

COLCHESTER HARRIERS ATHLETIC CLUB

PROPOSED CONSTITUTION FOR ADOPTION AT 2019 AGM

General

1. The Club is known as Colchester Harriers Athletic Club and will be referred to as the Club in this document.
2. The Club is based at Colchester Garrison Athletic Track, Circular Road North, Colchester, Essex.
3. This Constitution can only be changed at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

Our Vision and Aims

1. To encourage the enjoyment and participation in track and field athletics, road running, cross country running and allied running activities.
2. To provide high quality coaching and competition to assist Members to maximise their potential.
3. To support and develop other appropriate sporting and recreational activities for Members.
4. To welcome Members of all social, gender, religious and ethnic groups.
5. To assist and support Members in need.
6. To positively support the recruitment and development of coaches and officials.
7. To ensure access to athletics facilities and equipment which are appropriate and safe.
8. To publicise and promote activities of the Club and athletic events in Colchester and the surrounding area.
9. To organise events to encourage general participation in athletics.
10. To work with Colchester Borough Council, the Army and other clubs and organisations to organise and develop athletics in Colchester and the surrounding area.

Membership

1. Membership of the Club is open to all individuals over 10 years of age.
2. A person will become a Member, and eligible to compete for the Club, when the Membership fee is paid in full and on completion of a successful three week probationary period.
3. A Member may only resign from the Club in writing to the Secretary in accordance with UK Athletics Rules of Competition. A resignation will not be accepted if the Member is indebted to the Club.
4. Members who fail to pay their subscriptions in full by 1st June each year will have deemed to have resigned from the Club.
5. Life Membership can be conferred by the Management Committee to Members who have made a valuable contribution to the Club over a period of at least 10 years.

6. Members will be expected to act within the Rules, Policies, Procedures and Practices of the Club as determined by the Management Committee.
7. Parents and guardians of young athletes are asked to raise any important issues with Management Committee Members.

Membership Fees

1. The Management Committee of the Club will set Membership fees and changes will be communicated to Members at least three months before they become effective.
2. Gate fees are payable for each occasion a Member attends a track session. Gate fees will be determined by the Management Committee of the Club and communicated to Members at least one month before they become effective.
3. The annual Membership will run from 1st April to 31st March the following year. Applicants joining after 1st October will be required to pay 50% of one full year's subscription.
4. All Membership information, including fees, will be displayed in the Membership section on the Club website.

Rules, Policies, Procedures and Practices

1. The following Rules, Policies, Procedures and Practices will be developed by the Committee and placed on the Club website:-
 - Child Protection and Safeguarding Policy
 - Health and safety Policy
 - Anti-bullying Policy
 - Social media Policy
 - First Aid Policy
 - Emergency and Well-being Policy
 - Disabled athletes Policy
 - Disciplinary Procedure
 - Code of Practice for sub-committees
 - Codes of Practice for athletes, coaches, officials, team managers and parents/guardians
2. Additional Rules, Policies, Procedures may be developed as the need arises.

General Meetings

1. An AGM will be held during October every year. 28 days notice will be given of such meeting on the official Club noticeboard in the Clubhouse at Colchester Garrison Athletic Track and also on the Club website and Facebook page. A quorum of at least 25 Members must be present. These Members must be fully paid up and over the age of 14 years.
2. Motions for the AGM must be received by the Secretary in writing at least 14 days prior to the meeting. The motion must be proposed and seconded and the proposer and seconder should be at the meeting.

3. An EGM can be called at any time of year by the Management Committee or by any Member of the Club. 28 days notice of the meeting will be given by the Club Secretary. A Club member calling for an EGM must advise the Club Secretary in writing of the reasons for calling the meeting and must have a seconder and the written backing of at least ten other Club Members. A quorum of at least 25 Members must be present. These Members must be fully paid up and over the age of 14 years.

Committee

1. The Management Committee shall comprise Honorary President, Chairperson, Vice Chairperson, Club Secretary, Treasurer and Membership Secretary.
2. The Honorary President will not have voting powers.
3. Other Members can be co-opted as required.
4. The Management Committee will be elected at the AGM.
5. A member cannot be elected to the Management Committee until they have been a fully paid up member for two complete years.
6. Committee meetings will be held at least once every six weeks and on any other occasions as may be necessary, with at least five days notice being given to all Committee Members.
7. A quorum of at least four Members must be present.
8. There will be two sub-committees; one for Track and Field and one for Road running and Cross country.
9. The Chairperson of each of the two sub-committees will be elected at the AGM.
10. Membership of each of the sub-committees will be at the discretion of the Chairperson of the Track and Field sub-committee and the Chairperson of the Road running and Cross- country sub-committee.
11. Each sub-committee will consist of a minimum of four Members (a quorum).
12. Each sub-committee will meet at least four times a year and will have an allocated budget.
13. Meeting minutes of the Management Committee and the two sub-committees will be published on the Club website.

Finance

1. The Treasurer shall maintain records of all Club income and expenditure and shall provide at the AGM, written details of the Club's annual income and expenditure for the previous financial year.
2. The Club accounts will be independently audited annually.
3. An independent auditor will be appointed at the AGM.
4. The club will support two charities; the charities to be decided at the AGM.
5. All bank accounts are only to be in the name of the Club.
6. All Club cheques are to be signed by two authorised signatories. The authorised signatories will be the Treasurer, Chairperson, Club Secretary and one other person nominated by the Management Committee.

7. All bank transfers are to be made by the Treasurer or Chairperson with written agreement from the Treasurer, Chairperson or one other person nominated by Management Committee.
8. Online bank details of Club accounts will be available to the Treasurer, Chairperson, and one other person nominated by the Management Committee.
9. If the Club is dissolved, funds in the accounts shall be donated to our nominated charities at that time after all liabilities have been met. If the Club amalgamates with another club, Colchester Harriers Athletic Club will not be deemed dissolved and all funds will be transferred to the new amalgamated club.