

Chelmsford Athletic Club Constitution

Foreword - Interpretation of this document

The name of the club shall be Chelmsford Athletic Club ('C A C')(The Club'). The Constitution, Rules and Codes of conduct are written for the guidance of Members who are encouraged to familiarise themselves with the contents. The Club encourages all those who refer to the constitution to do so with an open and positive approach, seeking to do the right thing in the best interests of the Club and the Members.

The Club constitution and rules remain subordinate to the National Governing Body Rules of Competition, and any interpretation of this document must take account of the National Governing Body Rules of Competition.

Rule 1: The Club

The Club exists with the objects of the promotion of community participation in healthy recreation for the benefit of the inhabitants of Chelmsford and the surrounding districts by the provision of facilities for athletics.

For this purpose, Athletics is defined as Track and Field Athletics (running, jumping, throwing), Sports-hall Athletics, Cross-Country running, Road/Endurance running, Race-Walking and Fell Running.

Rule 2: Club Colours

The registered Club Colours are Green and Gold. The mens vest being Gold with a Green Horizontal Band. The Ladies vest is green with Gold Vertical side bands.

CAC Athletes are required to wear these colours when competing for the club, unless the rules of competition provide exemption.

Rule 3: Membership

Membership is confined to Amateurs, as defined by the rules of the National Governing Body for Athletics, and must be in their Ninth year for attendance at CAC Community Athletics Clubs and in their Eleventh year on date of joining CAC as a full member.

Consideration for membership is open to all, regardless of ability, background, ethnic origin, religion, gender, sexual orientation or age (subject to minimum age limit above). See also Rule 4.

Prospective Members must apply by completion of the CAC Membership form, giving all the details requested, and this must be accompanied by the appropriate payment. Final acceptance of Membership applications is subject to confirmation by the General Committee at their next meeting.

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The Membership list for Athletes aged Under 17, or any specific sub-age-group, may be closed from time to time if the General Committee believe that CAC does not have the coaching or other capacity to cope with the additional Membership. In such cases a sequential waiting list will be maintained to ensure fairness to prospective new Members.

- Grades of Membership shall be:
- Competing Member – Waged
- Competing Member – Unwaged
- 2nd claim Member
- Higher Competition Status Member
- Associate Member.

Members will be subject to the regulations of the constitution and by joining the club will be deemed to accept those regulations and codes of conduct the club has adopted.

Rule 4: Equity and Welfare

CAC shall promote equal opportunities for all people who wish to take part in Amateur Athletics and adheres to the UKA safeguarding policy.

It will not discriminate in the provision of facilities or support for people on the basis of gender, ethnicity, religion, sexual orientation or any other irrelevant distinction. It will provide support and facilities for people with disabilities in every way it can within its means.

Rule 5: Subscriptions

The annual subscription will be decided annually at the Annual General Meeting, based on the financial projections and proposal from the General Committee.

The subscription is payable on completion of the Membership application form, and thereafter due on January 1st of each year.

No Member whose subscription is more than 3 months in arrears is eligible to be selected for, or take part in any team or individual competition promoted by CAC nor be eligible for an award.

No Athlete will be registered for the following competition year with the governing body, if their subscription is more than three months in arrears at the required date of registration.

In case of hardship, written applications for exemption can be made in confidence to the Membership Secretary.

The Committee have power to expel any member, whose subscription is six months in arrears, provided that notice in writing of the arrears shall have been sent to the

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Member, addressed to his or her last known address, informing them of the proposed action of the Committee.

Rule 6: General Committee

The management of CAC shall be vested in a committee consisting of a

- President
- Chairman
- Secretary
- Treasurer
- The officers of CAC
- and at least one additional member.

The list of officers of CAC shall be proposed by the outgoing committee, included in the notification of the Annual General Meeting, and approved by that meeting. The number of officers and additional Members, taken together, shall not exceed 15.

For this purpose, officers of CAC are deemed to be those with specific portfolio responsibility, such as Cross-country, Endurance running, Coaching etc..

All of the committee positions are elected annually. At any General Committee meeting, a minimum of six Members must be present in order to conduct any business.

The General Committee has the power to fill any vacancy which may arise and to co-opt further Members if required. Co-opted Members have no voting rights at General Committee meetings.

The General Committee may from time to time appoint sub-committees for specific tasks. The Chair of any sub-committee must be a member of the General Committee.

All General Committee positions are honorary.

Any elected member of the General Committee who is absent from three successive meetings, illness excepted, may at the discretion of the General Committee, be replaced for the remaining elected term of the committee.

Rule 7: Finance

The CAC financial year will be to December 31st of each year.

All funds shall be banked in accounts held in the name of the club. Cheques must be signed by a minimum of two persons, the signatures of the President, Secretary, Treasurer and Chair, or any other specifically nominated person, being valid.

The Treasurer is required to produce independently verified Accounts, for the previous completed financial year, at the Annual General Meeting.

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All decisions on non-routine expenditure must be endorsed by the General Committee. Routine items are recurring items such as facility hire, transport for approved teams, and situations where budgets are provided for specific activity groups and will have been budgeted. Non-routine items are likely to be one-off special purchases or payments.

Rule 8. Resignation of Membership

Any Member wishing to resign Membership shall give notice in writing to the Membership Secretary prior to the end of their Membership year. In default of such notice, subscription for their ensuing Membership year shall become payable.

Resignation may not be accepted if a Member is financially indebted to the club, and this may consequently affect first claim status transfers.

Rule 9. Disciplinary Matters

Any matter of a disciplinary nature shall be dealt with following the procedures set out in the Disciplinary Code of the National Governing Body, such that CAC acts for disciplinary matters within its remit in the same manner as the National Governing Body should act for such matters in its areas of responsibility.

The underlying principle is to protect the interests of the Club and the Member(s) against whom allegations have been made. All matters should be dealt with discreetly and confidentially. Specifically the procedure will have four stages:

1. An investigation of any substantial complaint or allegation will be carried out as swiftly as possible by at least two Members of the Club. The investigators should have played no previous part in the events or matters to be investigated. The person(s) against whom allegations are made shall be informed that an investigation has been instigated.
2. The investigators will report their findings to a Club Officer (the Officer to be nominated by the General Committee) within a reasonable period, not normally greater than two months, stating whether or not there is a case to answer.
3. If there is a case to answer a Hearing will be held by a Disciplinary Panel. The Panel will be appointed by the General Committee and will have three members, normally drawn from the General Committee, and who have not been previously involved in the event investigated. If specialist expertise is required, up to two further persons can be co-opted to the panel. The Panel and the Hearing will follow the same procedures as those specified for the equivalent National Governing Body Disciplinary bodies. The Panel Secretary will be a Club Member in attendance and not a member of the Panel.
4. There shall be a right of appeal. The General Committee will appoint an Appeal Panel at the same time as the Disciplinary Panel is appointed. The Appeal Panel will have three members who should make every effort to exclude themselves from any discussion of the allegations so that their judgements are not prejudiced in the event of an appeal. If possible one member of the Appeal Panel should be an independent third party from outside the Club. Appeals can

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also be made to other relevant Athletics Bodies where appropriate, and will follow the disciplinary rules of those bodies.

Details of the Disciplinary Code should be made available to the individual(s) against whom allegations have been made and to any other person on request. The decision whether or not a complaint or alleged misconduct should be dealt with through the Disciplinary Code rests entirely with the General Committee, or through a General Meeting of the Club as set out elsewhere in the Club constitution.

Rule 10. Annual General Meeting

An Annual General Meeting shall be held in March of each year to receive Reports and Financial Statements from the General Committee and to elect officers and the Honorary Auditor for the ensuing year.

No alteration to The Constitution and rules of CAC may be made except at the Annual General Meeting or at a Special Meeting convened for that purpose. Notice of any proposed constitutional alterations to be considered at the Annual General Meeting must be made to the Honorary Secretary twenty eight days before such meeting.

Nominations for General Committee officers and portfolio posts must be received by the Secretary at least 14 days before the Annual General Meeting. If two or more nominations are received then an election shall be held at the Annual General Meeting. If only one nomination is received then the Annual General Meeting shall elect the nominated candidate, or vote to reopen nominations. If no nominations are received by the Secretary then nominations shall be reopened at the Annual General Meeting.

The Honorary Secretary shall give at least twenty eight days notice to all people entitled to attend such meeting. Such notice shall state time and place of the meeting and the business to be transacted.

The quorum for the Annual General Meeting is 10 Members.

Rule11. Special General Meetings

A special general meeting must be called by the Honorary Secretary within fourteen days of receipt of a requisition signed by at least 30 Members or one tenth of the Membership of CAC (whichever is smaller), stating in detail the nature of the business to be brought before the meeting.

The calling notice shall state time and place of the meeting and the business to be transacted. The meeting should take place a minimum of fourteen days after, but not more than twenty eight days after, the issue of the calling notice.

The quorum for a Special General Meeting is 20 Members.

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Rule 12. Voting Rights

Any resolution made at a general meeting of CAC must have a majority of the Members present and voting to be effective.

Voting at an AGM or SGM will be on the basis of one vote per Member.

Only paid-up CAC Members may vote at such meetings but non-members may attend. Proxy votes will be accepted only if a signed consent is lodged with the Secretary in advance stating the Members name, that of the proxy, and the agenda items upon which the proxy may vote.

Members may vote at such a meeting to exclude non-members for part of the meeting if necessary for confidentiality or legal reasons.

One parent of any young member aged under 17 may vote on the young member's behalf provided that the young member does not also vote. In such circumstances the parent may remain in the meeting if non-members are excluded.

Rule 13. Personal data

CAC maintains databases of Club Members, Coaches and Officials, and also a file of medical information for emergency use.

CAC undertakes that data provided by Members will be used only for bona-fide club purposes, and only divulged to Members of the club who need the information to carry out their agreed duties. CAC is voluntarily registered under the Data Protection Act.

It is the responsibility of individual Members to inform CAC of any change of personal details such as address, telephone number, e-mail address or medical conditions.

Any communication or notice required by these rules shall be deemed to be given if sent to the last known address of any member or person entitled to attend. Similarly, medical information provided to para-medics in emergency will be the latest information in the club's possession which has been provided by the member.

Rule 14: Vice presidents

CAC may from time to time nominate additional Life Vice-Presidents. Award of Life Vice-Presidency shall be in honour of exceptional and consistent service to CAC in a non-competition capacity (for example, as an officer, coach or volunteer).

All Vice-Presidents shall be honorary, without voting rights at the General Committee.

Rule 15. Matters not in the Constitution/Rules

The General Committee shall have power to deal with any matter not specifically provided for by these rules.

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Rule 16. Codes of Conduct

Members are expected to adhere to the codes of conduct and the National Governing Body Child Protection and Welfare Policy published on the CAC website and made available to all new Members. The codes of conduct cover Members, parents, coaches and Team Managers. In the event of any serious breach of these codes of conduct or in cases of child protection irregularities, a disciplinary action may be instigated in accordance with Rule 9.

Rule 17. Child Protection

The Club requires that all coaches, and other officers working with young people when requested, agree to Criminal Records Bureau Enhanced Check via the National Governing Body. The General Committee of CAC will nominate a Child Protection Officer and an Assistant Child Protection Officer, one of whom will normally be present on the junior club night. The nominated persons will receive training on child protection issues and will be the first point of contact for any athlete, parent or coach.

Rule 18. Dissolution of CAC

The Committee, by a two thirds majority, may decide to dissolve the club.

They must then call an extraordinary meeting, giving four weeks notice to all members. If the motion is passed by a two thirds majority, the club is then dissolved.

Upon dissolution any funds remaining after all debts have been met will be donated to a local charity. The decision taken by a majority of the club members.

Rule 19. Amendments

No alteration or addition to this constitution shall be made except at a General Meeting of the organisation called for such purpose. Alterations or additions to the constitution shall receive the assent of not less than two thirds of members present and voting at a General Meeting.

Revised 28th February 2017

Approved John Weir Chairman

Steve Mitchell Secretary