



## **Bristol & West Athletic Club Constitution (2020)**

### **1) NAME**

- a) The name of the Club shall be 'Bristol & West Athletic Club' and the Club shall be affiliated to England Athletics and the Avon Athletics Association.

### **2) OBJECTS**

- a) The objects of the Club are to provide facilities for and promote participation of the whole community in the sport of athletics.

### **3) EQUAL OPPORTUNITIES POLICY**

- a) Bristol & West Athletic Club is an equal opportunities organisation and welcomes anyone wishing to achieve their athletic potential. Our intention is to cater for all athletes from novice to international standard and to provide the appropriate coaching and social support. The Management Committee shall publish a detailed Equal Opportunities Policy Statement.

### **4) SAFEGUARDING & WELFARE POLICY**

- a) Bristol & West Athletic Club has a legal duty to safeguard its athletes, coaches, officials, members and volunteers. In particular the Club recognises the need to protect children and young people, vulnerable and disabled athletes of any age. The Club principally fulfils this duty through its Safeguarding and Welfare Policy and supporting procedures.
- b) The Club shall issue to Club Volunteers, Coaches and Officials approved safeguarding and welfare legal requirements, policies or advice from appropriate bodies such as UK/British Athletics, England Athletics, Bristol City Council and Avon and Somerset Police (Child Protection Unit).
- c) The Club shall elect a Safeguarding & Welfare Officer (or Officers) whose main responsibilities are:
  - i) To implement the Safeguarding & Welfare Policy with the support of the Management Committee and all adult members of the Club.
  - ii) To co-ordinate Safeguarding & Welfare issues following advice from appropriate bodies such as those indicated in 4b).
- d) The Management Committee shall publish a Safeguarding & Welfare Policy Statement taking into account information provided by the appropriate bodies such as those listed in 4b).

### **5) 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 Constitution and all surplus income is to be managed for the benefit of the Club.
- b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the relevant statutory legislation.
- c) 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 (though not for competing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present.
  - iii) Pay for reasonable hospitality for visiting teams and guests.

## 6) MANAGEMENT

- a) The management of the club shall be vested in a Management Committee consisting of a Chairperson, Vice Chairperson, Honorary General Secretary, Honorary Treasurer, Membership Secretary and other posts as appropriate such as Publicity/Marketing Officer, Officials Secretary, Development Adviser, Young Athlete Development Adviser, Minuting Secretary, Facilities Manager and three others one of whom must be a competing member. Each of these Officers will be elected annually.
- b) The Management Committee shall have the power to form sub-committees to deal with specific matters that may from time to time arise and it shall have the power to fill any vacancies that may occur in Club offices, except that of President.
- c) Each competing section shall be responsible to the Management Committee and shall be administered by the appropriate Team Manager having powers to recruit persons to help their work.
- d) Each competing section shall report to the Management Committee and a delegate nominated by the section may be invited to attend the Management Committee when required.
- e) The following positions may also be filled by individuals who are elected annually. The incumbents shall be responsible to the Management Committee and may attend the Management Committee for items within their remit when requested: Social Secretary, Promotions Officer, Records & Statistics Secretary, Safeguarding & Welfare Officer(s), Coaching Co-ordinator.
- f) The Management Committee shall meet at least six times in every year and the presence of four members shall be required to form a quorum. The Management Committee shall have the power to deal with all matters relating to the management of the Club. In cases of ambiguity, the Management Committee shall decide any question as to interpretation of the Constitution and policies derived therefrom and deal with any matter not definitely provided for therein. Four of the Chairperson, Vice Chairperson, Honorary General Secretary, Honorary Treasurer and Membership Secretary acting as one shall have the power to act on behalf of the Club in situations, which arise between scheduled meetings of the Management Committee. Any such action must be discussed and ratified at the next Management Committee meeting.
- g) Team Officials shall be appointed annually by the Management Committee to cover the following:
  - i) Team Manager(s) for National Track & Field League(s)
  - ii) Team Manager(s) for Regional Track & Field League(s)
  - iii) Team Manager Senior and Junior (under-20) Men Cross-Country and Road Running
  - iv) Team Manager Senior and Junior (under-20) Women Cross-Country and Road Running
  - v) Team Managers for each of the following: under-17, under-15, under-13 and novice Girls' Cross-Country and Road-Running.
  - vi) Team Managers for each of the following: under-17, under-15, under-13 and under-11/novice Boys' Cross-Country and Road-Running.
  - vii) Team Managers for each age group and gender in the County Track & Field League.
  - viii) Team Managers for each age group and gender in the Youth Leagues

The Club's representatives in League and Championship Team Competitions and Relay Races shall be selected by the appropriate Team Management. The Team Manager and Team Captain or their authorised representative shall have full management of the team on the day.

## 7) MEMBERSHIP

- a) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of Athletics as a particular sport. The club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against decisions to expel from the club may be made to the Club's Appeals Panel (set up under clause 11) and decided by a majority vote.
- b) **Standard Member.** An applicant for standard membership must apply via the specified procedure that is likely to be an online membership portal. In exceptional circumstances a written application can be made



by writing to the Membership Secretary. The election of new members shall be considered at the next Management Committee or a General Meeting or at a meeting of four Management Committee Members. Upon election, the date of entry shall be the date the member profile was created on-line. Standard membership is sub-divided into Competing, Non-competing, Junior and Under 11 membership.

- c) **Life Member.** Any member may nominate another member to become a Life Member. This status recognises significant contributions to the Club. Nominees must be existing members of the Club. Nominations must be made to the Honorary General Secretary on or before 1<sup>st</sup> February for consideration by the Management Committee which will consider the nominations and propose members for election to Life Membership status at the next Annual General Meeting. Life Members have full voting rights at an Annual General or Special Meeting.
- d) **Honorary Member.** Any member may nominate a non-member to become an Honorary Member. The status recognises significant contributions to the Club. Nominees must not be existing members of the Club. Nominations must be made to the Honorary General Secretary on or before 1<sup>st</sup> February for consideration by the Management Committee which will consider the nominations and propose members for election to Honorary Membership status at the next Annual General Meeting. Honorary Members do not have any voting rights at a General or Special Meeting and cannot hold any position within the Club.
- e) **International Members.** International members may be elected by the Management Committee and at their discretion this category of membership may be extended to foreign members. A nominee shall normally be a competing member who since joining the Club has been selected by a National Governing Body and competed for Great Britain and Northern Ireland or any one of the United Kingdom's National teams in the Commonwealth Games in an athletics discipline. In addition, Junior athletes who compete in a World, European or Commonwealth age-group Championships may also be elected as International Members. 'Junior' athletes includes under-23 and 'Youth' athletes as defined by the IAAF/UKA at the time they compete. International Membership shall be applicable for the duration of the member's affiliation with the Club.
- f) **Associate Members.** An associate member is a member who is performing a volunteer, official, coach or team manager role: such members need not be registered with England Athletics under the name of Bristol & West Athletic Club.

## 8) ACCESS TO THE CLUB CONSTITUTION, POLICIES AND INFORMATION ON ACTIVITIES

- a) Every club member can access a copy of the Club Constitution and Policies via the Club website and be kept informed of Club activities via the Club website, social media and by voluntary subscription to email updates.

## 9) RESIGNATIONS

- a) A notice of resignation must be in writing and must be considered by the Club within one calendar month of its receipt. Membership shall be held to have ceased on the actual date of the tendering of the notice, unless the member is financially indebted to the club, in which case the acceptance may be withheld until the indebtedness has been met.
- b) A member not having tendered their resignation prior to the 1<sup>st</sup> February shall be liable to pay the year's subscription.
- c) A member not having paid their annual subscription by 1<sup>st</sup> March will be deemed to have resigned and their details will automatically be moved to the former member part of the Club database. If they apply to renew their membership at a later date they will be treated as a new joiner but will not be entitled to a free club vest.
- d) In the event of a member of the Management Committee resigning within the year of office the membership will be notified of that person's resignation via an announcement on the Club web-site within 14 days of the resignation.



## **10) SUBSCRIPTIONS**

- a) The subscription year runs from 1<sup>st</sup> February.
- b) The subscription fees for the Club shall be determined by the Management Committee annually.
- c) A Senior competing member is one registered with England Athletics under the name of Bristol & West Athletic Club, and who is aged 23 or over on 1<sup>st</sup> January of the subscription year.
- d) A non-competing member is one not registered with England Athletics under the name of Bristol & West Athletic Club, and who is aged 11 or over on 1<sup>st</sup> January of the subscription year.
- e) A Junior competing member is one registered with England Athletics under the name of Bristol & West Athletic Club and who is aged 22 or under on 1<sup>st</sup> January of the subscription year, and who is turning 11 or older by 31<sup>st</sup> August in the year.
- f) An Under 11 member is one who is under 11 at 31<sup>st</sup> August in the year and not registered with England Athletics under the name of Bristol & West Athletic Club.
- g) An associate member is a member who is performing a volunteer, official, coach or team manager role: such members need not be registered with England Athletics under the name of Bristol & West Athletic Club.
- h) All subscriptions are payable on election to membership and on the first day of February annually thereafter, for which a reminder stating the due fee will be sent in January.
- i) Any member whose subscription is in arrears on the last day of February shall be suspended from membership and ineligible to take part in any competition promoted by the Club, or compete for any Club team, neither shall they be entitled to vote at an Annual General or Special General Meeting, nor hold any office within the Club.
- j) Any member whose subscription for the current year remains unpaid as at 31<sup>st</sup> January, i.e. at the end of the Membership Year, will be deleted from the Club's membership list by the Management Committee and will receive an e-mail sent to their last known e-mail address to that effect.
- k) The Management Committee may change the membership payment arrangements and any discount schemes from time to time.

## **11) CLUB DISCIPLINE**

- a) The Club will produce and publicise a Club Disciplinary Procedure.
- b) A disciplinary panel will be empowered to reprimand, suspend or expel any member whom they may deem guilty of conduct detrimental to the interest of the Club or to athletics generally.

## **12) ANNUAL GENERAL MEETING**

- a) The Annual General Meeting shall be held during the month of April in every year to consider the Management Committee's report and financial statement, elect Officers and Management Committee members and deal with any other matters relating to the Club's affairs. The Honorary General Secretary shall give every member three weeks' notice of the meeting and notice of any business which it is desired to be placed on the agenda must be given in writing to the Honorary General Secretary at least two weeks prior to the meeting.

## **13) SPECIAL GENERAL MEETING**

- a) A Special General Meeting must be called by the Honorary General Secretary on receipt of a written request, signed by twelve members of the Club, stating the business to be brought before such a meeting. The notice convening the meeting shall be sent to all members not later than fourteen days after the receipt by the Honorary General Secretary of the request and the meeting shall be held within 21 days of said receipt. No other business shall be discussed at this meeting.
- b) Only members with current voting rights shall be entitled to sign the request and no similar or substantially similar proposition shall be considered by a later Special General Meeting within a period of twelve months.



- c) Minutes of the Special General Meeting will be available within 28 days, to enable all members to be aware of the result of any called-for motion. They will be published on the Club website and presented at the next Annual General Meeting.

#### **14) VOTING RIGHTS**

- a) Only members whose subscription has been fully paid before 31<sup>st</sup> March, or who are exempted from payment under the Constitution, shall be entitled to vote at a General or Special General Meeting.

#### **15) ALTERATION OF THE CONSTITUTION**

- a) No alteration or addition shall be made to the Constitution except at the Annual General Meeting, or a Special General Meeting called for that specific purpose and passed by a two-thirds majority of those members attending the meeting. Notice of any proposed amendment must be sent to the Honorary General Secretary in writing before the 1<sup>st</sup> March preceding the Annual General Meeting.

#### **16) PRIORITY CLAUSES**

- a) Clauses '5. Property and Funds' and '22. Winding Up' will be regarded as Priority Clauses. If any conflict arises between a Priority Clause and any other clause the Priority Clause will take precedence. Interpretation of all the Clauses must be consistent with the statutory requirements for Community Amateur Sports Clubs as first provided for by the relevant statutory legislation.

#### **17) PRESIDENT AND VICE-PRESIDENT**

- a) The Annual General Meeting may at its discretion elect a President and Vice-President.

#### **18) FINANCIAL YEAR**

- a) The Financial Year of the Club shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> December, both dates inclusive.

#### **19) BANK ACCOUNTS**

- a) Bank Accounts shall be opened in the name of the Club with any one of the London Clearing Banks or with other financial bodies where more favourable interest rates are available and that the Management Committee may from time to time deem suitable.

#### **20) HONORARY TREASURER**

- a) The Honorary Treasurer shall keep full and complete accounts which will be independently examined each year. The Honorary Treasurer shall also produce an annual statement for presentation to the Annual General Meeting.

#### **21) EXAMINATION OF ACCOUNTS**

- a) The Club Accounts will be subject to an independent verification of the accounts annually by a suitably qualified individual or company who will be appointed annually at the Annual General Meeting to undertake a detailed examination of the club's accounts.

#### **22) 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 Management Committee will then be responsible for the orderly winding up of the Club's affairs.
- c) After settling all liabilities of the Club, the Management 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 sport's governing body for use by them for related community sports.

### **23) COLOURS**

- a) The colours for all club teams shall be white vests with a single horizontal red band and black shorts.

### **24) LEAGUE AND CHAMPIONSHIP TEAM COMPETITIONS AND RELAY RACES**

- a) The Club's representatives in League and Championship Team Competitions and Relay Races shall be selected by the appropriate Team Management. The Team Manager and Team Captain or their authorised representative shall have full management of the team on the day.

### **25) INSURANCE**

- a) The Club shall take out appropriate insurance to indemnify the Management 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).
- b) The Club shall take out public liability insurance cover through England Athletics.
- c) The Club shall take out personal accident cover in respect of all members through England Athletics.
  - i) Any member injured during, or travelling to and/or from, an event or club sponsored activity and necessitating loss of income or incurring expense through said injury, shall notify the Honorary Treasurer within fourteen days should they wish to make a claim under this insurance.
  - ii) A medical certificate or accident report form must be enclosed with the claim.

### **Revision history**

- 15-JULY-2020: New constitution approved at AGM.
- 26-APR-2019: New constitution approved at AGM.
- 07-NOV-2016: Updated membership categories following approval at SGM (U23 is now the boundary between junior and senior, was U20).
- 22-APR-2016: New constitution approved at AGM.