

INVICTA EAST KENT ATHLETIC CLUB

CONSTITUTION

TITLE

- 1 The name of the Club is INVICTA EAST KENT ATHLETIC CLUB
- 2 The registered colours of the Club are a red vest with the name of the Club in white letters on the front. Members are encouraged to wear red shorts.

HEADQUARTERS

- 3 The Headquarters of the Club is at the Canterbury High School.

OBJECT

- 4 To promote community participation in healthy recreation by the provision and assistance in the provision of facilities for athletics in the East Kent area.

MANAGEMENT

- 5 The management of the Club is vested in a Committee Structure as follows

A) Management Committee

Chair, Vice-Chair, President (or Vice-President), Treasurer, Secretary plus a representative from each of the 4 Sub-Committees. The Chair, Vice-Chair, President (or Vice-President), Treasurer and Secretary are all trustees. The representatives of the 4 Sub-Committees are not Trustees: their roles being on the basis of informal representation and feedback. The Management Committee may co-opt additional Trustees as it feels necessary.

(i) The Management Committee meets 10 times a year and officials are required to attend at least 7 of these meetings.

(ii) Members of the committee must be notified at least 14 days in advance of each Committee Meeting.

(iii) No decision of the Management Committee is binding unless it has the approval of 3 members of the Committee.

(iv) The Management Committee has the right to co-opt onto the Committee anyone they wish for one or more meetings to assist them in determining aspects of Club policy or strategy.

(v) The Management Committee has the power to deal with any matter relating to it's objectives that is not otherwise provided for in the constitution. Members must be informed of any such action at the following Annual General Meeting.

(vi) Any member of the Management Committee who fails to attend three committee meetings without legitimate reason is considered to have resigned from their post on the Committee.

B) Four sub-committees

The Management Committee may appoint one or more sub-committees for the purpose of supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a Sub-committee: provided that all the acts and proceedings of any such Sub-committee shall be fully and promptly reported to the Management Committee.

Such sub-committees shall include:

Promotions; Track and Field; Road, Cross Country and Relays; Coaching

The Promotions Committee includes Fund Raising Co-ordinator, Social Secretary, Maniac Editor, Membership Secretary, Road Race Co-ordinator, Kit Officer, and PR Officer.

The Track and Field Committee includes all the relevant team managers appointed at the AGM for that year.

The Road, Cross Country and Relays Committee includes all the relevant team managers appointed at the AGM for that year.

The Coaching Committee includes all current coaches. The Coaching Co-ordinator is selected by the Coaching Committee and ratified by the Management Committee.

- (i) The Sub-Committees each meet 5 times a year and officials are required to attend at least 4 of these meetings.
- (ii) Members of the committee must be notified at least 14 days in advance of each Committee Meeting.
- (iii) No decision of a Sub-Committee is binding unless it has the approval of 50% of the total members of that Committee.
- (iv) The representative from the sub-Committees to the Management Committee is not one fixed person. At each Sub-Committee meeting a decision is made as to whom will be their representative at the next Management Committee meeting.
- (v) Any Sub-Committee member can attend any Management Committee meeting or any Sub-Committee other than their own if they so wish. If they want a matter discussed then this must properly be placed on the agenda beforehand.

C) Athletes representatives

Senior Female, Senior Male, Junior Female, Junior Male

- (i) These representatives can attend any committee including the Management Committee whenever they wish depending on circumstances.
- (ii) Such persons are not deemed to be trustees: their role being on the basis of informal representation and feedback.

- 6 Officers of the Club are elected annually at the Annual General Meeting, from Life Members or fully paid up First Claim members who are listed in the Membership List as at 28 days before the Annual General Meeting.
- 7 Any vacancy on any committee arising prior to the Annual General Meeting may be filled by any Life Member or fully paid up First Claim member of the Club after ratification by the Management Committee.

MEMBERSHIP

- 8 Membership of the Club is confined to Amateurs as defined by the governing body for UK athletics in its Rules for Competition.
- 9 All members of the Club must abide by the rules of their respective Amateur Athletic Associations.
- 10 A new member must first complete a Membership Application Form and pay the appropriate membership fees. They are then elected by ballot at the next ensuing Management Committee meeting. No member is permitted to take part in any Club activity prior to his or her election.
- 11 Application for First Claim membership by a candidate who is, or was, previously a First Claim member of any other athletic club, must be accompanied by acceptable written clearance of resignation from the appropriate regional body.
- 12 No person under the age of 7 will be elected to the Club.

RESIGNATION

- 13 A member intending to withdraw from the Club must give notice in writing to the Membership Secretary. Their membership shall terminate on the date the notice is received by the Membership Secretary unless the member is financially indebted to the Club, in which case the Management Committee may withhold acceptance of the resignation until the liability has been discharged.
- 14 A member not having tendered their resignation by the first day of a new Membership Year shall be liable for the ensuing year's Membership Fee

MEMBERSHIP FEES

- 15 The Annual Membership Fees of First Claim, Second Claim and Non-Competing Members are determined each year at the Annual General Meeting after considering recommendations by the Management Committee.

- 16 The Membership Year is from April 1st to March 31st the following year.
- 17 Membership Fees become liable for payment on April 1st and are deemed to be in arrears if not paid by June 30th.
- 18 The Management Committee has the power to expel any member whose subscription is in arrears at the end of the Membership Year provided one month's notice in writing is sent to the member by a registered or recorded letter, addressed to their last known address, informing the member of the proposed action of the Committee.
- 19 The name and address of any person so expelled from the Club living in the Southern Area is sent to the South of England AA who enter the ex-member's name in a book called the Suspension Book. They are then suspended from competing at any meeting held under UK Athletics Rules until the liability causing the expulsion (which shall not exceed one year's membership fees) shall have been discharged.
- 20 No member whose membership fees are in arrears is eligible to take part in any competition promoted by the Club.

FINANCE

- 21 Club income and balances must be held in either a bank or building society account. Cheques and other withdrawals must be certified by any two of the following officers - Chair, Treasurer and two further members authorised by the Management Committee.
- 22 The Management Committee appoints auditors to undertake an independent examination of the Treasurer's annual report following presentation to the Annual General Meeting.

ANNUAL GENERAL MEETING

- 23 An Annual General Meeting (AGM) shall be held during the month of March in every year to receive the Committee's report and financial statement, to elect Officials and to deal with any other matter specified on the Agenda.
- 24 Notice of the date and venue of the AGM and an invitation to nominate members for election as Officials is circulated by the Secretary to members at least 28 days in advance of the meeting. This may be done using a prominent notice in a Newsletter circulated to all members.
- 25 All motions to be put before the meeting may only be proposed and seconded by fully paid up First Claim Members or Life Members as at 28 days before the AGM and as determined by the Membership Secretary.
- 26 Such motions must be submitted in writing to the Secretary 21 days before the AGM and details must be circulated to all members by the Secretary at least 14 days before the AGM.
- 27 Nominations for Officials must be sent to the Secretary at least 7 days before the AGM duly signed by the proposer, seconder and the nominee. Nominations from the floor at the AGM will be accepted only if the nominee is present and the Secretary has received no written nominations by the closing date specified above.
- 28 The business of an AGM must be conducted by a quorum of 30 or no less than 25% (whichever is the smaller) of fully paid up First Claim Members or Life Members as at 28 days before the EGM and as determined by the Membership Secretary.
- 29 Voting at the AGM is confined to fully paid up First Claim Members or Life Members as at 28 days before the meeting and as determined by the Membership Secretary.
- 30 A motion is carried by a minimum of two thirds of those present and entitled to vote.
- 31 The outcome of any AGM is conveyed by the Secretary to all members in writing within 28 days of the end of the meeting.

EXTRAORDINARY GENERAL MEETING (EGM)

- 32 An EGM must be called by the Secretary within 14 days of the receipt of a request in writing signed by a minimum of 30 fully paid up First Claim Members of the Club or at the instigation of the Management

Committee.

- 33 Notice of the date, venue and agenda of the EGM must be circulated by the Secretary to members no less than 14 and no more than 28 days in advance of the meeting. This may be done using a prominent notice in a Newsletter circulated to all members.
- 34 The business of an AGM must be conducted by a quorum of 30 or no less than 25% (whichever is the smaller) of fully paid up First Claim Members or Life Members as at 28 days before the EGM and as determined by the Membership Secretary.
- 35 Voting at an EGM shall be confined to fully paid up First Claim Members or Life Members as at 28 days before the EGM and as determined by the Membership Secretary.
- 36 A motion is carried by a minimum of two thirds of those present and entitled to vote.
- 37 The outcome of any EGM shall be conveyed by the Secretary to all members in writing within 14 days of the end of the meeting.

DISCIPLINARY MATTERS

- 38 Any internal dispute arising within the club is in the first instance dealt with by the Management Committee. Failing satisfaction at this level, three people are nominated by the Committee and, subject to their acceptance by the aggrieved party or parties, arbitrate on the matter. They can have access to all relevant information and papers and if they deem necessary may interview any club member.
- 39 Any Member infringing the Rules of the Club or who is guilty of any misconduct may be expelled from the Club by a vote of a special Management Committee meeting. The Secretary notifies members of the Committee of the nature of the business to be discussed at least 10 days before such meeting. The Secretary must, by recorded delivery letter, give at least 10 days' notice of such meeting to the member concerned at their last known address and invite their attendance. In the case of expulsion the expelled member has the right to appeal at an Extraordinary General Meeting as provided for in Rules 32 to 37.

GENERAL

- 40 The Club may elect an Honorary President, Honorary Vice Presidents or Honorary Life Members at the Annual General Meeting.
- 41 The Club will accept no responsibility nor hold itself responsible for any claim arising from any accident or injury which might occur to members in the course of their training or whilst travelling to or competing in events as representatives of the Club.
- 42 The Club shall affiliate to all athletic associations deemed to be necessary or desirable by the Management Committee.
- 43 Members of the Club entrusted with trophies or equipment are responsible for their safekeeping and may be liable for any loss or damage. These items are to be catalogued, insured and audited by the Club.

ALTERATION OF CONSTITUTION

- 44 The Constitution can only be altered by an AGM or an EGM called for this purpose. Notice of any proposed amendment must be given to all members as provided in Rules 24 and 33.
- 45 Voting on the proposed amendment or addition to the Constitution shall be conducted according to the procedures laid down in Rules 28,29 & 30 (AGM) and 34,35 & 36 (EGM).
- 46 Conveyance of the outcome shall be carried out according to the procedures in Rules 31 and 37.

DISSOLUTION

- 47 The Club can only be dissolved by a general meeting of members. Upon dissolution after all outstanding debts and liabilities have been met; any remaining assets will be used for activities that have similar objectives to those set out in Rule 4 of this constitution, in particular the promotion of athletics in the East Kent area. Assets will not be shared amongst the membership.