

**WINCHESTER AND DISTRICT ATHLETICS CLUB**  
**CONSTITUTION AND RULES**

**1. CLUB NAME**

The name of the Club shall be Winchester and District Athletics Club.

**2. OBJECTIVES OF THE CLUB**

The promotion of community participation in healthy recreation for the benefit of the inhabitants of Winchester and its surrounding district by the provision of facilities for athletics.

**3. THE EXECUTIVE COMMITTEE**

3.1 The Club shall be managed by an Executive Committee comprising the following three Executive Officers who shall be elected at each AGM:

Chairman  
Secretary  
Treasurer

3.2 In addition to the 3 Executive Officers, the Executive Committee shall comprise a minimum of 4 and a maximum of 9 other members including: the Membership Secretary (if any), the Club Development Officer (if any) and representatives from membership as a whole.

3.3 The Executive Committee should endeavour to ensure that it includes at least 2 qualified coaches (Coach or Level 2 and above), 1 qualified official (Level 2 or above), 1 team manager (any discipline). In addition the Executive Committee should ensure that it has named Committee members who can fairly represent all areas of the Club (Track and Field, Road Running, Cross Country, Social) and all age Groups (Senior, Junior and Veteran).

3.4 It is the responsibility of the Executive Committee to ensure the correct balance of membership per 3.3 above. This may be through invitation or it may at its discretion also call for nominations for election to the Executive Committee from the membership as a whole. The process for such nominations shall be set by the Executive Committee

3.5 With the exception of the Executive Officers who will be subject to annual election, members of the Executive Committee shall continue as members of the Committee until they retire or are voted out of the Committee by a majority of two thirds of the Committee at a meeting called for this purpose.

3.6 All members of the Executive Committee will become Charity Trustees of the Club on election or appointment for the duration of their term in office and will be required to agree in writing to act as trustees of the Club.

3.7 No person shall be eligible to act as a member of the Executive Committee who is under 18yrs of age or who is disqualified from being a charity trustee.

3.8 The Executive Committee shall meet whenever necessary to conduct the business of the Club and a quorum shall consist of not fewer than 5 Executive Committee members.

3.9 A special meeting of the Executive Committee shall be called at the request of not less than 4 of its members and such request shall be in writing addressed to the Secretary stating the purpose for which such meeting is to be called and which shall be convened

within 28 days of the receipt of such request at such venue and such time as the Secretary in conjunction with the Chairman shall decide.

- 3.10 The Executive Committee may appoint other sub-committee(s) to consider any particular aspects of the Club's activities. Any member of the Club may request to the Executive Committee to form a sub-committee to review a particular subject.
- 3.11 Sub-committees will be responsible for their own organisation and the way in which they conduct their business. In the event a dispute arises in regard to any matter which the sub-committee is unable to resolve it will be referred to the Executive Committee for a decision which shall be final.
- 3.12 Each sub-committee shall promptly notify the Secretary of any matters which should be referred to the Executive Committee for information, review or ratification and may be requested to attend a meeting of the Executive Committee to provide more detailed updates.
- 3.13 Any individual may request or be requested to present a subject at an Executive Committee meeting although the final agenda of such meeting will be determined by the Executive Committee.
- 3.14 Any decision of the Executive Committee in connection with the Club's affairs shall be final.
- 3.15 If a vacancy among the Elected Officers shall occur at any time, the Executive Committee shall fill such vacancy at its discretion until the next Annual General Meeting.

#### **4. ELECTION OF EXECUTIVE OFFICERS**

Any member (which includes any existing officer) who wishes to stand for election as 1 of the 3 Executive Officers mentioned in Clause 3.1 must submit their nomination to the Secretary 7 days prior to the date of the Annual General Meeting and shall be accompanied by a statement, signed by the proposer and the nominee, stating that he or she is prepared to be appointed or re-appointed.

#### **5. REMOVAL OF ELECTED OFFICERS**

Any of the elected officers of the Club may be removed from office at any time by a simple majority of members present at a Special General Meeting called for that purpose.

#### **6. LIFE MEMBERSHIP**

The Executive Committee may nominate individual(s) for life-membership as it may consider appropriate by way of acknowledgement for the services rendered to the Club by such individual(s). Any member of the Club may propose to the Executive Committee individuals that they wish to be considered for such nomination.

#### **7. MEMBERSHIP**

- 7.1 Membership of the Club shall be confined to those individuals and their immediate families who are eligible under the rules of the relevant athletics governing body.
- 7.2 All applications for membership shall be made in whatever form required by the Executive Committee. If below the age of 16 application requires approval by his or her parent or guardian. The acceptance of any application for membership shall be at the discretion of the Executive Committee.

- 7.3 The annual membership subscription is payable on election and subsequently on the 1<sup>st</sup> of April in each year (or such other date as the Executive Committee shall decide from time to time) provided that anyone who fails to pay their annual membership subscription shall cease to enjoy the benefits of membership of the Club. The Executive Committee may impose such additional payment as it in its sole discretion thinks fit as a penalty for failure to renew the membership subscription at the due date.
- 7.4 Any member whose subscription is 6 months in arrears shall no longer be considered a member of the Club. The Club will make adequate efforts to advise such members in advance by whatever means it deems appropriate.
- 7.5 The Executive Committee shall have the power to expel any member whose conduct is in the opinion of the Executive Committee sufficient to render him or her unfit for membership of the Club. Before any such member is expelled the Secretary shall give him or her 7 days written notice to attend a meeting of the Executive Committee and shall inform him or her of the complaints made against him or her. No member shall be expelled without first being given an opportunity to appear before the Executive Committee and to answer complaints made against him or her. At least two-thirds of the Committee present must vote in favour of his or her expulsion for this to be effective.
- 7.6 The name and address of any member so expelled from the Club shall be notified to the relevant athletics governing body.
- 7.7 An up to date register of the names and addresses of all members of the Club shall be maintained.
- 7.8 Such joining fees as the Executive Committee may determine shall be payable by anyone who is elected a member and shall be paid with the first annual membership subscription. No applicant who has been elected a member shall be entitled to the privileges of membership until he or she has paid the joining fee and the first annual subscription. If such joining fee and subscription are not paid within 4 weeks of the date on which the applicant is elected such election shall be void and no person who has failed to pay their subscription shall be eligible to represent the Club in any competition.
- 7.9 The Executive Committee may in its discretion from time to time create such classes of membership as it considers appropriate and shall decide how much each class of membership shall pay as subscription for membership. These shall be communicated to the membership in an appropriate manner.

## **8. GENERAL MEETINGS**

- 8.1 The Annual General Meeting shall be held not later than 14 months after the previous AGM at such place and time as the Executive Committee shall decide. A copy of the notice of the meeting shall be sent to every member of the Club at least 21 days prior to the date of such meeting and the notice shall also invite nominations for the post of the 3 elected officers. The business of the AGM shall be to :-
- 8.1.1 Receive from the Chairman a report for the preceding year.
  - 8.1.2 Receive from the Treasurer a statement of the audited or inspected accounts for the preceding year.
  - 8.1.3 Elect the 3 Executive Officers for the ensuing year.
  - 8.1.4 Consider any matter affecting the Club of which due notice in writing has been given to the Secretary not less than 7 days prior to the AGM.
  - 8.1.5 Deal with such other matters as the Executive Committee considers appropriate.

- 8.2 All members of the Club shall be entitled to be represented at Annual or Special General Meeting. All paid up members aged 18 or over shall have full voting rights and be considered a voting member for the purposes of the meeting. Members under the age of 18 shall be entitled to be represented by a parent or guardian. Such parent or guardian shall be considered a voting member for the purposes of an Annual or Special General Meeting.
- 8.3 The Chairman may at his or her discretion decide that any matter shall be decided by ballot but otherwise decisions shall be taken by a show of hands
- 8.4 A quorum for a Special or an annual General Meeting shall be the lower of 20% of the voting membership of the Club or 30 voting members.
- 8.5 In the event that an AGM does not have a quorum of voting members present, and no nominations, other than for the current post-holders, having been received for the positions of Chairman, Secretary & Treasurer, the Chairman of the meeting may propose that the current post-holders be re-elected for a further term in office. Acceptance of the proposal shall be decided by a show of hands of those voting members present.
- 8.6 In the event of a meeting failing to have a quorum, a second meeting shall be called within 28 days when all business that could not be concluded at the General Meeting or Special Meeting shall be conducted by the members present.

## **9. PROCEDURE FOR CALLING A SPECIAL GENERAL MEETING**

A Special General Meeting of the Club shall be called upon receipt by the Secretary of a requisition to that effect signed by not less than 10 voting members. Such requisition shall specify the nature of the business to be considered or transacted at such Special General Meeting and thereupon the Secretary shall give 28 days notice of such meeting to all members. The business of such Special General Meeting shall be confined specifically to the subject of the requisition.

## **10. RECORDS OF MEETINGS**

The Secretary shall keep a proper record of all Executive Committee and Annual or Special General Meetings and copies of any sub-committee minutes provided for consideration in the Executive Committee.

## **11. FINANCE**

- 11.1 The Treasurer shall maintain such bank or other accounts as may be approved by the Executive Committee from time to time.
- 11.2 The accounts of the Club shall be made up to such date as the Executive Committee shall decide and shall be audited or inspected by such person as may be appointed for that purpose by the Executive Committee

## **12. BYE-LAWS**

The Executive Committee shall have the power to make bye-laws for regulating the conduct and affairs of the Club provided the same are not inconsistent with this Constitution. Any such bye-laws shall be notified to the members as may be considered appropriate by the Executive Committee.

**13. CHAIR OF MEETINGS**

The Chairman shall normally preside at all Executive Committee Meetings and General Meetings of the Club. In his or her absence any of the other 2 elected officers (if any) present shall preside but if no other officer is present those attending the meeting shall decide who should chair the meeting.

**14. CLUB VEST COLOURS**

The Club competition vest colours shall be black with a gold band.

**15. LIABILITY**

The Club accepts no liability for loss or damage to the property of any of its members nor for any personal injury sustained by any member received while participating or competing in any of the Club's activities.

**16. INTERPRETATION OF THIS CONSTITUTION**

Any question arising from anything not covered by this Constitution or any interpretation of this Constitution shall be dealt with by the Executive Committee whose decision shall be final.

**17. DISSOLUTION**

If for whatever reason the executive committee decides to dissolve or wind up the Club any assets remaining after the settlement of any outstanding debts and obligations will be given or transferred to any charity or charities whose purposes are the same as or similar to those of the Club.

**18. AMENDMENTS**

Any provision in this constitution may be amended at an AGM or EGM provided that no amendment may be made that would have the effect of making the Club cease to be a charity at law.

**Constitution 2011 (amended in 2018 by resolution of the AGM)  
9<sup>th</sup> May 2011**