



CONSTITUTION

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Of
SHETLAND AMATEUR ATHLETICS CLUB

1. Name

The name of the Club shall be Shetland Amateur Athletics Club [herein after referred to as ‘the Club’]

2. Purposes

- a) The advancement of Athletics as a sport.
- b) Provide access to facilities, or the organisation of activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

In furtherance of the above the Club will:

- (i) encourage the practice, participation, promotion and development of Athletics in the Shetland Isles in line with the Club’s Development Plan.
- (ii) Provide training and coaching for members; and those who wish from time to time, access this provision.

3. Powers

In furtherance of the purposes of the Club shall have the following powers:

- a) Subject to such consents as may be required by law, to borrow and raise money in such manner and on such security as the Club may think fit.
- b) To take such steps as may be deemed appropriate for the purpose of raising funds for the Club’s activities and to invite and receive grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them) from any organisation, person or persons by way of subscription, donation or otherwise; however, the Club shall have the right to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Club may see fit.
- c) To liaise with, work with and/or enter into any arrangement with any organisation, body or authority which may be advantageous for the purposes of the activities of the Club, and to enter into any arrangement for co-operation or mutual assistance with any such body.
- d) To effect insurance of all kinds (which may include Officers’ public liability insurance).
- e) To pay all or any expenses incurred in connection with the promotion, formation and future incorporation of the Club.
- f) To enter into any formal partnership or consortium arrangements to further the Club’s purposes;
- g) To open and operate such bank accounts and other financial savings accounts as required in the name of the Club.
- h) To engage such consultants and advisers as are considered appropriate from time to time and pay such associated fees.
- i) To oppose, or object to, any application or proceedings which may prejudice the Club’s interests.

4. Equalities

In relation to its objectives, and aligned to the Equalities Act 2010, the Club will;

- a) Strive to avoid intentional or unintentional discrimination by virtue of age, disability, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, sex, sexual orientation, religion or belief, or any other artificial barrier or prejudice.
- b) Undertake whatever reasonable changes in the Club's activities or facilities which may be necessary in implementing the above, subject to notice.

5. Club colours

The club colours shall be royal blue vest with white detail and the Club badge. Club/national colours must be worn by all competitors representing the Club in competition.

6. Membership

- a) Membership of the Club is open to all persons age 7 or above who is interested in helping the Club to achieve its aim and willing to abide by the rules of the Club and the terms and conditions of affiliated and regulatory bodies.

Membership is available in the following Categories:

- i) Full Member – Any individual over the age of 16 (including second claim athletes) – Full voting rights.
 - ii) Junior Member – Any Scottish Athletics affiliated member under age 16. Parents will have one proxy vote on their behalf.
 - iii) Junior member - non affiliated Scottish Athletics member under age 13 – no voting rights.
 - iv) Associate Member – All volunteer coaches, team managers, officials and committee members will be deemed Associate members without charge – voting rights.
- b) Every **eligible** member shall have one vote at at Annual or Extraordinary General Meetings.
 - c) The Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Club.
 - d) Registration, suspension and termination of membership.
 - (i) Membership is made by written or electronic application to the Membership Secretary.
 - (ii) Any member of the Club may resign his/her membership by giving to the Secretary of the Club written notice to that effect.
 - (iii) Any member who fails to pay their fees by the date required shall forfeit their right to take part in general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
 - (iv) The committee can for good and sufficient reason to refuse any renewal of any existing membership or terminate or suspend any membership in line with welfare and disciplinary policies and procedures.

- (v) The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the Club, **provided that** the individual member or representative of the member Club (as the case may be) shall have the right to Appeal to the Committee before the final decision is made.
- e) The club will maintain fee levels such that they shall not pose a significant obstacle to participation.
- f) The Club shall be affiliated to Scottish Athletics and any other national and regional bodies as the Club consider appropriate in order to carry out the objectives of the Club.

** (with the exemption of those age 7 to 8 as at the date of this amendment to this document)

7. Committee

- a) The Committee shall consist of a minimum of not less than four (4) members elected at the Club's Annual General Meeting. Committee members must be at least 18 years old.
- b) The Officers of the Committee shall be:
- The Chairperson
 - The Vice- Chairperson
 - The Treasurer
 - The Secretary
 - and all other officers the Club deem necessary to serve the interest of the Club and its Membership.
- c) Election of office bearers will take place at the AGM and be by means of a nomination (**Nominations must be received not less than 7 days prior to the AGM**) and election will be approved by simple majority of those present and eligible to vote. In the event of multiple nominations for any post, a vote with a winning simple majority will be taken to determine who is to be appointed.
- d) If a Committee post should fall vacant after election, the Committee shall have the power to fill the vacancy.
- e) Except for the reimbursement of expenses wholly or necessarily incurred in connection with Committee events or activities, no payment or remuneration will be made to any committee member.
- f) Committee members will serve a maximum of 3 one year terms and will not be eligible for further election until a one year term has elapsed, unless the circumstances are exceptional.

8. Committee Meetings

- a) The Committee shall meet at least 6 times a year.
- b) The quorum for a meeting shall be 5.
- c) All meetings must be minuted and available to any member.
- d) All Committee members shall be given at least seven (7) days notice of a Committee meeting unless it is deemed an emergency meeting.

- e) The Committee will have the power to appoint such Sub-Committees as deemed necessary. Minutes will be kept of all Sub-Committee meetings.
- f) Each Committee member shall have one vote. In the event of a tied vote, the Chairperson shall have the casting vote.
- g) In the interest of integrity, any conflict of interest in decision making processes must be declared and where appropriate, those making such declarations should neither take part in discussion nor decision making in relation to said conflict of interest.
- h) The committee shall ensure that all Coaches have an up to date coaching licence and are appropriately checked to ensure their suitability for this role.
- i) The committee shall ensure that all adults placed in a position of sole responsibility for junior athletes are appropriately checked to ensure their suitability for their role.
- j) The committee shall ensure that all Coaches and responsible adults comply with the club's current procedures and these are readily available to them.

9. Finance

- a) Any money obtained by the Club shall be used only in the furtherance of the Club's purposes. None of the association's assets may be distributed to its membership or otherwise applied (on being wound up or at any other time) except to further its purposes.
- b) Any bank account opened for the Club shall be in the name of the Club.
- c) Any cheque issued shall be signed by two nominated signatures; with electronic banking carried out by the treasurer with prior authority of one office bearer.
- d) All cash gathered for Club activities will be verified by two persons and banked at the earliest practical opportunity.
- e) The Treasurer will keep a proper record of all financial transactions relating to the Club's activities;
- f) The Club's financial year will be for the twelve months ending on the last day of March;
- g) Annually, the Treasurer will prepare an Income and Expenditure Account for the financial year together with a Balance Sheet as at the year-end. The annual accounts and other financial records will be subject to an Independent Examination by a suitable person or organisation appointed by the Committee.
- h) All transactions will be operated according to the Club financial hand book.

10. Annual General Meeting

- a) The Club shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- b) Where possible, members shall be notified personally, otherwise notice will be deemed served by advertising the meeting as widely as possible giving at least fourteen (14) days' notice of the AGM.
- c) The business of the AGM shall include:
 - Receiving a report from the Chairperson of the Club's activities over the year.

- Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the Club.
 - Electing a new Committee and considering any other agenda item
 - Set fees for coming year
 - Any other competent business.
- d) 15 paid up voting members, which must include two (2) Office bearers, must be present to hold an Annual General Meeting.

11. Extraordinary General Meeting

- a) An EGM can be called by Committee Members at any time or by a Member's Resolution submitted by 15 fully paid up and voting Members.
- b) A quorum of 5 of the Committee, which must include two (2) Office bearers, must be present to hold an Extraordinary General Meeting.
- c) At least 14 days-notice must be given [subject to Clauses 12 and 13] of the date, time, place and purpose of the meeting and should be publicised as widely as possible.
- d) In the event that a meeting is called to consider dissolution of the Club, at least twenty one days notice is required and must be posted in a conspicuous place or places and advertised in a local newspaper or virtual equivalent to the membership.
- e). Decisions will be reached by a majority vote of those present. The chairperson shall have a second casting vote in the event of a tie.

12. Alteration of the Constitution

- a) Proposals for amendments to this constitution, or dissolution (see Clause 13) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- b) Any changes to this constitution must be agreed by at least two thirds (2/3) of those members present (or by other agreed methods) and voting at any general meeting.

13. Dissolution

- a) If two thirds (2/3) of the Committee decide that it is advisable or necessary to dissolve the Club, it shall call an Extraordinary General Meeting at a minimum of twenty-eight (28) days-notice. If the decision to dissolve the Club is confirmed by a two-thirds (2/3) majority of those present and voting at such a meeting, the Committee will have the power to wind up its affairs and dispose of any remaining assets held by or in the name of the Club.
- b) Any assets remaining after the satisfaction of any proper debts and liabilities, including any expenses incurred in winding up the affairs of the Committee, shall go into a legal trust, Club or charity with similar aims.