



# Collingwood A.C.

## Rules & Constitution

May 2013



### Club Identity & Affiliations

1. The formal name of the club is **Collingwood Athletic Club**, which can be informally shortened to **Collingwood A.C.**
2. The club is based at the **Croygas Sports & Social Club**, Mollison Drive, Wallington, Surrey, SM6 9BY
3. The club is affiliated to the governing bodies of the Surrey, South of England, England and UK Athletic Associations and to any other association considered to be of benefit to the club and membership
4. All members representing the club in competition, including club nominated races, are required to wear the club vest, a club running top or other approved club kit. Members are encouraged to wear club kit on all other appropriate occasions
5. The registered club colours are gold with a royal blue saltire on front and back

### Club Objectives

6. The objectives of the club are to:
  - a. Promote and encourage all types of running, within the local community and in accordance with UK Athletic Association Rules
  - b. Assist runners to reach their full potential, to achieve their own personal running and fitness goals, whilst at the same time meeting the aims of the club
  - c. Offer coaching and competitive opportunities in running and to encourage, wherever possible, members to take part in a range of competitions, at all levels
  - d. Maintain a social and friendly club with social interaction between members; providing a supportive and welcoming atmosphere to new members
  - e. Respect the achievements of all members, irrespective of their competitive standard, where taking part and achieving a personal level of fitness are important
  - f. Generate pride in the club and in representing the club

### Club Rules & Constitution

7. The club will be managed within these official **'Rules and Constitution'**
8. If required by pressing circumstances, changes to the **'Rules and Constitution'** can be provisionally introduced by the committee, but they must be notified to the membership before the interim implementation
9. Any permanent changes to the **'Rules and Constitution'** must be formally ratified by the membership at the next Presentations & Awards Evening & AGM (AGM) or Special General Meeting (SGM)

## **President**

10. The head of the club is the President. The position will be offered at the gift of the committee, to a member who has demonstrated a long-term and significant contribution to the club
11. The President will hold the position for a period of one year from the AGM. There is no minimum or maximum term for the President
12. The President can hold any other committee position apart from that of the Chairman

## **Chairman**

13. The chair of the committee will be the Chairman
14. The Chairman is responsible for the running of committee meetings, the Presentations & Awards Evening & AGMs or any Special General Meetings
15. The Chairman will be elected to the role for a period of one year at the AGM
16. The Chairman can hold any other committee position apart from that of the President

## **Secretary**

17. The Secretary is the official point of contact for the club with England Athletics, all other official athletics bodies and any other formal body
18. The role also involves the maintenance of club archives and records

## **Treasurer**

19. The Treasurer is responsible for maintaining all club financial records, banking and providing interim reports at committee meetings
20. The Treasurer is responsible for providing to the AGM a statement of accounts, which has been checked and verified by a person appointed by the committee. The club financial year will end on the last day of April
21. All monies payable to the club shall be received by the Treasurer and shall be deposited in a bank account in the name of the club
22. No sum shall be drawn from that account except by cheque signed by one of the two authorised signatories
23. Any monies not required for immediate use may be invested by the committee

## **Committee & Club Management**

24. The committee will be chaired by the Chairman or nominated deputy in the absence of the Chairman
25. The committee is the official club decision making and management body
26. The committee will consist of a minimum of ten club members, unless exceptional circumstances exist

27. The committee will normally make decisions at formal minuted committee meetings following an agenda, however decisions can be made via informal e-mail discussion or at ad-hoc meetings as required. As far as practical, all committee members will be given the opportunity to participate in any decision making
28. A quorum of five voting committee members is required for any decision making process
29. Decisions of the committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have the casting vote
30. Members of the committee must include the Chairman, Secretary & Treasurer
31. Other committee roles can include:
  - a. Membership Secretary
  - b. Press Secretary
  - c. Newsletter Editor
  - d. Website Manager
  - e. Social Secretary
  - f. Men's Cross Country Captain
  - g. Ladies' Cross Country Captain
  - h. Club Competitions Administrator
  - i. Club Standards Scheme Administrator
  - j. Club Kit Manager
  - k. Club Records Keeper
  - l. Welfare Officer
  - m. Beginners Running Group Leaders
  - n. Coach
32. All committee members can hold multiple roles
33. Committee members will be elected to the committee for a period of one year at the AGM
34. All elections within the club will be decided by a majority vote and each candidate will require one nomination which must be seconded
35. The committee can co-opt members on to the committee, if required, during the club year (May to April)
36. Co-opted committee members do not having voting rights and are not full members of the committee until voted in to the role by the membership
37. The committee has the power to deal with any matter not specifically covered within these '**Rules and Constitution**'

## Membership of Collingwood A.C.

38. Membership of the club is open to all members of the community and is available to individuals and families, at rates and durations approved at the AGM
39. All members are subject to the '**Rules and Constitution**' and by joining the club are deemed to have accepted them. They shall be issued with a copy upon joining the club
40. Membership fees are due annually on the first of March
41. The membership fee is made up of two parts, any individual registration fee required by England Athletics and a Collingwood A.C. component. Any change to the Collingwood A.C. component would require approval at the AGM or at a SGM

42. Individual membership is open to anyone aged eighteen years or over
43. Family membership is open to a maximum of two adults of the same household and all members of that household aged seventeen years and under. Any additional adults of the same household will be required to pay the individual registration fee for England Athletics
44. Concessionary membership is open to those aged sixty-five years and above, registered unemployed members and registered disabled members
45. Junior membership is open to those aged seventeen years and under. Parents and guardians are encouraged to stay and watch or participate with junior members. This is mandatory for junior members aged fifteen years and under
46. The Membership Secretary can determine pro-rata membership fees for those joining during the membership year
47. The Membership Secretary can determine appropriate membership fees for non-competing members and second-claim members
48. Membership fees can be paid via cash, cheque or on-line banking (preferred option)
49. The committee can offer honorary membership to individuals deemed to be worthy of such recognition. Honorary members do not have voting rights at the AGM or at any SGM
50. All candidates for membership to the club must apply in writing using the official membership application form. However, this can be adapted by the Membership Secretary to deal with any specific individual needs
51. All candidates for membership to the club must be proposed and seconded by members, then approved by the committee either by e-mail or at the next committee meeting
52. The committee will decline any application for membership from any person whose membership may not be in the best interests of the club or membership
53. The committee retains the right to expel any member who has not paid their membership fee in full or to suspend their representation of the club until they have paid their membership fee, within one month of formal notification to the members of the amount due
54. The committee will inform any appropriate athletics governing body of any lapsed membership, or misuse of the club's name by non-members, so that they may act accordingly
55. Any member whose membership has lapsed and is indebted to the club will be pursued for any outstanding debts they have to the club, for example, subscriptions; kit sales or race entry fees
56. Members are liable for any charges incurred from cheques presented that are not honoured
57. Any member wishing to withdraw their membership of the club shall give notice, either in person to a committee member, in writing or by e-mail. Their membership shall cease on the date that notice is given, unless he or she is indebted to the club in which case the committee may withhold acceptance of resignation until said liability is fully discharged

## Discipline & Standards

58. All members must abide by the rules and standards laid down by the club, representing the club in an appropriate manner at all times
59. The '**Club Welfare Policy**' governs acceptable and unacceptable actions and behaviour by members
60. The committee will investigate if a member's actions or behaviour gives cause for concern, whether during or subsequent to club events, races, meetings, training or social events; or through social media; or otherwise which could include, but not limited to, any of the following:
  - a. Physical or verbal threats to another member or any other person

- b. Abusive, insulting or intimidatory behaviour to another member or any other person
  - c. Harassment or emotional abuse of members or any other person
  - d. Conduct deemed detrimental to the club
  - e. Sexist, racial or other discriminatory conduct
  - f. Theft, damage or loss of property
  - g. Otherwise bringing the club into disrepute
61. The committee will appoint, if possible, independent committee members, not involved in any incident or witness to the behaviour, to investigate the member's behaviour and to look to resolve the matter as swiftly as possible
  62. A disciplinary committee meeting will be convened to determine the appropriate response, if that is deemed appropriate or necessary, where members may be requested to attend to explain their actions or behaviour
  63. Any disciplinary committee meeting will have, if possible, at least seven voting committee members present to ensure a fair and appropriate outcome is arrived at; with at least five members voting for any outcome for it to be implemented
  64. Any disciplinary committee meeting may take one or more of the following actions to resolve the matter:
    - a. Determine that the behaviour was acceptable and take no further action
    - b. Note the concern or incident, but take no formal action
    - c. Verbally warn the member about their future conduct, with no further action taken
    - d. Issue a formal and final written warning about their future conduct
    - e. Suspend or disqualify the member from athletic competition, coaching or administration for or within the club, for a fixed or indefinite period
    - f. Expel the member from the club, if it would not be in the interests of the Club or members for them to remain a member
    - g. Recommend to England Athletics that the member should be disqualified from any involvement in athletics
  65. A member has the right to appeal against any of the above outcomes
  66. Any appeal would be held as soon as possible at a disciplinary committee meeting with seven voting committee members present, if possible; with at least five members voting for any outcome for it to be implemented
  67. A member causing loss or damage whether deliberately or through negligence to club, hired property or equipment may be held responsible for its repair or replacement

## Annual General Meeting (AGM)

68. The Annual General Meeting of the club shall be held as close to the start of May as is possible and will be called the **Presentations & Awards Evening & AGM**
69. Only fully paid up members, aged eighteen years or above, are eligible to propose, second or vote at the AGM. Junior and honorary members are able to attend and contribute
70. The AGM will be minuted
71. The draft agenda, the previous AGM minutes and any supporting papers will be approved by the committee and will be circulated at least two weeks before the meeting
72. Any member who wishes to raise an agenda item must be seconded by another member and should inform a committee member at least one week before the meeting

73. Any member who cannot attend the AGM can pass on any comments or questions to any committee member who will ensure that they are raised at the AGM
74. Committee reports and a statement of accounts and any required supporting papers will be provided to members, officers elected, prizes allocated and any other items required will be debated
75. Any vote required from the membership will be determined as passed, if a simple majority of voting members present is obtained. Proxy voting will be allowed after completion of a proxy vote form by the member

## Special General Meeting (SGM)

76. A Special General Meeting (SGM) will only be required to gain membership approval for matters that require a vote and cannot be left unresolved until the next AGM. An SGM will only be called in exceptional circumstances
77. A SGM can be held if the committee receive a request from at least twenty voting members of the club, requiring that any issue is brought before the membership
78. Only fully paid up members, aged eighteen years or above, are eligible to propose, second or vote at the SGM. Junior and honorary members are able to attend and contribute
79. The draft agenda and any supporting papers will be approved by the Committee and will be circulated, if possible, at least two weeks before the meeting
80. Any member who wishes to raise an agenda item must be seconded by another member and should inform a committee member at least one week before the meeting
81. Any member who cannot attend the SGM can pass on any comments or questions to any committee member who will ensure that they are raised at the SGM
82. Any vote required from the membership will be determined as passed, if a simple majority of voting members present is obtained. Proxy voting will be allowed after completion of a proxy vote form by the member

## Miscellaneous

83. It is the club's policy not to release any personal details of a member without that member's consent
84. The welfare of members will be managed through the **'Club Welfare Policy'**
85. Club communications will be via the following means:
  - a. Club website
  - b. Club Newsletter
  - c. E-mail circulations
  - d. Club notice board
  - e. Facebook, Twitter or other similar social media
  - f. Any other means required to accommodate individual needs, such as sight impairment