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# Waveney Valley Athletic Club

## Constitution

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# **Waveney Valley Athletic Club**

## **Rules for all disciplines**

### **1. Name and colours**

1.1 The name of the club is '**Waveney Valley Athletic Club**' hereinafter called 'the Club'.

1.2 The Club colours shall be black, red and yellow. Club vests or tee-shirts must be worn in all competitions or events, with black shorts if possible. Crop tops or leotards may be worn by female athletes provided they are acceptable by the governing body rules.

### **2. Affiliation**

2.1 The Club shall be affiliated to UK Athletics (UKA), SEAA and Suffolk County AA and is therefore bound by their laws and rules

### **3. Objectives**

3.1 The Club is established to pursue the following objectives:

- a) Participation in the sport of Athletics
- b) The promotion of Athletics
- c) The provision of training facilities and equipment for it's members
- d) Membership of appropriate leagues for the purpose of establishing regular competition for the clubs representative teams/members
- e) Providing equal opportunities for successful participation by all sections of the community
- f) To comply with and uphold the Rules and Regulations of the Regional and National Associations, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated
- g) To do all such other things the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated above.

### **4. Membership**

4.1 All members are subject to the Constitution of the Club and the regulations of UKA.

4.2 Any person who wishes to become a member must submit an application in such form as the Management Committee shall decide. Every candidate for

membership shall be considered by the Membership Secretary, who shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

- a) Persons are eligible for membership of the Club, provided they are at least 8 years old.
- b) No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, and political or other beliefs.
- c) A new candidate shall have 2 weeks free trial. On their first week they must collect all the information relating to membership. After their trial period, should they wish to apply for membership, on their third visit the completed forms together with the appropriate payment must be handed in.
- d) There will be 5 categories of membership: U11, Junior (U13, U15 and U17), Senior (17+), Associate (non-competing/training, coaches and officers) and Lifetime.
- e) Each member shall be required to pay the subscription as set out in Rule 14. The Management Committee has the powers of discretion in certain circumstances.
- f) Senior, Associate and Lifetime members shall be entitled to attend and vote at the AGM, and may be elected and serve on the Management Committee, additionally Junior members who are at least 15 years old will be able to vote at the AGM, and serve on the Management Committee as a 'Junior Rep'.
- g) All members will receive a copy of the Constitution, Code of Conduct and Safeguarding Policy (in respect of U11 and Junior members, to their parent or guardian).

## **5. Resignation**

5.1 A member may withdraw from membership of the Club on giving reasonable clear notice to the Club.

5.2 Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Rules.

5.3 In line with the rules of the sport the Club will only accept a resignation when satisfied that the member has cleared any debt owed to the Club.

5.4 A member intending to resign should ensure that they comply with the eligibility process of the sport in the event that they wish to join another affiliated athletics club.

## **6. Suspension, Refusal or Termination of Membership**

6.1 The Management Committee (delegated to Membership Secretary) shall be entitled to:

- a) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 3 of this Constitution.
  - i) In respect of Junior athletes, membership renewal may be declined if the athlete does not compete or make themselves available for 25% of the fixtures in the 'primary competitions' they are eligible to compete in as directed annually by the Junior Coaching Co-ordinator – currently the Suffolk Sportshall League, Suffolk Winter Cross Country League, Inter-Club Tournament Fixtures and East Anglian Athletics League.
- b) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the Management Committee before a final decision is made.

6.2 Matters of discipline shall be dealt with by the Management Committee. A member affected by any disciplinary matter is entitled to make a representation to the meeting dealing with the matter. He/she may be accompanied by a fellow member. Supportive evidence may be called.

6.3 Any member who, whilst representing the Club, willingly brings the name of the Club into disrepute shall be required to appear before the Management Committee and shall be required to make reparation for any damage incurred.

6.4 Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at General Meetings, and shall be suspended from taking part in any event under control of the Club until such fees are paid.

6.5 Any member under suspension shall be barred from taking part in any event under control of the Club.

6.6 The Management Committee shall inform the member in writing of any decision to terminate their membership.

6.7 Notification of the termination of a membership will be forwarded to UKA.

6.8 Any unrequested or inappropriate communication with a fellow WVAC member to be treated as a break in the clubs code of conduct & dealt with accordingly.

## **7. Management Committee**

7.1 Management of the Club shall be vested in a Management Committee, elected annually at the AGM, to meet at least 3 occasions during the Clubs financial year.

7.2 The Management Committee shall consist of:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Membership Secretary (Junior and Senior)
- f) Welfare Officers (preferably 2 – 1 male and 1 female)
- g) Senior Co-ordinator
- h) Junior Co-ordinator
- i) Track and Field Co-ordinator
- j) Cross-Country Co-ordinator
- k) Road Race Co-ordinator
- l) Senior Rep
- m) Junior Parents Rep
- n) Fundraising Rep
- o) Publicity Rep
- p) Social Rep
- q) Junior Rep
- r) Beccles Rep

7.3 A minimum of 4 members are required to form a quorum, which must include either the Chairperson or Vice-Chairperson.

7.4 The Management Committee has the power to co-opt any vacancy that may arise during the year until the next AGM.

7.5 The Management Committee may appoint any sub-committees it may deem necessary to deal with the matter of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the Management Committee by a representative elected by that sub-committee.

## **8. Rules of the Management Committee**

8.1 The Chairperson and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club.

8.2 The Secretary shall give all the members of the Management Committee not less than five days notice of a meeting.

8.3 The Chairperson shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairperson shall preside at every meeting of the Management Committee at which he is present.

8.4 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote.

8.5 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine.

## **9. Sub-Committees**

9.1 It shall be the duty of the elected representative for each discipline/sub-committee to assemble and Chair the sub-committee meeting they represent, or elect a Chair if the sub-committee does not concern a discipline where there is a nominated Co-ordinator or Officer.

9.2 The duties of each sub-committee are to address all relevant matters concerning their discipline, and to submit their recommendations in a report form to the Management Committee for consideration and approval.

9.3 No sub-committee or individual shall assume executive power on behalf of the Club. All decisions shall be ratified and shall be recorded in the minutes at the Management Committee meetings.

9.4 In the event that an elected representative of a sub-committee should not be able to attend a management Committee meeting, a member of the sub-committee should be delegated to attend. The elected representative should advise the Chairperson or Secretary of the name of the delegate member in advance of the meeting.

## **10. General Meetings**

### **a) AGM**

10.1 The AGM shall be held during every year to:

- i) Receive and confirm the minutes of the previous AGM
- ii) Presentation of the Clubs financial accounts for the year
- iii) Presentation of the Clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv) Presentation of the Chairpersons report
- v) Election of officers to the Management Committee
- vi) Deal with any matters specified on the agenda

10.2 The Secretary must give every member 21 days notice of the meetings. Notice of any business which it is desired to place on the agenda must be given in writing to the Secretary at least 10 days prior to the meeting.

10.3 A quorum shall consist of one fifth of the members eligible to vote.

### **b) EGM**

10.4 An EGM must be called by the Secretary within 14 days of receipt by them of a requisition in writing signed by a minimum of 20 members of the club or at the request of the Management Committee stating the business to be brought before such meeting.

10.5 The Secretary must give each member 14 days notice of the meeting, stating the business to be brought before the meeting

## **11. Rules at the AGM or EGM**

11.1 The Club shall publish notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

11.2 The quorum for the annual and extraordinary general meetings shall be one-fifth of the membership of the Club (eligible to vote).

11.3 The Chairperson shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present, and entitled to vote, may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside, the members present and entitled to vote, may choose one of their number to be Chairperson of the meeting.

11.4 Each member present (eligible to vote) shall have one vote and resolutions shall be passed by a simple majority of those members present and voting. In the event of an equality of votes the Chairperson of the meeting shall have a casting or additional vote.

11.5 There shall be no right for a member to vote by proxy. No person may represent more than one member.

## **12. Alteration of Rules**

12.1 No alteration or addition may be made to these rules except at the AGM or an EGM called for that purpose. Any motion for such must be submitted by a Proposer and Seconder, who are members, to reach the Secretary at least 14 days prior to the AGM. Such motions to be published and a copy sent to every member with the AGM notice.

## **13. Finance**

13.1 The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Rule 3 of this Constitution.

13.2 The Club shall have the power to raise money by means of yearly affiliation fees, training fees or competition fees as determined by the Management Committee at the AGM.

13.3 All monies shall be lodged in a bank account in the name of the club.

13.4 There shall be up to 4 authorised signatories who shall be officers of the Management Committee and shall include the Treasurer. Cheques must be signed by 2 signatories.

13.5 A detailed (breakdown) up to date finance statement must be submitted at every Management Committee meeting.

13.6 Bank statements for each month must be provided at every Management Committee meeting.

13.7 The financial year of the Club shall run to 31 March.

13.8 The accounts are to be audited annually to year end 31 March by a suitably elected independent accountant selected by the Management Committee.

13.9 Any purchases or expenses in excess of £50 must have the prior authorisation of the Management Committee

## **14. Subscriptions**

14.1 The annual subscriptions of the Club shall be reviewed and determined at the AGM by the Management Committee. They shall be payable by 30th April, on acceptance to the Club or as otherwise agreed by the Club.

14.2 Training fees will be determined either at the AGM or Management Committee meeting(s).

14.3 The Members shall pay the annual subscription fees or training fees set by the Management Committee from time to time.

14.4 Associate membership may be granted by the Management Committee at a nominal fee.

14.5 Late annual subscriptions may be liable to an additional penalty payment.

14.6 Annual pro-rata membership and training fees shall be payable by each athlete.

14.7 If subscription fees are not paid by the determined date, then those members are not entitled to train with or compete for the Club until such fees are received.



14.8 Any member whose subscription has not been paid within six months of receiving the renewal notice shall be deemed to have resigned their membership of the Club.

14.9 The Club shall be required to register those members as defined by the UKA for competition purposes, as being active Members.

14.10 Where Club Members, or potential Club Members cannot afford the full cost of membership or training fees, an application to the Club committee can be made for subsidised membership fees. All applications will be treated equally no matter of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, political or other beliefs.

Once a reduced membership fee and/or training fee(s) is agreed the Member will have the same membership and voting right as any other Club Member. To ensure Member privacy, no minutes will list names of individual applying for the bursary and individual Members receiving a bursary will be dealt with complete confidentiality outside the committee meeting.

## **15. Dissolution**

15.1 If the Club is dissolved, upon winding up, any remaining assets after settlement of debts and liabilities will not be paid to members but shall be donated to either another community amateur sports club with similar objectives to the Club, or a charitable organisation.