

## Rules and constitution

1. Any amendments to the constitution can only be made at an AGM

**2. Name:**

The name of the club shall be Enfield & Haringey Athletic Club •

**3. Colours:**

The Club colours are to be red and gold halved tops

4. The club shall be affiliated to England Athletics and any other such bodies as may be decided by the general committee

5. The Club headquarters will be at Lee Valley Athletics Centre Meridian Way  
Edmonton London N9 0AR

**6. Club aims**

To promote and provide participation in athletics including:-

Track and field, Cross Country, Road Running, Race Walking, and Disability sport.

7. The club will be an equal opportunities organisation and it will be the policy of the club to promote equal opportunities to all people regardless of their ability, or disability, race, nationality or ethnicity. The members or the committee shall not knowingly act in any way that is an infringement of their human rights.

8. The Club will have a Child Protection Officer as specified by British Athletics and England Athletics. The policy in line with other club policies to be updated as and when this is required.

**9. Management and officers**

The management of the club shall be vested in the committee to be elected at the annual general meeting.

The posts that will be required for election each year are,

The president, Chairperson, General Secretary, Treasurer, Membership Secretary, Child Protection officer, Coaching Secretary, Walking Secretary, Male Athlete representative, Female Athlete representative.

Other posts that may be required will be co-opted on by the committee.

In the event of an elected member failing to attend 4 consecutive meetings without apology may be considered as resigned from the committee unless a valid reason has been given.

The committee shall meet once a month or as required.

A minimum quorum shall be 5 members

In the event of the chairperson not being present the committee will appoint a chairperson.

The elected committee shall appoint sub committees as may be necessary who will report back to the committee with their findings.

General committee meetings are not private or confidential. Any member who wishes to raise an issue shall first contact the sec to request attendance at the next meeting and raise that issue under AOB

## **10. Grievance procedures**

Should any person have a grievance against any other member of the club then that person should approach the chairperson as soon as possible. The chairperson shall contact the members of the committee as to what further action may be required in line with the Governing body guidelines.

## **11. EGM**

An EGM shall be convened by the General Secretary within 21 days from receipt of the request. A minimum of 10 members who are fully paid up shall forward their motion to the General Secretary with their names and signatures.

If the General Secretary fails to convene the requested EGM then the General Committee may convene the EGM.

Should the general committee fail to convene the EGM within 21 days then the 10 members shall convene the EGM.

14 days notice must be given to all members with the date, venue and motion for the EGM. The motion must be posted on the club website and the club noticeboard. A minimum of 30 members present and entitled to vote to be required to form a quorum and must be present before the EGM takes place. The chairperson is to ensure that no counter motions or any personal statements be allowed. If any person fails to adhere to these procedures the failure to do so will result in that person being expelled from the EGM

## **12. The AGM**

An AGM shall be held within each calendar year. 42 days notice of the AGM shall be given to all club members via the web site and the club notice board. The notice must include the provisional agenda and Treasurers report and Chairperson's report. All nominations for committee positions must be submitted within 28 days before the AGM to be placed on the website. Any motions must be submitted within 28 days

before the AGM to be placed on the website. Nomination and motions must be proposed, seconded and signed by bona-fide members of the club. A bona-fide member of the club must be a fully paid up member.

If there is more than 1 nomination for any of the elected positions then a vote will be taken on the night using confidential voting cards which will be issued on signing in.

If a postal vote is required an application must be made to the General Secretary within 14 days before the AGM and the vote must be received by midnight 7 days prior to the AGM.

Only fully paid up members shall be allowed to vote.

### **13. Club finances**

The responsibility to control income and expenditure of the club is with the elected treasurer. The treasurer shall give an up to date report on the financial situation of the club at each committee meeting. If the treasurer should not be in attendance a summary report shall be made available at the GCM.

All monies including sponsorship monies shall be first paid into the general account and then if required to be transferred into other accounts accordingly.

All expenditure above £200.00 must be authorised at the next general committee meeting

All cheques issued must be signed by 2 of 4 nominated signatories appointed by the committee

The financial year of the club shall be from 1<sup>st</sup> April to 31<sup>st</sup> March for accounting purposes.

The treasurer shall conduct a stock taking and valuation of the club assets at the end of the financial year.

The accounts of the Club, being a statement of Income and Expenditure for the previous financial year and a Balance Sheet as at the end of the financial year duly signed by the Treasurer and Chairman, shall be presented at each Annual General Meeting.

The Annual General Meeting can request by way of a simple majority for the accounts of the Club to be independently examined by an Auditor (not being a member of Committee) who shall be elected at the Annual General Meeting for this purpose.

## **14. Membership**

Anyone wishing to become a member shall complete the club application form, accompanied by initial subscription and send to the Membership Secretary. for acceptance at a properly constituted GCM

The committee reserve the right to make such reasonable additional enquiries as they see fit to satisfy themselves as to the suitability of membership of any individual

The committee shall be entitled to reject any application for membership by any person.

Applications from those under 17 years of age shall require the written consent of their parent or guardian

The membership secretary shall keep up to date list of membership, addresses, telephone numbers and e-mail addresses to be held securely and this should not be given to 3<sup>rd</sup> parties.

Annual subscriptions shall become due on 1<sup>st</sup> April each year. New members joining after 31<sup>th</sup> August shall pay half the yearly fee.

### **Life members**

This honour is awarded to a person who has performed meritorious service to the club or to any athlete gaining a senior international vest provided they have been a member for 2 years and are fully paid up members. Life membership nomination will be at the discretion of the committee and confirmed at the annual general meeting. Life members are not required to pay annual subscriptions

### **1<sup>st</sup> claim membership**

This is the only category for athletes wishing to compete for the club under British Athletics 1<sup>st</sup> claim rules

### **Honorary membership**

For non-competing members, Coaches, Officials and Volunteers and they will be entitled to vote at any EGM or AGM

### **Family membership**

Family groups is a combined single subscription applicable to a member of the group in any of the above categories

Any member wishing to resign shall give notice in writing (by letter or email) to the Membership Secretary and advise committee of the resignation at its next meeting. Membership shall be deemed to have ceased on the actual date of posting of the said notice in writing (by letter or email) unless the member is financially indebted to the

Club in which case the resignation may be withheld until the financial obligation has been discharged.

Any member failing to pay their annual subscription for 2 years shall be deemed as resigned from the club.

### **15. Disciplinary procedures**

If it shall appear to the club committee that any irregularity or breach of the constitution, or any matter of concern that may have occurred, a committee meeting shall be called and actions to follow the guide lines of the governing bodies.

### **16. Dissolution of the club**

The club can only be dissolved through a Resolution called for that purpose at either an AGM or an EGM called specifically for that purpose.

At a date agreed when dissolution is finalised the General Committee shall dispose of any property and other assets and discharge the club's liabilities up to the financial limit of the club's assets at the date of dissolution. Any balance outstanding will be donated to one or more amateur sports clubs. Registered charities or the sport's governing body, as agreed at the Dissolution Meeting.