



# **STRATFORD UPON AVON** **ATHLETIC CLUB**

Stratford upon Avon Athletic Club operates as a Limited Company registered at Companies House under ref: Stratford upon Avon Athletics Club Limited - Company Number 9732367

The following constitution governs the day to day running of the club subject to the Articles of the Limited Company

## **CONSTITUTION**

**1.NAME** The name will be 'Stratford upon Avon Athletic Club'. ("The Club")

**2.AIM** The aim of The Club is to promote Athletics.  
Note: To ensure clarity of intent the definition of 'Athletics' includes Triathlon

### **3.MANAGEMENT**

- a) The Board of Directors will consist of Chairman, Secretary, Treasurer (plus a minimum of 3 other Office Holders).
- b) The Board of Directors will be responsible for ensuring that the Company meet all required legal aspects
- c) For all other aspects relating to the running of The Club, responsibility is designated to The Management Committee ("The Committee")
- d) The Committee will consist of Chairman, Secretary, Treasurer, Membership Secretary, (plus a minimum of 3 and a maximum of 9 other elected officers) who will be elected at the Annual General Meeting. ("AGM")
- e) The Committee has the power to co-opt extra members up to a limit of three; and to form a sub-committee as and when considered necessary, but will always retain ultimate responsibility for making decisions.
- f) The Committee shall meet a minimum of six times per year.
- g) The quorum for The Committee at meetings is 4.
- h) All decisions will be by a majority vote. The Chairman shall have a casting vote in the event of a tie.
- i) An Honorary President may also be chosen at the AGM.
- j) If a statutory audit is required, an auditor/s, who must not be a member of The Committee, must be elected annually by the AGM.

#### **4. CLUB EQUITY STATEMENT**

- a) The Club is committed to ensuring that equity is incorporated across all aspects of its normal running practices and development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
  - i. 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.
- b) 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.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

#### **5. MEMBERSHIP**

- a) Application for membership shall be made by submitting an application to the Membership Secretary.
- b) Each member shall pay a subscription decided at the AGM. The method of payment is at the discretion of The Committee.
- c) Subscriptions must be paid for the current year before the member can compete for The Club.
- d) To resign for the purpose of joining another club the member should inform the Membership Secretary in writing and the appropriate forms must be completed and submitted to England Athletics for approval.
- e) Any member guilty of misconduct (see note 1) may be subject to the disciplinary procedure detailed in paragraph 11.

#### **6. CHILD PROTECTION AND WELFARE POLICY**

- a) The club is committed to creating and maintaining the safest possible environment for children and vulnerable adults to practice athletics.
- b) All coaching is by UK Athletics qualified coaches who are trained and have been screened by the Disclosure & Barring Service (DBS) for their suitability for working with young and vulnerable people.
- c) All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's Welfare including child protection policy and procedures
- d) The Clubs Welfare Officer is the lead contact for all members in the event of any welfare concerns relating to children and vulnerable adults.

#### **7. ANNUAL GENERAL MEETING**

- a) The AGM will be held during February or March and the following business undertaken:
  - i. The Chairman's report will be read and discussed
  - ii. The accounts (audited if a statutory requirement) will be presented
  - iii. The officers will be elected.
- b) Motions to be discussed must be submitted to the Secretary at least two weeks before the meeting. These will be added to the agenda and circulated in advance of the AGM.
- c) Standing orders or rules may be changed by a two thirds majority decision.
- d) Twenty full members will constitute a quorum

- e) Only members of 14 years of age and over will be eligible to vote.
- f) The Chairman shall have a casting vote

## **8. CLUB COLOURS**

- a) The Club's colours will be a yellow vest with a horizontal black band and black shorts.
- b) Club colours must be worn by all members competing for The Club at every event for which they have paid the entry fee as an affiliated member, and at all other times when representing the club.

## **9. AMENDMENTS TO CONSTITUTION**

- a) The Committee, by a two thirds majority at a quorum meeting, may propose amendments to the Constitution.
- b) The changes may be made only at the AGM or an extra-ordinary general meeting called for that purpose. Four weeks notice must be given for an EGM.
- c) A quorum consists of twenty full members. If the motion is passed by two thirds majority the amendment to the Constitution will be adopted.
- d) Alternatively, 10 full members may petition the Secretary in writing, to call an EGM in which the conditions in 9 (a) will apply with respect to calling the meeting and voting at it.
- e) Voting rights as at the AGM will apply.

## **10. DISSOLUTION**

- a. The Committee, by a two thirds majority at a quorum meeting, may decide to dissolve The Club. They must then call an EGM giving 4 weeks notice to all club members. If the motion is passed by a two thirds majority The Club is then dissolved.
- b. Alternatively 10 full members may petition the Secretary in writing, to call an EGM in which the conditions in 10 (a) will apply with respect to calling the meeting and voting at it.
- c. Voting rights as at the AGM will apply.
- d. Upon dissolution any funds remaining after all debts have been met will be donated to Warwickshire County Athletics Association to be used in the furtherance of athletics in the County.

## **11. DISCIPLINARY PROCEDURE**

- a. The Committee will initiate an investigation into any allegation of misconduct or any breach or alleged breach of club rules brought to their attention.
- b. If the investigation confirms a breach of rules has occurred The Committee will determine the most appropriate means of addressing the situation. It is hoped and anticipated that a verbal reminder, to the member concerned, of the rules of the club will be sufficient action
- c. However, if The Committee feel that further Disciplinary Action (see Note 2) against any member may be appropriate following this investigation, they will write to the member outlining the nature of the incident / breach of rules and will give the member 14 days to clarify, in writing, the facts and provide any evidence or explanation in mitigation.
- d. If appropriate the member may be called to a disciplinary hearing before The Committee at a convenient date/time to explain the circumstances. The member will be given the opportunity to be accompanied at this hearing by a friend/colleague to provide support.
- e. Following the receipt of the written response and/or the disciplinary hearing the Committee will decide on the appropriate Disciplinary Action and will notify the member of that decision in writing within 7 days.
- f. Any member who is the subject of Disciplinary Action may appeal against the decision by writing to the Secretary within 14 days of receipt of the written decision.
- g. The process for any appeal will adhere to the rules of UK Athletics.
- h. The Appeals Panel will be made up of independent and impartial members which will not include any member of the Committee nor any member who has a personal, close

association with anyone involved. If required an approach to a neighbouring club will be made to ensure the independence of Appeals Panel is protected.

**12. THIS CONSTITUTION was adopted at an AGM held on: 11<sup>th</sup> March 2020**

**Signed: Chairman Paul Hawkins**

**Secretary Tony Jackson**

**Notes / Definitions**

Note 1 Misconduct means harassment, bullying, discriminatory language, theft, criminal activities or any activity by an individual member which could bring the club into disrepute

Note 2 Disciplinary Action means any penalty, suspension, expulsion or disqualification as agreed by the Committee. Ultimately this could include expulsion from the Club and/or a recommendation to the relevant Associations that the member be disqualified from any involvement in athletics for an agreed period of time.