

CITY OF SALISBURY ATHLETICS AND RUNNING CLUB REVISED CONSTITUTION

1. Title

- a. The Club shall be known as City of Salisbury Athletics and Running Club (hereinafter to be referred to as "the Club").
- b. The Club shall be constituted as a Company Limited by guarantee and having no share capital.
- c. The Club shall operate on a day to day basis under the name in 1.a above but nothing shall stop the use of the following abbreviated forms in official and unofficial communication: -
 - i City of Salisbury Athletics Club
 - ii City of Salisbury Running Club
 - iii CoSaRCand use of such names shall not invalidate the transaction or activity reported.
- d. The clauses set out below shall supplement and where in conflict shall take precedence over standard articles issued by the Registrar of Companies in the formation of the company.

2. Objectives

The objectives of the Club shall be:

- a. To encourage the practice, promotion, development and participation of amateur athletics in Salisbury and the wider community.
- b. To provide training and coaching for members.
- c. To organise open, club, and club handicap running races, track & field meeting and other events.
- d. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee structure shall decide.
- e. To cater for the following athletics disciplines: Track and Field, Cross-Country Running, Road Running.
- f. To seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.

3. Membership

- a. Membership of the Club shall be open to all persons regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b. Each membership application must be made in writing or by on-line electronic submission using the web site application form. Each candidate for membership must be approved by the relevant committee member(s). The appropriate subscription must accompany the application for membership.

- c. Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.
- d. Any member wishing to resign the club should do so in writing, either by letter or by e-mail to the Secretary, at least 7 day before the renewal of the annual membership falls due. Failure to do so will result in their next year's subscription becoming payable.
- e. Any member wishing to resign from the Club and to join another club ("transfer") must do so in writing or by email to the Secretary at least one month before their annual membership falls due, failing which, they may be liable for the ensuing year's subscription
- f. Resignations or transfers shall be considered by the relevant Sub-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 and acceptance of the resignation will be withheld until the debt has been discharged.
- g. 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. Appeal against refusal or removal may be made to the members.

4. Subscriptions

- a. The Club will keep subscriptions at levels that will not pose a significant obstacle to participation.
- b. There shall be an initial joining fee.
- c. Annual subscriptions shall be paid by members on the anniversary of the commencement of their membership. Members who have joined before the adoption of the new constitution in March 2016 shall make payment on 1st April.
- d. Members under 18 and/or in full time education shall pay a reduced concessionary rate.
- e. Members over the age of 60 shall pay a reduced concessionary rate
- f. Family groups (of over three individuals living at the same address) may join under a family subscription rate.
- g. Any fee payable to the club within sections 4.a. to 4.f. may be reviewed and changed from time to time by the Executive Committee.
- h. Any member failing to make payment by the anniversary of their joining (or April 1st subject to 4.c) shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.
- i. Any member who fails to renew their membership by their due renewal date may continue as members of the club on payment of their annual subscription and an additional joining fee.

5. Management

- a. The management of the Club shall be vested in an Executive Committee that shall consist of the Chairman, Treasurer, Deputy Chairman, Secretary, Track Director and Road Running Director.
- b. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.
- c. The Executive Committee shall also have the power to establish any Sub-Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these Sub-Committees such duties as may be considered appropriate and in addition may centralise these powers back to the Executive Committee.
- d. No person who is not a registered member of the Club shall hold a position on either the Executive Committee or on any Sub-committee.
- e. All matters other than those specified as being the responsibility of the membership of the Club shall be decided by the Executive Committee or such Sub-committees as they may from time to time establish.
- f. Three elected Committee members are required for a quorum for an Executive Committee meeting to take place providing the Chairman, Deputy Chairman or Secretary is also present.
- g. Quorum for any Sub-committees shall be 50% of the members of that committee.
- h. The Executive Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have an executive Committee vote.
- i. The Executive Committee and any appointed Sub-committees shall meet formally at least once in every two months.
- j. Notice of such meetings shall be given not less than 21 days prior to the meeting. The meetings shall be minuted as a permanent record and those minutes approved at subsequent meetings.
- k. The minutes of these meetings will be circulated to the members of the club. Such circulation shall be to the members last notified e-mail address. The minutes of the last meeting will also be posted in hard copy on the clubhouse notice board. Unless there is a specific objection by a committee member the minutes shall be published as close as possible to the date of the meeting even if this in advance of their formal acceptance by the next committee meeting.
- l. Any Committee or Sub-Committee shall have the power to appoint individuals to perform specific duties on behalf of that Committee, and to delegate to those individuals such duties as they consider appropriate.
- m. Decisions made in any Committee shall be binding if approved by simple majority. In the event of an equality of votes the Chairman of the relevant committee shall have a casting vote.
- n. Any Executive Committee member or position holder within Sub-Committees shall hold office for a maximum of three years before standing down.
- o. Nothing in clause 5.n. shall prevent a member standing for re-election if no-one stands for that position at an AGM

6. Annual General Meeting

- a. The AGM shall be held in the months of February or March as dictated by the practical circumstances applicable at that time.
- b. At the AGM the meeting will:
 - i Receive the annual report of the Secretary.
 - ii Receive the financial statements and the Treasurer's report.
 - iii Elect the officers and the Committee for the ensuing year.
 - iv Consider any amendment to the constitution of which due notice has been given to all members. In order that all members shall have sufficient notice of the proposal, any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting.
 - v Transact any other notified business.
- c. At least 21 days notice shall be given to members of the date, venue and agenda items for the AGM.
- d. All registered members of the Club at the meeting who are aged 16 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by secret ballot.

7. Extra-Ordinary General Meeting

- a. An EGM may be called by the Committee to approve changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petition the Secretary in writing.
- c. 21 Days notice of an EGM must be given to the all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted.
- d. Procedures for voting shall be as used for the AGM.

8. Finance

- a. The financial year of the Club shall end on 31st December.
- b. All funds belonging to the Club shall be deposited with banks or building societies in accounts that shall carry the Club title.
- c. All accounts shall be set up with three signatories, one of whom will be the Treasurer and the others shall be people appointed by the Executive Committee and may include Sub-Committee members.
- d. Certain transactions, limited by size or by their nature, may be transacted by a single signature provided the two remaining signatories have approved the transaction in writing (including by e-mail) and the single signatory policy has been formally approved in an executive committee meeting. Such payments shall only be permitted if the Club's bank account has been set up to automatically notify the remaining signatories including the Treasurer by SMS text or by E-mail of the transaction.

- e. Expenditure above agreed budget levels may only be authorised at an Executive Committee meeting. In the event of any unauthorised commitment in excess of this agreed level being placed in the Club's name, then the Club may seek full reimbursement from the person or persons placing that order.

9. Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c. The Club may also, in connection with the sports purposes of the Club,:
 - i. Sell and supply food, drink and sports related clothing and equipment.
 - ii. Engage or employ members in their professional or trade capacity and remunerate them for providing any goods and services. Such amounts as are paid shall be on fair commercial terms and any amount contracted from a member shall be set by the relevant committee in a closed session. The member to be remunerated shall be excluded from that discussion.
 - iii. Pay for reasonable hospitality for visiting guests;
 - iv. Indemnify any Committee member and any general member acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- d. The Committee Structure will have due regard to the law on equality, disability discrimination and child protection.

10. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. To another Club with similar sports purposes which is a registered charity and/or
 - ii. To another Club with similar sports purposes which is a registered CASC and/or
 - iii. To the Club's national governing bodies for use by them for related community sports.

11. Alterations to the Constitution

- a. The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

- b. All the aforementioned alterations must be recorded under Section 13, including the date of the AGM in which the resolution was passed.

12. Priority

- a. Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as provided by the Community Amateur Sports Club Regulations 2015).

13. Revision History

- a. This Constitution was formally adopted at the AGM held on 14th March 2016 and replaces the club's original Constitution.