

North Down Athletic Club – Club Constitution

1. Title

- a. The Club shall be known as North Down Athletic Club (“the Club”).
- b. The Club colours shall be; gold vest with diagonal blue stripe.

2. Objectives

- a. The objectives of the Club shall be:
 - i. To encourage the practice, promotion, development and participation of amateur athletics in Ards and North Down Borough and the wider community.
 - ii. To provide training and coaching for members.
 - iii. To organise open, club, and club handicap running races and field events.
 - iv. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
 - v. The Club shall cater for the following athletics disciplines: Road Running, Track and Field, Cross-Country Running, Fell Running and Race Walking.
 - vi. The Club shall seek to be affiliated to such national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club and will be subject to the Byelaws of such national and regional amateur athletic bodies.

3. Membership

- a. Membership of the Club shall be open to persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of gender, disability, ethnicity, nationality, sexual orientation, religion or other beliefs and age save that no child below Primary 5 can become a member of the Club. In this regard:
 - i. Limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- ii. No athlete shall be allowed to become a member of the Club or to take part in the Club's activities if he/she is financially indebted to any other athletic club affiliated to Athletics NI.
- b. Each membership application must be made to the Honorary Secretary using the Club application form. The appropriate subscription must accompany the application for membership.
- c. Honorary life membership of the Club may be conferred upon any member by a two thirds majority vote of those present at an Annual General Meeting ("AGM") in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.
- d. Any member wishing to resign from the Club must do so by written notice (in an email or otherwise) to the Honorary Secretary. On behalf of the Club Committee the Coaches' Representative and either the Chair, Honorary Secretary or Treasurer will consider such written notice within one calendar month of the receipt of such written notice by the Honorary Secretary and report on same at the next committee meeting. Membership shall be held to have ceased on the actual date of the receipt of such written notice by the Honorary Secretary.
- e. Resignations will not be accepted if the member is financially indebted to the Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.
- f. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

4. Complaints Procedure

- a. Anyone who believes the conduct of the Club or a club member is contrary to the constitution of the club, its policies or codes, or ANI regulations, or whose conduct is likely to bring the club into disrepute, must inform any member of the Club Committee in writing if they wish to pursue the complaint. The committee member shall refer the complaint to the Chair, or Vice-Chair in his/her absence, who at his/her

discretion will (a) appoint a subcommittee of at least 3 committee members (on behalf of the Club Committee) to investigate the complaint or (b) have the complaint investigated by the Club Committee.

- b. The Honorary Secretary shall inform in writing both the person who made the complaint and if applicable, the member who is the subject of the complaint, of their decision within 7 days of the decision been made.

5. Subscriptions

- a. Members' Annual Subscription – 1 April to 31 March - shall become due for payment on 1 April each year, with the amounts being determined at the AGM.
- b. Members' ANI Registration Fees shall become due for payment, to the club, on 1 April each year. The Club will account to ANI for same.
- c. The Club will endeavour to keep subscriptions at levels that will not pose a significant obstacle to people participating.
- d. Members joining after the 30 September will only have to pay half of that year's Members' Annual Subscription.
- e. Any member failing to make payment of their Members' Annual Subscription by 1 May shall cease to be entitled to the rights and privileges of membership including representing the Club in team competitions after written notice.
- f. The Club Committee shall have the power to suspend any member whose subscription is six months in arrears provided a month's notice in writing shall have been sent to such member by registered letter, addressed to his/her last known address, informing him/her of the proposed action by the Club Committee. The name and address of any person so suspended from the Club shall be sent to the Honorary Secretary of Athletics NI.

6. Management

- a. The management of the Club shall be vested in a Committee that shall

consist of the Chair, Vice Chair, Treasurer and Honorary Secretary who shall be the Officers of the Club together with an Assistant Secretary, a Welfare Officer and a Coaches' Representative and a maximum of four other members at least two of whom shall be competing athletes. All the foregoing shall be elected at the AGM and remain in office until the AGM of the following year.

- b. None of the Officers of the Club, Assistant Secretary, the Welfare Officer or the Coaches' Representative shall remain in post for more than 3 successive years.
- c. Five elected Committee members, which must include either the Chair, Vice Chair or Secretary, are required for a quorum for a Club Committee meeting to take place.
- d. The Club will have a President and two Vice Presidents. They will be entitled to attend Club Committee meetings in a non-voting capacity. In this regard:
 - i. They shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.
 - ii. None of them shall remain in post for more than 3 successive years.
- e. The Club Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.
- f. The Club Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.
- g. The Club Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.

7. Annual General Meeting

- a. The Club's AGM shall be held in the months of January or February

or as soon as practicable thereafter as dictated by the circumstances applicable at that time.

- b. At the AGM the meeting will:
 - i. Receive the annual report of the Secretary.
 - ii. Receive the financial statements and the Treasurer's report and be asked to adopt the Treasurer's report.
 - iii. Elect the following for the ensuing year
 - 1. President
 - 2. Two Vice Presidents
 - 3. Chair
 - 4. Vice Chair
 - 5. Treasurer
 - 6. Honorary Secretary
 - 7. Assistant Secretary
 - 8. Welfare Officer
 - 9. Coaches' Representative
 - 10. Four other members of the Club Committee at least two of whom shall be competing athletes
 - 11. A Members' Appeals Committee comprising 3 Club Members who are not members of the incoming Club Committee to handle on behalf of the members any appeals to the members under paragraph 3f
 - iv. Appoint an accountant to certify the Club's accounts for the following year.
 - v. Consider any amendment to the Constitution of which due notice has been given to all members. Any proposed change to the Constitution must be received by the Honorary Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
 - vi. Transact any other notified business.
- c. At least 21 days' notice by publication on the Club's web site or by email shall be given to members of the date, venue and agenda items for the AGM.
- d. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes

the Chair will have a second, casting, vote. Voting shall be by a show of hands except where the Chair decides voting shall be by ballot.

8. Extraordinary General Meeting

- a. An Extraordinary General Meeting (“EGM”) may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petitions the Secretary in writing.
- c. 21 days’ notice by publication on the Club’s web site or by email of an EGM must be given to all members together with the motion(s) to be discussed. No other business shall be conducted.
- d. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chair will have a second, casting, vote. Voting shall be by a show of hands except where the Chair decides voting shall be by ballot.

9. Finance

- a. The financial year of the Club shall end on 31 October.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club name. Cheque signatories shall be appointed by the Club Committee. All accounts shall operate on two signatories one of whom will be the Chair, the Treasurer or the Honorary Secretary.
- c. The Club Committee each year will authorise the Chair in conjunction with either the Treasurer or the Honorary Secretary to incur or to have incurred (on one or more occasion) on behalf of the Club expenditure up to an amount set by the Club Committee without further recourse to the Club Committee save that the Chair will account to the Club Committee for such expenditure in due course. So, however, expenditure above £500.00 may only be authorised at a Committee meeting.

10. Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Club Committee.
- b. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- c. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- d. The Club may also in connection with the sports purposes of the Club:
 - i. Sell and supply food, drink and related sports clothing and equipment.
 - ii. Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 - iii. Pay for reasonable hospitality for visiting guests;
 - iv. Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- e. The Club Committee will have due regard to the law on disability discrimination and child protection.

11. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Club Committee will then be responsible for the orderly winding up of the Club's affairs.

- c. After settling all liabilities of the Club, the Club Committee shall dispose of the net assets remaining to one or more of the following:
- i. To another Club with similar sports purposes which is a registered charity and/or
 - ii. To another Club with similar sports purposes which is a registered CASC and/or
 - iii. To the Club's national governing bodies for use by them for related community sports.

12. Alterations to the Constitution

The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

13. Special Powers

The Club 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 EGM provided that their action is reported to an EGM or the next AGM.

14. Priority

Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (Community Amateur Sports Clubs) as first provided for by the Finance Act 2002.

15. Revision History

This Constitution was formally adopted at the EGM held on 9th May 2016. All previous constitutions of the Club are hereby revoked.