

## Club Constitution

The Club will be called **Middlesbrough Athletic Club (Mandale)**, be affiliated to England Athletics and adopt the relevant welfare, safety and disciplinary policies of this organisation. Hereafter Middlesbrough Athletics Club will be known as The Club

### Aims and Objectives

The aims and objectives of The Club will be to:-

- offer coaching and competitive opportunities in  
track and field  
athletics  
cross country  
road running  
fell and trail running
- promote The Club within the local community
- ensure a duty of care to all members of The Club
- provide all of its services in a way that is fair to every-one

### Club Equity Statement

The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to every-one in society*

- The Club respects the rights, dignity and worth of every person and will treat every-one equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status
- The Club is committed to every-one having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity
- The Club will deal with any incidence of discriminatory behaviour seriously according to Club disciplinary procedures

### Membership

Membership will be open to all members of the community with a minimum age of 8 years without discrimination. The Club will ensure all present and future members receive fair and equal treatment. 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 that the Club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Life member

### **Membership Fees**

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting. Fees must be paid on application for membership and thereafter annually on 1 February. Part of the fee will be forwarded to England Athletics to cover registration of all competing members over eleven years of age. The Committee will have the power to expel any member whose subscription is six months in arrears, provided that one month's notice of the proposed action has been sent to that member by registered or recorded delivery addressed to the member's last known address

Only fully paid up members are eligible to compete for the Club

### **Officers of The Club**

The Officers of The Club will be:

- Chairman
- Treasurer
- Honorary Secretary
- Membership Secretary
- Junior Co-ordinator
- Welfare Officers
- Coaching Co-ordinator
- Development Officer
- Press and Publicity Officer
- Any other relevant position

Job descriptions for these roles will be made available

Officers will be elected annually at the Annual General Meeting. Officers will retire each year but will be eligible for re-election. All elected members of the Management Committee will have voting rights for the term of their office. Officers will be classed as Honorary Club members for the term of their office and will be bound by the Club Constitution and procedures

### **Management Committee**

- The Club will be managed through the Management Committee consisting of the Officers of The Club; only these posts will have the right to vote at meetings of the Management Committee
- The Management Committee will be convened by the Secretary and meetings will be held no less than twelve times per year unless exceptional circumstances dictate otherwise
- The quorum required for business to be agreed at Management Committee Meetings will be four
- The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of The Club
- The Management Committee will have the power to appoint sub-committees as necessary and appoint advisers to the Management Committee as appropriate in order to fulfil its business
- The Management Committee will be responsible for disciplinary hearings of members who infringe Club rules, regulations and Constitution. The Management Committee will be responsible for taking any action of suspensions or discipline following such hearings

### **Finance**

All Club monies will be banked in an account held in the name of The Club with The Club Treasurer being responsible for its finances. The financial year will end on 31 January. An audited statement

of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against Club funds should hold the signatures of the Treasurer plus any one of two nominated signatories who will be Committee members

### **Travel Expenses Policy**

Officials choosing to travel to away matches in their own cars when a coach is provided do so at their own expense.

Any-one travelling at the request of the Club (e.g. to AGM, meetings etc.) will be reimbursed by the Club on condition that the expenses have been agreed by the Treasurer and at least one other Committee member prior to travelling

### **Annual General Meetings**

- Notice of Annual General Meetings will be given by the Club Secretary not less than twenty one clear days prior to the date of the Meeting. The notice will be placed on the Club website and will be on display at the Running Track. Such notice will specify location, date, time and business of the Meeting.
- Prior to the Meeting the Secretary will receive reports from the Officers of the Management Committee and a Statement of audited accounts
- Any proposed alteration to a Constitution rule will be made twenty one days prior to the date of the Annual General Meeting
- Nominations for Officers of the Management Committee will be sent to the Secretary prior to the Annual General Meeting in accordance with the date specified. These must be nominated and seconded by Club members. Election of Officers will take place at the Annual General Meetings
- Fully paid up members who are sixteen years of age or over on the day of the Annual General Meeting are eligible to vote
- Parents / carers of fully paid up members who are under sixteen years of age will be eligible to vote on their behalf
- A new member or member re-joining the Club will be eligible to vote at Annual General Meetings providing their membership fees are paid six weeks prior to the Meetings
- The quorum for Annual General Meetings will be twenty voting members

### **Extraordinary General Meetings**

The Management Committee has the right to call Extraordinary General Meetings. An EGM will also be called within one month of the receipt of a request signed by at least twenty per cent of the members stating the purpose of the meeting. No other business will be conducted at such a meeting

Procedures for Extraordinary General Meetings will be the same as those for Annual General Meetings

### **Resignation of athlete members**

Any members wishing to resign must do so in writing addressed to the Membership Secretary. The resignation will be considered by the Management Committee within one month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member has not paid his / her fees for the current year or holds equipment or other property belonging to the Club. Acceptance will be withheld until the debt has been discharged

### **Discipline and Appeals**

- All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people will be recorded and responded to in a timely fashion and appropriately in accordance with the Club's Child Protection Policy and Procedures. The Club Welfare Officer is the lead contact for all members in the event of any Child Protection concerns
- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary
- The Management Committee will meet to hear complaints within thirty days of a complaint being received
- The Management Committee has the power to take appropriate disciplinary action including the 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 seven days of the hearing
- There will be a right of appeal to the Management Committee following disciplinary action being announced
- The Management Committee will consider the appeal within thirty days of the Secretary receiving the appeal
- Any issues concerning welfare issues will follow the same procedures

#### **Dissolution**

A resolution to dissolve The Club can only be passed at an Annual General Meeting or Extraordinary General Meeting through a majority vote of the membership.

In the event of dissolution, any assets of The Club that remain will become the property of the North of England Athletic Association or equivalent body

#### **Amendments to the Constitution**

The Constitution will only be changed at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and with a two thirds majority of voting members at the Meeting

#### **Declaration**

Middlesbrough Athletic Club (Mandale) hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members

The Constitution will be reviewed in line with The Club's Development Plan

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Club Chairman

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Club Secretary