



Constitution

1 Title

The club will be called *Fife Athletic Club* (hereinafter be referred to as the Club) and will be affiliated to **scottishathletics** Ltd.

2 Aims and Objectives

The aims of the Club shall be to encourage and develop athletics in conformance with the Policy of **scottishathletics** Ltd., which is the governing body for athletics in Scotland.

In pursuit of these aims the Club will:

- offer coaching and competitive opportunities in athletics;
- promote the Club within the local community and Scotland;
- ensure a duty of care to all members of the Club;
- provide all its services in a way that is fair to everyone; and
- ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership is open to persons of nine (9) years of age or over. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

Members will be enrolled in one of the following categories:

- Adult
- Junior (aged under 21)
- Family member (2 adults + 2 children)
- Honorary Life

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept the regulations and codes of conduct that the Club has adopted.

4 Administration of the Club

The administration of the Club shall be by a Committee of Management (hereinafter referred to as the Committee) consisting of:

- President
- Vice President
- Secretary
- Treasurer
- At least 3 but not more than 5 other (Ordinary) members

each of whom shall be elected annually at the Annual General Meeting.

Only these posts will have the right to vote at meetings of the Committee.

Eligibility to hold any position on the Committee shall be restricted to members of the Club who are eighteen (18) years of age or over at the date of proposed election or co-option to the Committee.

All Committee members shall hold office for one year at a time, but all with the exception of the President, shall be eligible for re-election or co-option again, or election or co-option.

The President, at the end of one year of office, shall be eligible for re-election to that office, but if not re-elected as President, and at any rate, after serving as President for two consecutive years, shall cease to be eligible to act as President for a period of not less than one Club year.

4.1 Powers of the Committee

The Committee is the overall governing body of the Club. In the event of a disagreement on any matter, whether on interpretation of the Constitution, Rules or otherwise, the decision of the Committee shall be final.

The Committee shall have powers to:

- make and alter rules including existing rules;
- co-opt a member of the Club who is eligible to fill a vacancy occurring on the Committee during the Club year or to co-opt one additional Committee member. Any member so co-opted shall hold the position as Committee member only until the Annual General Meeting immediately following co-option;
- form sub-committees as it sees fit and to co-opt any Club member to any sub-committee;
- confer Honorary Life Membership of the Club to any athlete, official or committee member in recognition of outstanding services to the Club;
- To adopt new policy, codes of conduct and rules that affect the organisation of the club.

- To be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Committee has the power to appoint the following officers of the club:

- Welfare Officer
- Volunteer & Recruitment Officer
- Junior Leader & School Links Coordinator
- Communications Officer
- Coaching Coordinator
- Inclusion Officer

4.2 Finance

Finance shall be controlled wholly by the Committee, and in particular, by the Treasurer, who shall be accountable to the Committee for all monies due to or by the Club.

All club monies will normally be banked in an account held in the name of the Club. 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 2 out of 4 signatories authorised by the Committee.

5 Disclosure of Interest

Any person being nominated for any position on the Committee who has any financial interest in athletics or in the operation of the Club shall, before acting as a member of the Committee, state in writing to the Secretary all such interest. No person having made such a statement of financial interest shall act as a member of the Committee until notified of acceptance by the Committee. The Committee may attach such conditions for such a person as may seem appropriate or may veto the nomination. The above provisions shall apply in like manner (*mutatis mutandis*) to any member of the Committee who subsequent to nomination, election or appointment as the case may be, acquires any financial interest in athletics or in the operation of the Club. Failure of any member of the Committee to fulfil these provisions shall automatically disqualify such person from their position.

6 Meetings

6.1 General Meetings

General Meetings shall be convened and chaired by the President, or if not present, the Vice-President. The quorum shall be twenty (20) voting members of the Club excluding the member presiding over the meeting.

Voting at General Meetings shall be restricted to members of the Club who are sixteen (16) years of age or over at the date of the meeting and whose subscriptions are not in arrears.

Notice of a General Meeting and the intended business shall be posted on the Club's website and where possible, e-mailed to voting members, of the Club at least ten (10) days prior to the proposed date of the meeting. The accidental failure of a member to observe such a notice shall not invalidate the proceedings at the meeting.

All votes at the General Meetings, except as provided for below, shall be by a simple majority. In all votes the chair shall have a deliberative and a casting vote.

6.2 Annual General Meeting (AGM)

The Annual General Meeting (AGM) of the Club shall be held not later than the first day of November (1st November) in each year. The conditions for other General Meetings shall also apply to this one and in addition, notice shall be posted in the local press in the week preceding the one in which the meeting is due to be held.

The members have the power to appoint any person to be Honorary President of the club, such appointments to be made at the Club's Annual General Meeting. Once appointed, such person shall remain in office until notice of retirement or removal by the Committee. The powers and duties (if any) of an Honorary President shall be determined by the Committee from time to time.

The Committee of Management may nominate to the Annual General Meeting up to five members to serve as elected members on the ensuing Committee. Any other member willing to serve must be duly proposed by one member and seconded by another member of the Club, and the nomination paper handed to the Secretary at least 14 days prior to the day of the Annual General Meeting.

6.3 Extraordinary General Meeting (EGM)

An Extraordinary General Meetings (EGM) shall be held where the Secretary has received written application of at least ten (10) voting members of the Club calling for a meeting and stating their grounds for the same. The conditions for other General Meetings shall also apply to this one and the notice of the meeting shall contain details of the grounds on which the meeting is requested.

The Secretary shall within 14 days of receipt of such request fix a date and venue of such meeting, provided that the date shall be not more than 30 days from the date of receipt of such request.

6.4 Committee Meetings

Committee Meetings shall normally be held every three calendar months and more frequently at the discretion of the President, or if not present, the Vice-President.

Committee meetings shall be deemed quorate if the President or the Vice-President and at least four (4) other members, or alternatively any six members are present. Where the President and the Vice-President are both absent from a meeting, a Chair for the meeting shall be elected from those in attendance. Notice of the meeting of the Committee shall be given to each Committee member at least seven (7) days prior to the date of the meeting.

In all votes the Chair shall have a deliberative and a casting vote

7 Records

Minutes of all meetings as defined under section 6 hereof shall be taken and recorded in the Minute Book appropriate to the meeting, by the Secretary. In the event of the Secretary being absent from a meeting some other suitable person present at the meeting shall be appointed to take and record minutes for that meeting.

Minutes of all meetings shall be available for scrutiny by any voting member of the Club on request to the Secretary and may be made available to any Club member at the discretion of the Secretary.

8 Subscriptions

The annual subscription is payable to the Treasurer. Members whose subscriptions are unpaid after appropriate notice has been given, shall cease to be entitled to the privileges of membership.

Any member wishing to resign from the Club must give written notice to the Secretary at least seven (7) days prior to the renewal date or be held liable for another year's subscription. The amount of subscription shall be decided annually at the AGM and that by the retiring Committee.

9 Constitution

All members of the Club are bound automatically upon membership, by the Constitution and by any Rules made by the Committee under the powers conferred by the Constitution.

Alterations and/or amendments to the Constitution shall only be made at a General Meeting called for that purpose, at the AGM where the proposed alteration/amendment is included in the circulated agenda or at an EGM where the proposed alteration/amendment forms the grounds on which the meeting is requested.

No alteration to the Constitution is valid unless it is supported by two-thirds of those voting providing that the number of votes cast in favour constitutes at least one half of the members present.

10 Borrowing Powers

The Committee shall have power to borrow whatever money may be required for the purposes of the Club up to a maximum of one half of the audited value of the fixed assets of the Club, and that by either bank overdraft or otherwise as may be considered suitable, provided always that it is in the best interests of the Club. The Committee members for the time being when any money is borrowed shall act as guarantors, if required, along with any other Club members who are willing to act as such, until such loan is repaid.

11 Discipline and Appeals

11.1 Enquiries, Complaints etc.

Any enquires, complaints or communications relating to Club matters shall be made to the Secretary in writing and shall be considered at the first Committee meeting following the lodgement of such enquiry, complaint or communication.

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 7 days of the hearing.

11.2 Expulsion

Any member whose conduct is considered of such a nature as to be, or would be, injurious to the Club shall at the sole discretion of the Committee, be liable to disciplinary action, including expulsion from the Club, by the Committee.

In the event of disciplinary action being taken against a member, the Committee shall allow the member in question every reasonable opportunity to defend their conduct before a meeting of the Committee.

11.3 Appeals

There will be the right of appeal following disciplinary action being announced.

An Appeals sub-committee, consisting of 3 members appointed by the Committee but who are not Committee members, will hear and adjudicate on such an Appeal. Written intimation of such an Appeal must be made to the Secretary within a period of one month from the date following disciplinary action being announced. The Appeals sub-committee may take evidence from the President or Vice-President on behalf of the Club. The Appeals sub-committee can recommend reconsideration by the Committee.

12 Interpretation

The Club year shall be that which runs from immediately following the AGM in any one year to the AGM in the next year. The financial year of the Club shall be that which commences the first day of September in any one year to the last day of August (31st August) in the next year.

13 Dissolution

The Club shall only be dissolved at a General Meeting.

In the event of the dissolution or winding up of the Club from any cause, the whole funds and assets remaining after payment of all lawful debts, shall be distributed in order to promote athletic activities in the locality, failing which same shall be donated to the **scottishathletics** Ltd. Details of distribution or donation shall be determined by voting members of the Club at the General Meeting called for the dissolution.

14 The proceedings of the Annual General Meeting

The Annual General Meeting shall:

- a) receive and adopt the annual report;
- b) receive and adopt the Accounts and auditors report;
- c) elect
 - i. the Honorary President;
 - ii. the President;
 - iii. the Vice-President;
 - iv. the Secretary;
 - v. the Treasurer;

- vi. At least 3 but not more than 5 other (Ordinary) Committee members
- d) appoint auditors to audit the books of the Club;
- e) consider and decide upon all proposed amendments to Constitution; and
- f) decide the annual membership fees;
- g) consider any other competent business.

15 Annual General Meeting Notice

The notice calling the Annual General Meeting shall be accompanied by:

- a) a copy of the annual report, accounts and auditors' report;
- b) a list of all nominations for:
 - i. the President;
 - ii. the Vice-President;
 - iii. the Secretary;
 - iv. the Treasurer;
 - v. Committee members
- c) a note of the proposed auditors;
- d) any proposed changes to membership fees;
- e) any proposed amendments to the Constitution;
- f) details of any other business;

16 Declaration

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

SIGNED: _____ DATE: _____

NAME: _____

POSITION: Club President

SIGNED: _____ DATE: _____

NAME: _____

POSITION: Club Secretary