



Rules and Constitution

1 Name of Club and Foreword

- (a) The name of the Club is **HAVERING ATHLETIC CLUB** (“HAC” or “the Club”).
- (b) These Rules and Constitution and any associated Codes of Conduct are for the guidance of members and are intended to provide a positive and constructive framework for managing the Club’s activities in the best interests of the Club and its members.
- (c) The Club Committee shall have the power to decide on any matter not specifically provided for under the Rules and Constitution and any associated Codes of Conduct.
- (d) The Club is affiliated to England Athletics, as the National Governing Body, and where necessary these Rules and Constitution should be interpreted in the light of the overriding United Kingdom Athletics (UKA) Rules for Competition.

2 Aims and Objectives

The aims and objectives of the club will be to:

- provide coaching, training and competitive opportunities in athletics;
- promote the club within the local community and within athletics as a sport;
- manage the athletic facilities at Hornchurch Stadium, in line with such leases as may be in force;
- ensure a duty of care to all members of the club; and
- provide all its services in a way that is fair to everyone.

3 Membership and Subscriptions

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in athletics, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) Membership applications may be closed from time to time on a non-discriminatory basis where the club does not have the necessary capacity, in terms of coaching or the availability of facilities, to cope with additional members.
- (c) The minimum age for membership is age 10.
- (d) Membership shall consist of the following categories:
 - Senior members (aged 20 or over on the 1st January in the membership year)
 - Junior members (aged 10 to 19 on the 1st January in the membership year)
 - Student members in full time university education, who live away from their usual home address during term time.
 - Life members (see (k) below) – who will pay no subscription.
 - Other Members (Officers, Coaches, Officials, and Friends of Havering AC) – these categories shall pay a lower subscription than senior members.
- (e) Prospective members must complete in full the HAC Membership Application Form and submit this with the appropriate annual fee.
- (f) The Club Committee will note any such new members at their monthly meetings, and record these names in the meeting minutes.
- (g) All members will be subject to these Rules and Constitution and by joining the club will be deemed to accept these and any Codes of Conduct that the club has adopted.

- (h) Members in each category will pay an Annual Membership Subscription, as determined as and when necessary by the Club Committee.
- (i) All athletes (including Life Members) must pay the necessary National Governing Body registration fee as part of their subscription before being eligible to compete.
- (j) Senior members and other categories of member aged 16 or above will be eligible to attend and vote at Annual General or Special General Meetings. Members aged 20 or over are entitled to stand for election as Officers of the Club or as Club Committee members.
- (k) Life Membership will be awarded to any member, aged 20 or over, who
 - records exceptional and meritorious services to the club, having been a club member for not less than ten years; or
 - is awarded a Great Britain senior international vest, having been a club member for not less than ten years; or
 - achieves 25 years active membership of the club.
- (l) The subscription year for all membership categories will run from 1st April to the following 31st March.
- (m) The Committee have discretion over subscription levels for members invited to join after 31st October. New members invited to join after the 1st February will not be required to pay a further subscription on the 1st April in the following membership year.
- (n) The Committee have discretion to agree reduced subscriptions on a case by case basis on “hardship” grounds. Such cases must be reconsidered each year.

4 Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- (b) 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.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be managed by a Committee which shall consist of the Club President, Chairman, Treasurer, Secretary, Vice-Chairman (these five positions being the Officers), two Life Vice-Presidents plus seven general members, who shall be elected at the Annual General Meeting annually.
- (b) The Club President will be elected for a term of office of at least two years, and may serve for more than two years, subject to annual re-election. At the end of this period of office the President will be considered by the Committee for the position of Life-Vice President.
- (c) The quorum for Committee meetings shall be seven members, including two of the Officers.

- (d) The Committee will meet on a maximum of eleven occasions throughout the year.
- (e) Voting shall be by simple majority, with the Chairman having a casting vote.
- (f) Any Committee member who attends for four or fewer meetings during his/her annual term of office shall not be entitled to stand for re-election, unless such absence is due to ill-health or other extenuating circumstances.
- (g) All Committee members must be fully paid up or Life Members of the Club.
- (h) If any post should fall vacant, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

6 Finances

- (a) The financial year of the Club will run from 1st January to 31st December.
- (b) All club monies will be banked in an account or accounts held in the name of the Club.
- (c) Cheques must be signed by a minimum of two persons, specifically nominated by the Committee for this purpose.
- (d) The Treasurer is responsible to the General Committee for the financial management of the club and shall arrange for an audited statement of annual accounts to be prepared and presented at the Annual General Meeting.
- (e) Expenditure items of a recurring nature or items which have been specifically budgeted for by the Committee can be committed without further specific Committee approval. Non-routine items, such as one-off special purchases or payments, must be first endorsed by the Committee.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Special General Meetings

- (a) The Club shall hold an Annual General Meeting (AGM) in March each year to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the President and Secretary.
 - Receive a financial report from the Treasurer and approve the Annual Income and Expenditure Account and Balance Sheet Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the Officers and Committee Members for the following year.
 - Consider any proposed changes to these Rules and Constitution.
 - Deal with other relevant business included on the agenda for the meeting.
- (b) Notice of the AGM and an Agenda will be issued by the Club Secretary to all members eligible to attend, at least 28 days before the meeting, giving time, date and place of the meeting.
- (c) Nominations for Officers of the Committee will be sent to the Secretary prior to the AGM. If two or more nominations are received an election shall be held. If only one nomination is received the nominated members will automatically be elected.
- (d) Proposed changes to the Rules and Constitution shall be sent to the Secretary no later than the end of January prior to the AGM, who shall circulate such proposals with the AGM Notice and Agenda.
- (e) All eligible members have the right to vote at the AGM.
- (f) A total of 25 eligible members, including two of the Officers, will be considered a quorum at the AGM. Should a quorum not be reached the meeting should be re-convened within 28 days.
- (g) Voting shall be by simple majority, with the Chairman having a casting vote.
- (h) A Special General Meeting (SGM) shall be called by written request to the Secretary supported by at least 25 members eligible to attend. The Club Committee shall also have the power to call a SGM.

- (i) All procedures for a SGM shall follow those for AGMs.
- (j) The Club Rules and Constitution may only be changed through agreement by majority vote at an AGM or SGM.

8 Breach of Club Rules, Disciplinary matters and Appeals

- (a) If it appears that any irregularity, breach of Club Rules and Constitution, Codes of Conduct or other matters of concern may have occurred the Committee may appoint an individual or individuals not connected with the complaint to investigate these matters with such terms of reference and powers as the Committee sees fit.
- (b) These investigators shall carry out their enquiries swiftly, inviting comments from any members (or other persons) about the matters of concern and report their findings at the earliest opportunity to an officer nominated by the Committee, indicating whether there is a case to answer.
- (c) If the Committee concurs that there is a case to answer they shall appoint a disciplinary panel of not less than three members who have not previously been directly involved. The disciplinary panel will convene a hearing following the same procedures as specified for the NGB disciplinary bodies.
- (d) The panel should report to the Committee at the earliest feasibility opportunity and may recommend that the Committee takes appropriate disciplinary action, including the suspension or termination of membership.
- (e) The outcome should be notified in writing to the member against whom the complaint was made within seven working days of the decision, by hand or recorded delivery post. The person who lodged the complaint shall also be advised of the outcome.
- (f) There will be the right of appeal to the Committee following any disciplinary action. Where relevant appeals can also be made to the relevant Athletics body, following the disciplinary rules of those bodies.

9 Personal data

- (a) HAC maintains databases of Club members, coaches, volunteers and officials and also a file of medical information concerning Club members for emergency use.
- (b) Data provided by members will be used only for bona-fide Club purposes, and only divulged to those Club members who need the information to carry out their Club duties.
- (c) It is the responsibility of individual members to inform HAC of any change of personal details such as address, telephone number(s), email addresses or medical conditions.
- (d) Medical information provided to paramedics in emergency will be the latest information provided by the Club member held in the Club's file.

10 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or SGM through a majority vote of the membership.
- (b) Any such decision for dissolution should include details as to how any funds and assets of the Club are to be disposed of after all liabilities have been discharged to the satisfaction of the Club's accountants. Such funds must be used for approved sporting or charitable purposes, which may include the sport's governing body (England Athletics) for use in related community sport, another registered Community Amateur Sports Club, or Charity.