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Constitution of Menai Track and Field

1. Introduction

- 1.1. The Club will be called Menai Track and Field (Hereinafter will be referred to as 'the Club')
- 1.2. The Club will be affiliated to Welsh Athletics Limited and will abide by its rules and constitution except where agreed by the Club's membership at an Annual General Meeting
- 1.3. The Correspondence address of the Club is the address of the Club Secretary
- 1.4. The Club will support the use of the Welsh and English languages.
- 1.5. The Club formally adopted this constitution on 7th February 2019. This replaces all previous Club constitutions

2. Aims and Objectives

- 2.1. To encourage the practice, promotion, development and participation of athletics locally and in the wider community.
- 2.2. To offer coaching and competition opportunities for members.
- 2.3. The club shall cater for the following athletic disciplines: Track and Field, Road Running, Cross-Country Running, Mountain Running
- 2.4. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
- 2.5. To ensure a duty of care to all members of the Club.
- 2.6. To provide all services in a way that is fair to everyone.

3. Membership

- 3.1. Membership of the Club shall be open to persons (9 years old and above) who are amateurs as defined by UK Athletics / Welsh Athletics at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.



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However, limitation of membership according to available resources and facilities is allowable on a non-discriminatory basis.

3.2. The membership shall consist of the following categories:

3.2.1. **Full Member**

- Senior Athlete aged 18 years and over
- Junior Athlete aged 9 to 17 years

3.2.2. **Associate Member**

- Licenced Athletic Coach / Coaching Assistant
- Licenced Athletic Technical Official
- Club Committee Member

3.3. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and the Codes of Practice/Behaviour that the Club has adopted.

3.4. Full Members in each category will pay membership subscriptions and new member joining fee, as determined at the Annual General Meeting. Membership subscriptions are to be paid on a monthly or an annual basis (non-refundable).

3.5. Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

3.6. For Full Members who pay membership subscription by monthly standing order (payable on the 1st day of each month) who miss a payment, a reminder is sent by the club to the standing order account holder requesting payment. If after a further 30 days no payment is made membership will be terminated by the Club.

3.7. For Full Members who pay the membership subscription annually, the membership subscription due on the 1st April each year. If no payment is made by 31st May membership will be terminated by the Club.

3.8. A Full Member, who has membership terminated due to non-payment of membership subscription or has voluntarily left the club, is entitled to reapply to re-join the club. If this is accepted, the new member joining fee remains applicable.

3.9. A member will wear the official club colours when representing the Club in competitions.



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- 3.10. Any member wishing to resign from the Club must do so in writing or by email to the Club Membership Secretary.
- 3.11. Resignation of a member in order to join another athletic club shall be considered by the Club Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, i.e. has not paid their subscription for the current year / or in arrears of monthly standing order payments and acceptance of the resignation will be withheld until the debt has been discharged.
- 3.12. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers, the Committee shall adhere to the Club's disciplinary procedures. Refer to Section 9 Disciplinary and Appeal

4. Sports Equity

- 4.1. This club is committed to ensuring that equity is incorporated across all aspects of its development.
- 4.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



5. Club Management Committee

5.1. The affairs of the Club shall be conducted by the Club Management Committee which shall consist of the following officer and committee members who shall be elected by members at the Annual General Meeting:

- Chairperson – Administration Head of the Club
- Secretary- Main liaison to outside parties, club administrator
- Treasurer- As 6.1
- Membership Secretary- Manages and maintains membership records
- Committee Secretary- Minutes committee meetings
- Male Welfare Officer - Manages policy and issues of welfare and safeguarding
- Female Welfare Officer - Manages policy and issues of welfare and safeguarding
- Social and Fund-raising Secretary - Organises club social and fundraising initiatives. Annual Awards night
- Website and Publicity lead – Manages Website and online club interests
- Club Athletics network co-ordinator – liaises with Welsh Athletics and other athletic clubs
- Athletic Coaching & Coaching Development co-ordinator –Leads on coach education opportunities and development
- Athletic Officials & Volunteer representative- Recruitment & development of athletic officials and club volunteers

Other such persons may be co-opted onto the Club Management Committee as required.

5.2. All committee members must be 18 years old or over and will be members of the Club.

5.3. The term of office shall be for one year, and members shall be eligible for re-election.

5.4. If the post of any officer or ordinary committee member should fall vacant after such an election, the management committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

5.5. The Club Management Committee will be responsible for adopting new policies, codes of conduct / practice / behaviour and rules that affect the organisation of the Club.

5.6. The Club Management Committee will have powers to co-opt and appoint any advisers to the committee as necessary to fulfil its duty and business effectively.



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5.7. The Club Management Committee will oversee, determine membership, frequency of meetings and receive regular reports from subcommittee / group meetings led by committee members for the following functions:

- Finance
- Coaching
- Fund raising / social events
- Athletic competition / hosting events / officials / athletic team managers
- Facilities and equipment
- Website / media
- Any other subgroup determined by the management committee

5.8. The Club Management Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.

5.9. In the absence of the chairperson, another club officer must be selected by those officers / committee members present to chair the meeting.

5.10. Only the officer / committee member positions listed in 5.1 have the right to vote at committee meetings. The quorum required for business to be agreed at management committee meetings will be 5 members. Decisions will be made using majority vote and the chairperson will be entitled to an additional casting vote if required.

6. Finances

6.1. The Club treasurer will be responsible for the finances of the Club

6.2. The financial year of the Club will run from 1st January and end on 31st December

6.3. All club monies will be banked in an account held in the name of the Club.

6.4. An independently verified statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

6.5. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

6.6. No action involving expenditure in the name of, or on behalf of, the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of the Club management committee.



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6.7. The Club operates as a not-for-profit organisation and all surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

7. Annual General Meetings (AGM) and Extraordinary General Meetings (EGM)

7.1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2. The Club shall hold the Annual General Meeting (AGM) in the month of February to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Agree the membership subscriptions for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

7.3. Notice of the AGM will be given by the Club Secretary with at least 28 days' notice to be given to all members.

7.4. Nominations for officers of the committee will be sent to the secretary prior to the AGM.

7.5. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

7.6. The quorum for an AGM or EGM is 5% of membership

7.7. All club members have the right to vote at the AGM. For members under 16 years of age this will be by proxy vote by Parent or Guardian on behalf of the member. 1 proxy vote per member under 16 years of age.

7.8. The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

7.9. An Extraordinary General Meeting (EGM) can be called by an application in writing to the Secretary supported by at least 5% of the members of the Club. The EGM



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must be held within 21 days of request. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

7.10. The business which may be conducted at an EGM may be one or more of;

- Removing all or any of the officers or committee members of the Club and filling vacancies thereby caused
- Changes to or altering the rules outlined in this constitution
- Dissolving the Club

7.11. All procedures at EGMs shall follow those outlined above for AGMs.

8. Amendments to the Constitution

8.1. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9. Discipline and Appeals

9.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of members (including but not restricted to children, young people and vulnerable adults) will be recorded and responded to swiftly and appropriately in accordance with the Club's Welfare and/or Child Protection Policy and Procedures. The Club Welfare Officer is the lead contact for all members in the event of any welfare and child protection concerns.

9.2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Welfare Officer, Club Secretary or Chairperson.

9.3. The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution.

9.4. A management committee panel will meet to hear complaints within 14 days of a complaint being lodged. The panel has the power to take appropriate disciplinary action including the termination of membership.

9.5. The Management Committee disciplinary panel will consist of the following officers:

- Chairperson
- Secretary
- Treasurer
- Committee Secretary
- Membership Secretary
- Male or Female Welfare Officer



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- Athletic Coaching & Coaching Development co-ordinator
Quorum will be 5 panel members

9.6. The panel will be responsible for taking any action of suspension, exclusion or discipline following such hearings. Reasons for exclusion may include but are not limited to: inappropriate behaviour (as determined by the Panel) by the Member or relative, supporter or friend of that Member.

9.7. 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 14 days of the hearing.

9.8. Any Member disciplined or excluded from the Club has the right to an appeal. The hearing must take place within 14 days of the Club Secretary receiving an appeal notification. The disciplinary appeals panel set up will consist of the Chairperson and 3 members of the club nominated by the Chairperson and 3 members of the club nominated by the member. (Appeal panel Members must be 18 years or over and not related). The panel shall have the power by a simple majority vote to annul the disciplinary action or exclusion

10. Indemnity

10.1. The members of the management committee shall not be liable (otherwise than the members) for any loss suffered by the Club as a result of the discharge of their respective duties.

10.2. The members of the management committee shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

11. Dissolution

11.1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

11.2. The dissolution shall take effect from the day when the resolution is passed, and the committee shall be responsible for the winding up of the assets and liabilities of the Club.



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11.3. In the event of dissolution, all debts should be cleared with any remaining club funds. Any assets of the Club that remain following this will become the property of another voluntary organisation having objectives similar to those of the club.

Declaration

Menai Track and Field hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	