

LONGWOOD HARRIERS ATHLETIC CLUB

FOUNDED 1888

Constitution: November 2018

1 Name

The club will be called Longwood Harriers Athletic Club and will be affiliated to England Athletics.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in athletics.
- To promote the club within the local community and wider athletics fraternity.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all members receive fair and equal treatment.
- To open membership to all members of the community.

3 Membership

Membership should consist of officers and members of the club.

No person may become an officer who is not a member.

Membership shall be open to all who are aged 9 years or over.

Any person wishing to become a member must make application on the official club membership forms. This application must be considered at the following committee meeting and agreed before membership is granted.

The club is open to Second Claim members.

Members will be in one of the following categories:

- Full members (aged 18+)
- Junior Members (aged 9 - 17)
- Associate Members (non-competitive; coaches; officials and volunteers)
- Life Members

Any member wishing to resign must forward the resignation in writing to the General Secretary, who will present it to the next committee meeting. No member can resign until their subscription is paid up to date.

Club colours are a royal blue vest with three central white hoops. Red shorts are recommended. Members must wear club colours at all official athletic meetings, including club events.

4 Membership Fees

Membership fees will be set annually and agreed at the Annual General Meeting. Fees will be due annually on 1st April. Associate members' fees are waived for Club Coaches and Officials.

5 Officers of the Club

The officers of the club will be:

- President
- General Secretary (Correspondence)
- Competitions Secretary
- Meetings Secretary
- Membership Secretary
- Social Secretary
- Finance Officer
- Club Captain
- Coaching Co-ordinator
- Welfare Officer
- Publicity Officer
- Community/Schools Liaison Officer
- Junior Liaison Officer
- Team Managers

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-election.

6 Committee

The club will be managed through the Committee, consisting of club officers, team managers and other elected committee members (5 maximum).

The quorum required for business to be agreed at committee meetings will be five.

The committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The committee will have powers to appoint sub-committees as necessary, appoint advisers if needed to fulfil its business, and fill any vacancies that may occur.

The committee will be responsible for disciplinary hearings of members who infringe club rules. The committee will be responsible for taking any action of suspension or discipline following such hearings.

The committee will normally meet on the first Monday of each month at a suitable venue.

7 Finance

All club monies will be banked in accounts in the name of the club.

The club Finance Officer will be responsible for the finances of the club.

The club's financial year will end on 31 March.

A monthly Statement of Accounts will be presented by the Finance Officer at each committee meeting, and an annual Statement of Accounts will be presented by the Finance Officer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Finance Officer plus one other officer of the club.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the General Secretary.

Not less than 14 days notice to be displayed on the club notice board.

The AGM will receive a report from the President and General Secretary, and a statement of annual accounts from the Finance Officer.

Election of officers, and setting the annual subscriptions, will take place at the AGM.

All paid-up members have the right to vote at the AGM.

The quorum for the AGM will be 12 members.

The committee have the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGM's will be the same as for the AGM.

Any proposal(s) to alter the constitution can only be passed by majority vote of paid up members at an AGM or EGM. The proposal(s) must have a nominator and seconder who are paid up members of the club. The proposal(s) shall be given in writing to the General Secretary no later than the committee meeting that precedes the AGM. Notice of the proposed alteration to appear on the agenda.

Nomination(s) for Life membership of the club, (with a nominator and seconder who must be paid up members), shall be made to the committee and can only be passed by majority vote at an AGM or EGM.

A resolution to dissolve the club can only be passed at an AGM or EGM.

The purpose of the AGM is for the above stated functions only.

9 Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the General Secretary.

The committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including termination of membership.

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 14 days of the hearing.

There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the General Secretary receiving the appeal.

10 A copy of the club constitution will be available on the club website. Payment of subscription by members shall be deemed as acceptance of these rules.

11 Dissolution

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

In the event of dissolution, any equipment will be given for the use of local community clubs. Any other assets of the club that remain will become the property of Northern Athletics.

CLUB CUP RULES

- The winners of annual club trophies must sign for the trophy when awarded. The trophy to be returned to the General Secretary in good condition prior to the next annual awarding.
- All club trophies will be engraved with the name of the winner, at the expense of the club.
- The Cyril Foster trophy for 'Outstanding Contribution to the Club' to be awarded annually and decided upon by the President, General Secretary and Club Captain.
- Any club closed events shall be open to all first and second claim members who are not in arrears with subscriptions.

Declaration

Longwood Harriers Athletic Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club President

Signed:

Date:

Name:

Club General Secretary