

CITY OF NORWICH ATHLETIC CLUB

CONSTITUTION

Dated May 2010



CITY OF NORWICH ATHLETIC CLUB

RULES FOR ALL DISCIPLINES

1.0 NAME AND COLOURS

1.1 The Club, established in 1996, shall be called ***CITY OF NORWICH ATHLETIC CLUB***, hereinafter called The Club.

1.2 The Club Colours will be Red and Gold striped vest and Black shorts. The wearing of these colours is required when competing for the Club unless the Rules of Competition of UKA or the IAAF provide otherwise.

2.0 DEFINITIONS

2.1 *the IAAF* means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;

the Chairman means the person elected from time to time to be the Chairman of the Club in accordance with [Rule 9](#);

the Secretary means the person elected from time to time to be the secretary of the Club in accordance with [Rule 9](#);

the Treasurer means the person elected from time to time to be the treasurer of the Club in accordance with [Rule 9](#);

the Officers means the additional Members elected from time to time as Members of the Club Executive Committee. These shall be, in addition to those of Chairman, Secretary and Treasurer; Vice-chairman, Coaching Co-ordinator, Cross-country Co-ordinator, Road Running Co-ordinator, Track and Field Competition Co-ordinator, Sportshall Coordinator(s), Membership Officer, Welfare Officer. All Members of the Executive Committee shall be Members of the Club and shall have attained the age of 18 years. No Member may be appointed to more than one position of Officer at any one time

the Members means the Members of the Club admitted from time to time to Membership of the Club in accordance with [Rule 5](#);

National Association the Home Country Athletics Association to which the Club is from time to time affiliated, which at the date of adoption of these Rules is England Athletics;

the UKA means United Kingdom Athletics Limited, which is the governing body of athletics within the United Kingdom of Athletics House, Central Boulevard, Blythe Valley Park, Solihull B90 8AJ.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.



3.0 OBJECTS

3.1 The objects of the Club are:

- (a) to provide facilities within a safe environment for athletics and generally to promote, encourage and facilitate athletics in Norwich and the surrounding area;
- (b) to provide and maintain Club-owned equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including, without limitation, provision of suitably qualified coaches, coaching courses, insurance and medical treatment;
- (d) to sell or supply food and drink and provide other activities as a social adjunct to the sporting purposes of the Club;
- (e) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;
- (f) to affiliate to [UKA](#), the National and Regional Associations;
- (g) to comply with and uphold the Rules and Regulations of the Regional and National Associations, UKA and the [IAAF](#) as amended from time to time and the rules and regulations of any body to which UKA is affiliated;
- (h) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (j) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA, the Regional and National Association (as appropriate) where so required by the Rules and Regulations of UKA, the Regional or National Association (as the case may be); and
- (k) to do all such other things as the Executive Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3, above.



4.0 APPLICATION OF SURPLUS FUNDS

4.1 The Club shall be a non-profit-distributing organization. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organization, on winding-up or dissolution of the Club.

4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a Member for his employment by the Club, if such arrangements are approved by the Executive Committee (without the Member being present) and are agreed with the Member on an arm's length basis. If a Member is to be employed by the Club and the person concerned is also a Member of the Executive Committee, any remuneration, salary, fees or benefit in money or money's worth paid to such Member (or someone connected to them) by the Club for discharging their duties as such must:

- (i) be fixed having regard to the current remuneration of officers in comparable posts;
- (ii) not exceed the general market rate for officers providing comparable services; and
- (iii) not to any extent be determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.

4.3 Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by that Member to the Club of goods or services, nor prevent any payment in good faith by the Club:

- (a) of interest on money lent by a Member or its officers at a commercial rate of interest;
- (b) to any officer, committee or sub-committee Member of reasonable and proper out-of-pocket expenses;
- (c) of reasonable and proper rent for premises demised or let by any Member or by any officer; or
- (d) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the officers (or any of them) in relation to the Club.

4.4 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.



5.0 MEMBERSHIP

5.1 Eligibility for Membership

5.1.1 Persons of either sex are eligible for full Membership of the Club, provided they are at least 8 years old. No person shall be denied Membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, and political or other beliefs.

5.1.2 Persons below the age of 18 years on 31 December of the membership year may be elected as Junior members but will not be eligible to hold office nor to vote at the general meetings.

5.1.3 The number of Members will be unlimited.

5.2 Admission of Members

5.2.1 Any person who wishes to become a Member must submit an application in such form as the Executive Committee shall decide. Every candidate for Membership shall be considered by the Membership Officer, who shall admit that candidate to Membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

5.3 Classes of Members

5.3.1 There shall be the following classes of Members for the Club:

- (a) Senior Member
- (b) Junior Member (under 20 years on 31 December of the membership year)
- (c) Friend Member
- (d) Life Member

5.3.2 Any Member aged 18 years or older shall be entitled to receive notice of, and attend and vote at general meetings. Junior Members shall be entitled to all the other privileges of Membership other than the right to receive notice of, attend and vote at general meetings.

5.3.3 All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the [IAAF](#).



5.4 Subscriptions

5.4.1 The annual subscription for each type of Member shall be determined at the Annual General Meeting (AGM) by the Executive Committee.

5.4.2 The Members shall pay the annual subscription fees set by the Executive Committee from time-to-time.

5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of Membership until they have paid the first annual subscription.

5.4.4 Any Member whose subscription has not been paid within six months of receiving the renewal notice shall be deemed to have resigned their Membership of the Club.

5.4.5 The Club shall be required to register those Members as defined by the National Association, for competition purposes, as being active Members.

6.0 RESIGNATION

6.1 A Member may withdraw from Membership of the Club on giving reasonable clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of Membership set out in these Rules.

6.2 In line with the rules of the sport the Club will only accept a resignation when satisfied that the Member has cleared any debt owed to the Club.

6.3 A Member intending to resign should ensure that they comply with the eligibility process of the sport in the event that they wish to join another affiliated athletics club.



7.0 EXPULSION

7.1 The Executive Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for them to remain a Member.

7.2 A Member shall not be expelled unless they have been given 14 days' written notice of the meeting of the Executive Committee at which his expulsion shall be considered and written details of the complaint made against that Member.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Executive Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Executive Committee then present, vote in favour of their expulsion.

7.4 The Executive Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making their representations.

8.0 EFFECT OF RESIGNATION OR EXPULSION

8.1 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and they have no right to the return of any part of their subscription.

9.0 PROCEEDINGS OF THE EXECUTIVE COMMITTEE

9.1 Executive Committee meetings shall be held as often as the Executive Committee thinks fit provided that there shall not be less than five meetings each year. The quorum for such meetings shall be five. The Chairman and the Secretary shall have discretion to call emergency meetings of the Executive Committee if they consider it to be in the interests of the Club. The Secretary shall give all the Members of the Executive Committee not less than five days' notice of a meeting.



9.2 The Chairman shall be the chairman of the Executive Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Executive Committee at which he is present. If there is no Vice-Chairman or if he is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the Members of the Executive Committee present may appoint one of their number to be chairman of the meeting.

9.3 Decisions of the Executive 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 a casting or additional vote.

9.4 The Executive Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Executive Committee as the Executive Committee may determine. All sub-committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.

9.5 The Executive Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Executive Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

9.6 The Members of the Executive Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

9.7 Any Member of the Executive Committee may participate in a meeting of the Executive Committee by way of video conferencing or conference telephone or similar equipment that allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed present in person at the meeting, shall accordingly be counted in the quorum, and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.



10.0 ANNUAL GENERAL MEETING

10.1 The annual general meeting of the Club shall be held at such time as the Executive Committee shall decide each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the accounts of the Club for the previous year, the auditor's report on the accounts and the Treasurer's report as to the financial position of the Club;
- (c) to remove and elect the auditor or confirm that he remain in office;
- (d) to elect the Officers and other Members of the Executive Committee;
- (e) to determine the annual subscription fees for the forthcoming membership year;
- (f) to decide on any resolution which may be duly submitted in accordance with Rule 10.2 below; and
- (g) to deal with any special matters which the Executive Committee desires to bring before the Membership.

10.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

10.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

11.0 EXTRAORDINARY GENERAL MEETINGS

11.1 An extraordinary general meeting may be called at any time by the Executive Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 10% of the voting Membership stating the purposes for which the meeting is required and the resolutions proposed.



12.0 PROCEDURES AT THE ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

12.1 The Club shall publish notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

12.2 The quorum for the annual and extraordinary general meetings shall be twenty Members or one-tenth of the Membership of the Club (whichever is the greater number)].

12.3 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present, and entitled to vote, may choose one of the other members of the Executive Committee present to preside and if no other Member of the Executive Committee is present or willing to preside the Members present, and entitled to vote, may choose one of their number to be chairman of the meeting.

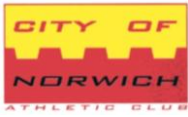
12.4 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the Chairman of the meeting shall have a casting or additional vote.

12.5 The Honorary Secretary, or in his absence a Member of the Executive Committee, shall take minutes at annual and extraordinary general meetings.

12.6 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

13.0 ALTERATION OF THE RULES

13.1 These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.



14.0 FINANCE

14.1 All moneys payable to the Club shall be received by the person authorized by the Executive Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two signatories from either of the Chairman, Treasurer or Secretary. Any moneys not required for immediate use may be invested as the Executive Committee in its discretion thinks fit.

14.2 Subject to [Rule 15.3](#), the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

14.3 The Executive Committee shall have power to authorize the payment of remuneration and expenses to any Officer, Member of the Executive Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with [Rule 4.2](#).

14.4 The financial transactions of the Club shall be recorded in such manner as the Executive Committee thinks fit by the Treasurer.

14.5 Full accounts of the financial affairs of the Club shall be prepared each year. The auditors shall duly audit these accounts. The accounts must be made available to every Member when notice is given concerning the annual general meeting.



15.0 DISSOLUTION

15.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

15.2 The dissolution shall take effect from the date of the resolution and the Members of the Executive Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

15.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the NGB for use in community-related athletics initiatives, another community amateur sports club for athletics or a charity.