read and agree to abide by the Constitution, Child Protection Policy and Privacy Policy. All Junior members will be required to sign and return a Code of Conduct.
- g) Subscription fees for each category of membership shall be determined at the Annual General Meeting.
- h) The Committee may reject or revoke membership on non-discriminatory grounds where continued membership of a person would be likely not to be in the interests of the sport or the good conduct or interests of the club. These are internal matters for the club.
- i) Resignation, any member wishing to resign must notify the Membership Secretary in writing to that effect and must be clear of all liabilities before the resignation can be accepted

7. Annual General Meeting

- a) The Annual General Meeting shall be held during the last two weeks of February each year or as near that date as is practically possible at such a venue as the Committee may decide.
- b) At least seven days' notice in writing shall be given to all members.
- c) The quorum shall be ten per cent of the members or twenty members (whichever is the lesser). The AGM shall elect officers and committee members for the coming year.
- d) The Annual General Meeting shall receive the Treasurer's Report and Club Secretary's Report and such other reports as reflect the workings of the club during the preceding year.
- e) Officers and members of the Committee for the ensuing year shall be elected.
- f) Voting at the Annual General Meeting shall be restricted to members whose annual subscriptions have been fully paid or who are Life Members prior to the commencement of the meeting
- g) Decisions taken at the Annual General Meeting shall be by a simple majority of those present entitled to vote. Motions for such decisions should be proposed and seconded. Decisions so taken shall not be rescinded at any subsequent meeting except with the consent of two-thirds of those present (and entitled to vote). Prior written notice must be given to each member in the convening of such a meeting.

8. Officers

- a) The officers of the Club shall be Chair, Vice Chair, Club Secretary, Membership Secretary, Competitions Secretary and Treasurer.
 - i) The Club Secretary shall service the Committee by recording the proceedings of all meetings and dealing with all correspondence.
 - ii) The Membership Secretary shall process applications for membership and maintain a register of members.
 - iii) The Competitions Secretary shall co-ordinate entries for club and external competition
 - iv) The Treasurer shall maintain and present annual accounts and shall furnish statements of accounts as required by the Committee and shall co-ordinate fund-raising activities.
 - v) In keeping with the Club Child Protection Policy, the Club shall appoint at least one member (preferably, one of each gender) who will have a remit for welfare and safeguarding. This will include attending relevant training courses, liaising

with relevant agencies when necessary and bringing to the attention of the Committee any incidents or information deemed appropriate.

9. Management and Organisation

- a) General management of the Club affairs shall be vested in the Committee, which shall be comprised of the 6 officers; Chair, Vice Chair, Club Secretary, Competitions Secretary, Membership Secretary, Treasurer and 6 other members elected at the Annual General Meeting, to include a Coach Co-ordinator, Men's and Ladies' Captain and a Junior Rep.
- b) Committee meetings shall consist of a quorum of at least 5 with a minimum of 2 office-bearers. Meetings shall be called as and when the committee feels necessary but not less than six per year.
- c) If a quorum is not present within fifteen minutes of the specified commencement time the meeting shall be adjourned.
- d) The Chairman shall be entitled to a casting vote in the event of a deadlock
- e) The Committee shall have power to:
 - i) Conduct its business and determine and regulate its own procedure.
 - ii) Fill vacancies arising during its term in office.
 - iii) Accept or reject applications for membership.
 - iv) Deal with any member who has infringed the Club Constitution, or who is indebted to the club or whose conduct is likely to bring the Club into disrepute, in accordance with the Complaints and Disciplinary procedures.
 - v) Determine any dispute arising from a judge's decision in a Club race or from an objection to the winner of any Club Trophy.
 - vi) Levy any such extra ordinary charges or fees as may from time to time become necessary.
 - vii) Appoint any delegates to the governing bodies and to any other bodies which may from time to time require representation.

10. Complaints and Investigations Procedure

Any member who believes the conduct of another member is contrary to the Club Constitution or ANI regulations, or whose conduct is likely to bring the Club into disrepute, may inform any member of the Committee in writing.

A meeting of the Committee shall be held within fourteen days after the complaint has been received. All parties involved will be invited to attend individually to speak to the Committee.

The Club Secretary shall inform in writing both the member who made the complaint and the member who is the subject of the complaint of its decision within seven days.

11. Disciplinary Procedure

- a) Where a complaint is deemed of appropriate severity by the Committee, it has the right to invoke the disciplinary procedure under which it has the following sanctions if appropriate.
 - i) Note the complaint for the records but take no further action.
 - ii) Issue a written warning.
 - iii) Impose a period of suspension for a defined period.
 - iv) Terminate the membership of the person
- b) Suspension of membership; during the period of suspension, the member is suspended from all activities at or on behalf of East Down AC and therefore shall be ineligible to participate as a member in the affairs of the Club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The Committee shall also inform all the members in writing of the suspension. Notification of the suspension of membership will be forwarded to ANI. The member may invoke the appeals procedure.

b) Termination of Membership

- c) The Committee shall have the power to terminate the membership of any individual member (including an Honorary Life Member) where it has been clearly demonstrated that a serious breach of the Club Constitution has taken place, or the club or sport has been brought into disrepute.

The individual member shall have the right to be heard by the Committee before the final decision is made.

The Committee shall inform the member in writing within 7 days of any decision to terminate their membership. Notification of the termination of a membership will be forwarded to ANI. The member may invoke the appeals procedure.

12. Appeals Procedure

A member may appeal a decision of the Committee in respect of a disciplinary matter or a complaint. The appeal must be made in writing to the Club

Secretary within fourteen days of the member being notified about the outcome of the complaint procedure or disciplinary procedure.

The Committee has the power to revoke previous sanctions if the decision of the appeals procedure is in favour of the member and the Club Secretary shall inform the member in writing of the date from which he/she is reinstated.

Notification of the outcome of an appeal will be forwarded to the ANI.

****In the administration of the Complaints, Disciplinary or Appeals Procedures the governing body (ANI) may be consulted for current due process and an independent adjudicator appointed through them if deemed appropriate.**

13. Finance

- a) Annual subscriptions shall be determined by the Annual General Meeting. Failure to pay such subscriptions may result in suspension and ANI informed accordingly.
- b) All monies shall be lodged in a bank account in the name of the club.
- c) The Treasurer shall close the books on the 31st December annually.
- d) The Committee shall have power to authorise expenditure on the behalf of the club.
- e) The annual statement of accounts shall be certified prior to presentation at the Annual General Meeting.
- f) Cheques shall be signed by the Treasurer and countersigned by one of two other specified officers. Online payments will be subject to consultation with a second office bearer to authenticate the request.
- g) Non-distribution to Members - All surplus income or profits are to be re-invested in the club. No surpluses or assets will be distributed to members or third parties.

14. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be called by:

- a) The Committee OR at least six members who shall state in writing to the Club Secretary the business to be discussed.
- b) At least seven days' notice in writing shall be given to all the members.
- c) The quorum shall be ten per cent of the members or twenty members (whichever is the lesser).

- d) Only the business specified in the notice convening the meeting shall be discussed.

15. Club Trophies

- a) Winners of in-Club trophies will hold same for one year and must undertake to return them when requested (or if resigning)
- b) All in-Club Competitions shall be regulated by the Committee.

16. Dissolution

In the event of the dissolution of the Club, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be transferred to another CASC, a registered charity or other sport's governing body for use by them in related community sports.

17. Amendments to the Constitution

This constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extra-Ordinary General Meeting and provided no alteration shall be made to either the Object or Dissolution clauses which would cause the Club to cease to operate.

18. Special Powers

The Committee shall have power to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an Extra-Ordinary General Meeting provided that their action is reported to such a meeting at an early stage.

19. Declaration

It is hereby certified that this document represents a true and the most up to date version of the Constitution of East Down Athletics Club.

Signed.....Chairperson

Signed.....Secretary

Date.....