

**WOKING ATHLETIC CLUB**

**CONSTITUTION**

<b>Version</b>	<b>Approved by</b>	<b>Date</b>	<b>Comment</b>
2003	57 <sup>th</sup> AGM	4 April 2003	Re-written to separate the Ltd Company from the Club, and to bring in Trackers
2005	59 <sup>th</sup> AGM	8 April 2005	Payment levels for new joiners updated
2009	63 <sup>rd</sup> AGM	27 March 2009	Rules regarding election of Vice Presidents and Life Members and co-option of Club Officers clarified. Role of Hon Membership Secretary added
2010	64 <sup>th</sup> AGM	March 2010	Amended Subscription Due date. Amended Joining Discount Dates Reformatted Document
2014	68 <sup>th</sup> AGM	21 <sup>st</sup> March 2014	Changes to Committee structure and roles and responsibilities.
2015	69 <sup>th</sup> AGM	6 <sup>th</sup> March 2015	Changes to Affiliation, Membership, Committee structure, AGM, Subscriptions.

## 1. TITLE

- 1.1. The "Club" shall be known as Woking Athletic Club.

## 2. THE COMPANY

- 2.1. The "Company" is Woking Athletic Club Limited and exists as the instrument by which a Lease is maintained with Woking Borough Council for management and administration of the athletic track. A copy of the Memorandum and Articles of Association of the Company is available from the Company Secretary of the Company.
- 2.2. Responsibility for the continued financial solvency of the Club rests with the Company

## 3. DIRECTORS

- 3.1. Directors of the Company shall include the Chairman and Hon Treasurer of the Club.
- 3.2. Up to six other Directors shall be elected as defined in the Memorandum and Articles of Association of the Company

## 4. HEADQUARTERS

- 4.1. The headquarters of the Club is Woking Athletic Track, Blackmore Crescent, Sheerwater, Woking, Surrey.

## 5. OBJECTS

- 5.1. The primary object of the Club is the encouragement of amateur athletics.

## 6. AFFILIATION

- 6.1. The Club shall be affiliated to England Athletics, the South of England Athletic Association (SEAA) or their successors and to other associations and leagues approved from time to time by the Club Committee.

## 7. CLUB COLOURS

- 7.1. The Registered Club colours shall be predominantly orange and green. Up to two designs shall be agreed by a two thirds majority (2/3) at an Annual General Meeting of the Club (AGM) provided they are accepted for registration by England Athletics.

## 8. CLUB BADGE

- 8.1. The badge shall consist of a cockerel surrounded by emblems representing Old Woking Church, a Wheatsheaf and Sheerwater or other such design agreed by a two-thirds majority (2/3) at an AGM

## 9. MEMBERSHIP

- 9.1. **WOKING AC ACADEMY** those aged 9 and 12 inclusive who do not attend normal track training nights but attend a specific Academy night. Academy members do not have voting rights and Clauses 24, 25 & 28 do not apply, and they are deemed to be Members of the Club on payment of the relevant Academy Membership fee.
- 9.2. **GENERAL MEMBERS** open to all over the age of eight (8) years (competitive activity in accord with UK Athletics' rules) who share the objects of the Club and who have been accepted under clause 28 of these Rules. General Members shall pay subscriptions and fees in accordance with Clause 24 and 25 of these Rules. General Members shall be entitled to vote at all meetings of the Club providing that at the time of the meeting they have paid all liabilities and are in good standing with the Club.

**Student members** are **General Members** who are under the age of 18 at the beginning of the Subscription Year, or, if in full time education, under the age of 21 at the beginning of the Subscription Year

**9.3. HONORARY MEMBERS** who shall be appointed by the Club Committee and shall include all coaches and team managers appointed by the Club Committee, together with all Directors, Officers and Additional Members of the Club Committee. Honorary Members shall not be required to pay subscriptions under clauses 24 and 25 of these Rules. Honorary Members appointed as coaches or team managers shall be entitled to vote at all meetings of the Club providing that at the time of the meeting they have paid all liabilities and are in good standing with the Club, as shall all Directors, Officers and Additional members of the Club Committee. All other Honorary Members shall not be entitled to vote at any meetings of the Club. In all other respects Honorary Members shall enjoy all the privileges of the Club and shall be expected to obey these Rules.

**9.4. LIFE MEMBERS** shall be persons whose services to the Club are considered to be of special merit. They shall be elected by two-thirds (2/3) majority at an AGM upon the nomination of the Club Committee. Life Members shall not be required to pay subscriptions under clause 24 and 25 of these Rules, and shall be entitled to vote at all meetings of the Club providing that at the time of the meeting they have paid all liabilities and are in good standing with the Club. In all other respects Life Members shall enjoy all the privileges of the Club and shall be expected to obey these Rules.

## **10. LIABILITIES**

**10.1.** In the event of the Club being wound up and following the discharge of all debts and liabilities, any assets at the time of dissolution shall be distributed to Clubs having similar objectives to that of Woking Athletic Club.

## **11. REQUIREMENTS**

**11.1. RULES FOR COMPETITION** Every member participating in any athletic competition shall conform to the current Rules of Competition of UKA and do so in the spirit in which these rules are written.

**11.2. DISTRIBUTION OF PROFITS** Any profits or surpluses generated by the Club may not be distributed other than to another non-profit making sports club.

## **12. OFFICERS**

**12.1.** These shall be the Chairman, the Vice-Chairman, the Honorary Secretary and the Honorary Treasurer. The Officers shall be elected annually at an AGM at which they may offer themselves for re-election.

**12.2.** Officers shall be “ex-officio” members of the Club Committee and of all and any sub-committees.

**12.3.** The Vice-Chairman shall act for the Chairman in the event of his or her absence at any meeting of the Club.

## **13. MANAGEMENT**

**13.1.** The policy and overall strategy of the Club together with the general management and maintenance of all assets, liabilities and other resources of the Club and of the Company shall be the responsibility of the Directors.

**13.2.** All matters concerning the day to day running of the Club shall be the responsibility of the Club Committee.

## **14. CLUB COMMITTEE**

**14.1.** The Club Committee shall consist of the Officers, together with the following members:

The Honorary Membership Secretary

The Honorary Facility Manager or alternate

Coaching Coordinator or alternate

Track & Field Athlete Representative or alternate

Endurance Athlete Representative or alternate

Public Relations Officer

Additional Members

- 14.2.** Election of the members of the Club Committee shall take place annually at an AGM. Members may offer themselves for re-election. Members standing for election and members serving on the Club Committee must be Members of the Club.
- 14.3. THE PRESIDENT** shall be elected at an AGM and shall continue to hold office for life or until such time as he or she submits his or her resignation in writing to the Honorary Secretary. The President shall be deemed to be an Honorary Member. The President shall be invited to take the Chair at all General Meetings of the Club including the AGM.
- 14.4. THE HONORARY MEMBERSHIP SECRETARY** shall be elected annually at an AGM and may offer himself/herself for re-election. The Honorary Membership Secretary shall be responsible for all matters relating to Membership of the Club.
- 14.5. THE HONORARY FACILITY MANAGER** shall be elected annually at an AGM and may offer himself/herself for re-election. The Honorary Facility Manager shall be responsible for coordinating all aspects of track administration and bookings, maintenance and equipment and for making all necessary arrangements with Woking Borough Council in relation to track and field usage.
- 14.6. THE HONORARY PUBLIC RELATIONS OFFICER (PRO) SECRETARY** shall be elected annually at an AGM and may offer himself/herself for re-election. The PRO shall be responsible for all external press communications and for all relevant internal communications within the Club.
- 14.7. THE HONORARY OFFICIALS' SECRETARY** shall be elected annually at an AGM and may offer himself/herself for re-election. The Hon Officials' Secretary shall be responsible for all matters relating to the selection and administrations of Officials. The Honorary Officials Secretary is not required to attend committee meetings.
- 14.8. THE HONORARY TEAM MANAGERS** shall be elected annually at an AGM and may offer themselves for re-election. There shall be a Team Manager for the appropriate League teams within Track and Field and Cross Country and any other category of competition as may be decided from time to time by the Club Committee.
- Team Managers shall be responsible for all aspects of managing Club teams for their event, subject to any rules laid down from time to time by the Club Committee and subject to members selected being valid members of the Club.
- Team Managers shall be exempt from the Basic Membership part of their subscription for the season in which they act as a Team Manager.
- In the event of any vacancy for Team Manager not being filled at the AGM, the Club Committee may fill such vacancies at their sole discretion. The Honorary Team Managers are not required to attend committee meetings.
- 14.9. (a) ADDITIONAL MEMBERS** shall be elected annually at an AGM and may offer themselves for re-election. The number of Additional Members shall be decided from time to time by an AGM.
- 14.9 (b) ASSISTANTS** to the honorary positions may be appointed by the Club Committee from the members.
- 14.10. OTHER POSITIONS** required on the Club Committee may be filled by the Club Committee from the members.

## **15. VICE PRESIDENTS**

- 15.1.** An unlimited number of Vice Presidents may be elected at any AGM upon the nomination of the Club Committee. He/she shall hold the post for life or until such time as he/she submits his/her resignation in writing to the Honorary Secretary. Vice Presidents are not required to pay subscriptions. Vice Presidents have no voting rights in the Club. Vice Presidents may attend any or all meetings of the Club and on invitation attend and contribute to meetings of the Club Committee.

## **16. VACANCIES**

- 16.1.** The Club Committee may appoint Members to fill any vacancy occurring in the number of Members elected to the Club Committee. Any Member so co-opted must be formally elected at the next Annual General Meeting whose normal business is election of Committee Members
- 16.2.** Other serving members of the Club Committee may be co-opted into a vacant office by majority decision of the serving Officers. Any Officer so co-opted must be formally elected at the next Annual General Meeting whose normal business is election of Officers.

## **17. MEETINGS**

- 17.1.** The Club Committee shall meet not less than once every two (2) months at dates and times and venues decided by the Club Committee. Minutes of every meeting of the Club Committee shall be published and available for all Members. All Minutes shall be agreed by those present at the next meeting and signed by the Chairman of that Meeting and these shall be kept by the Honorary Secretary for the Club Committee

## **18. QUORUM**

- 18.1.** The quorum for a meeting of the Club Committee shall be five (5) members of the Club Committee one of whom shall be the President or the Chairman or the Honorary Secretary. The quorum for an AGM or General Meeting of the Club shall be fifteen (15) Members, one of whom shall be the President or the Chairman or the Honorary Secretary. In the event of a quorum not being present the Chairman will suspend the meeting and the Honorary Secretary will convene another meeting within seven (7) days for the sole purpose of the business of the original meeting

## **19. SUB-COMMITTEES**

- 19.1.** The Club Committee shall have the power to appoint sub-committees with terms of reference defined by the Club Committee and may delegate such powers to the Sub-Committee as are deemed necessary. Members of Sub-Committees must be Club Members but need not be Members of the Club Committee

## **20. FINANCIAL YEAR**

- 20.1.** The Financial Year of the Club shall be from the First (1<sup>st</sup>) of March (29<sup>th</sup> February in a leap year) to the Twenty Eighth (28<sup>th</sup>) February

## **21. ANNUAL GENERAL MEETING**

- 21.1.** The AGM of the Club shall be held during the months of March or April each year, with the primary purpose of electing Officers, Team Managers and Members of the Club Committee. The Honorary Secretary shall inform all members of the Club, in writing, not less than twenty-eight (28) days prior to the date of the AGM of the date and the time and the venue of the AGM together with the Agenda. Any nominations for Officers, members of the Club Committee or any item for discussion at the AGM must be submitted to the Honorary Secretary not less than 14 days before the date of the AGM. Except by permission of the Chairman of the AGM no other items may be discussed at the AGM.

- 21.2.** The AGM of the Company shall be held during the month of October each year, in accordance with the Memorandum and Articles of Association. . Its primary purpose is to receive the annual accounts, and elect Company Directors

## **22. GENERAL MEETING**

- 22.1.** At the request of the Club Committee or upon receipt of a written request signed by not less than fifteen (15) Members of the Club, the Honorary Secretary shall call a General Meeting of the Club within seven (7) days of receipt of the request. The Honorary Secretary shall inform all Members of the Club in writing accordingly of the date and time and venue of the General Meeting with the Agenda. The Agenda shall consist only of the business requested by the Club Committee or the Members and no other business shall be transacted at that meeting

## **23. SUBSCRIPTIONS**

- 23.1.** The rates of subscription to the Club shall be determined by a simple majority at an AGM, following recommendations by the Club Committee which have been endorsed by the Directors of the Company.

The rates shall include specific categories for, Academy members, Students under eighteen (18) years of age or under 21 if in full-time education, Seniors, Concession Card Holders, and families.

- 23.2.** There will be a subscription level set which consists of Basic Club Membership and an additional fee for use of facilities appropriate to the member's discipline
- 23.3. Subscription Year** The Subscription Year shall commence on 1<sup>st</sup> March annually
- 23.4. PAYMENT** of subscriptions shall become due on the first (1<sup>st</sup>) of March each year or upon applying for membership whichever is the earlier and shall be made to the Honorary Membership Secretary (cheques made payable to Woking Athletic Club
- 23.5. DISCOUNTS** The following discounts shall apply for Members joining under clause 27: After the first (1<sup>st</sup>) of October in any year the Basic Club Membership plus 50% of the remaining relevant fee shall be payable. After the first (1<sup>st</sup>) of December in any year the Basic Club Membership plus 25% of the remaining relevant fee shall be payable. After the first (1<sup>st</sup>) of February the full Membership fee shall be payable, but the Member shall not be liable for further payment of subscription for the forthcoming year – that is, the member shall be entitled to 13 month's membership at the then current rate

## **24. FEES**

- 24.1.** The Club Committee may require all or specific groups of members to pay fees in addition to their subscription. All such fees shall be published in writing and made known to all members. Such fees may be raised to finance the use or hire of facilities and transport or other items related to training or competition.

## **25. ASSISTANCE AND REIMBURSEMENT**

- 25.1.** The Club Committee is empowered to provide financial assistance to any member who is experiencing hardship or to provide any member with Technical Training or coaching or specific equipment considered by the Club Committee to be of specific benefit to the Member. Rules covering such assistance shall be formulated from time to time by the Club Committee. Forms of application shall be available from the Honorary Secretary.

## **26. INSURANCE**

- 26.1.** The Club shall carry individual and Third Party Liability Insurance. Details shall be available from the Honorary Secretary.

## **27. APPLICATION FOR MEMBERSHIP**

- 27.1.** Application for Membership shall only be in writing and on the form currently issued by the Club and shall be accompanied by full payment of all current and relevant subscriptions and

fees. Separate arrangements apply for Academy members. Each applicant shall be considered for election by the next meeting of the Club Committee and the result notified to the applicant. Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club. Should the Club Committee reject an application all payments shall be returned in full and the reason for the rejection advised to the applicant (See clause 29 for appeals).

## **28. RESIGNATIONS**

- 28.1.** Resignation by a member including a Life Member must be made in writing to and received by the Honorary Secretary and be accompanied by full payment of all outstanding liabilities and with return of all trophies and properties of the Club. The date of resignation shall be the date of such communication and actions. Valid resignations shall be recorded in the Minutes of the next Club Committee meeting
- 28.2.** For Academy: In the event of non-attendance at Academy nights for one month, other than for reasons of holiday or sickness, the Academy membership is deemed to have lapsed.

## **29. DISCIPLINE AND APPEALS**

- 29.1.** Any Member violating a rule of the Club or being reported to the Club Committee of misconduct or bringing the Club or athletics in general into disrepute or being suspended by any organisation to which the Club is affiliated may be suspended or have his or her membership terminated by vote of a Club Committee meeting convened to hear such cases. The hearing may be convened after a cautionary letter has been sent to the Member. The date of suspension or termination shall be the date on which the Club Committee voted for such suspension or termination. There shall be the right of appeal to an Appeals Panel of not less than three (3) people, who shall be appointed by the Officers. The appeal shall normally be considered within fourteen (14) days of its receipt by the Honorary Secretary.

## **30. AMENDMENTS**

- 30.1.** This Constitution shall not be altered save by a majority vote of two thirds (2/3) of the Members present at an AGM or General Meeting of the Club called for that purpose.

## **31. MEETING CHAIRMAN**

- 31.1.** The Chairman of any meeting of the Club shall be the Chairman unless these Rules determine otherwise. In the event of the Chairman not being present, the Vice Chairman shall take the chair (see clause 13.3). In the event of neither the Chairman nor the Vice-Chairman being present, the President shall take the Chair. In the event of none of the aforementioned being present, the meeting shall elect a chairman for the time being from amongst those present.

## **32. VOTING DECISIONS**

- 32.1.** Unless otherwise determined by this Constitution decisions at all meetings shall be by a simple majority of those present and eligible to vote. In the event of a tie the Chairman of the meeting may exercise a casting vote only where this Constitution allows a decision by a simple majority.

## **33. VOTING**

- 33.1.** Family members are each allowed a vote if they have had an application form in their name accepted by the Club Committee and the total number of votes for that Family membership does not exceed four (4).
- 33.2.** Any Member present and eligible to vote may verbally or in writing request the Chairman of that meeting to hold a written ballot of votes on a specific motion before that motion is put to the meeting. The chairman of the meeting shall have absolute discretion in granting or rejecting such a request but shall not unreasonably withhold consent. The method by which



the ballot is conducted and results counted shall be decided by the Chairman whose decision on this matter shall be final.

- 33.3.** In the event of it being proven that a person voted who was not eligible to vote the Chairman of the meeting or subsequently the Chairman of the Club may declare the result of the motion void and shall then determine suitable action.