

# Kirkby Milers Athletics Club

## CLUB CONSTITUTION

### 1. Name & Colours

- a) The Club will be called Kirkby Milers Athletics Club, referred to as the Club in this constitution.
- b) The Club colours will be green fading to orange vest. The Club name will be on the front and back in black.

### 2. Aims and Objectives

- a) To inspire adults and children of all ages to experience athletics, have fun, improve fitness & health in a supported and safe environment.
- b) To give athletes of all abilities the chance to participate in athletics at all levels.

### 3. Membership

- a) To ensure all present and future members are treated equity.
- b) Membership should consist of officers and members of the Club.
- c) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice the Club has adopted.
- d) Any candidate for membership must apply using the agreed application methods. Applicants under 18 years of age will require parental consent.
- e) Members will be enrolled in one of the following categories:
  - i) Senior Member – over the age of 18 and competing as defined by England Athletics.
  - ii) Junior Member – between 11-17 years of age and competing as defined by England Athletics.
  - iii) Mini Miler – between 9 years of age and under the age of 11, as of 31<sup>st</sup> August in the competing year.

### 4. Membership and Session Fees

- a) Membership fees will be set annually and agreed by the Management Committee at the Annual General Meeting.
- b) Membership fees will be paid annually and due on **1<sup>st</sup> April**.
- c) Memberships not renewed after 1<sup>st</sup> April will not be eligible for any Club activities or votes until membership has been received.

- d) Session fees will be determined by attendance and hire costs. Any changes to session fees will be announced to all members no less than 30 days before coming into force.

## **5. Officers and Management**

- a) The Officers of the Club shall consist of the following
  - i) Chair
  - ii) Vice Chair
  - iii) Membership Secretary
  - iv) Treasurer
- b) Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

## **6. Committee**

- a) The Club will be managed through the Management Committee consisting of: Chair, Vice Chair, Membership Secretary, Treasurer, Social Secretary, Welfare Officers, Coach Co-Ordinator, Merchandise Co-Ordinator, Fundraising Manager, XC Secretary and any other additional members required to manage specific activities of the Club.
- b) All Management Committee members must be aged 18 years or over, though the Management Committee may allow younger member(s) to attend their meetings as observers without the power to vote.
- c) The Management Committee meetings will be convened by the Secretary of the Club and held no less than bi-monthly
- d) All Management Committee members must attend meetings where possible. If **3** successive Committee meetings are missed then that role will become available at the next AGM.
- e) All Management Committee members have the right to vote at meetings of Management Committee.
- f) Decisions of the Management Committee shall be made by a simple majority and in the event of a tie the Chair will have the casting vote.
- g) The quorum for business to be agreed at Management Committee meetings will be: **3**
- h) The Management Committee will be responsible for adopting new policy, codes of practice and rules that effect the organisation of the Club.
- i) The Management Committee will have the power to enter into contracts for the purpose of the Club on behalf of all the members of the Club.

- j) The Management Committee will have the authority to appoint subcommittees as necessary and appoint advisors to the Management Committee as necessary to fulfil its business.
- k) The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. Finance**

- a) All Club monies will be banked in an account held in the name of the Club.
- b) The Club Treasurer will be responsible for the finances of the Club.
- c) The financial year of the Club will end on **31<sup>st</sup> March**
- d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- e) Any cheques drawn against club funds will hold the signatures of **2** individuals nominated by the Management Committee.

## **8. Annual General Meetings**

- a) Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Notice of the AGM will be no less than 21 clear days before date of meeting.
- b) The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- c) Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- d) Elections of officers are to take place at the AGM
- e) All members have the right to vote at the AGM
- f) The quorum for AGMs will be: **7**
- g) The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as the AGM

## **9. Club Captains**

- a) Male and Female Club Captains will be voted for each year at the Club's AGM.
- b) Club Captains can only serve a maximum of **2** terms before stepping down.

### **10. Policies and Procedures**

The Club will operate at all times to the policy and procedures adopted by England Athletics.

### **11. Discipline and Appeals**

- a)** All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officers are the lead contact for all members in the event of any child protection concerns.
- b)** All complaints regarding the behaviour of members should be presented and submitted in writing to a Welfare Officer.
- c)** The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the authority to take appropriate disciplinary action including the termination of membership, when in its opinion; it would not be in the interests of the Club for a person to remain a member.
- d)** 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 7 days of the hearing.
- e)** There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

### **12. Dissolution**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

### **13. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### **14. Declaration**

- a)** Kirkby Milers Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.
- b)** Any proper business not provided for in these rules shall be dealt with by the Management Committee.