



CONSTITUTION - WALTON ATHLETIC CLUB

1. Name

- 1.1. The name of the organisation shall be Walton Athletic Club ('the Club'). The Club will be affiliated to the sport's governing body.

2. Aims and objectives of the Club

- 2.1. To promote athletics in Elmbridge and nearby communities.
- 2.2. To provide coaching and competition through the Club structure.
- 2.3. To be equitable in the opportunities available to Club members.
- 2.4. To support Club members of all abilities to attain the highest level of athletic achievement.
- 2.5. To encourage participation in all areas of athletics
- 2.6. To improve the ranking of the Club in the various leagues in which we participate
- 2.7. To encourage respect of the facilities used by the Club.

3. Club Colours

- 3.1. The colours of the Club shall be black, red and gold.

4. Committee

- 4.1. The Club will be managed through an elected committee of Club members or other persons closely affiliated to the Club ('the Committee').
- 4.2. The Committee shall consist of at least the Chairperson, Treasurer, Membership Secretary, Club Secretary and up to six other members.
- 4.3. The positions and roles of the Committee shall be agreed by the Committee annually, prior to the Annual General Meeting ('the AGM').
- 4.4. The members of the Committee shall be elected at the AGM in to the roles proposed by the Committee.
- 4.5. The AGM has the authority to accept the election of more than ten members onto the Committee upon the recommendation of the elected Chairperson.
- 4.6. The Committee can create additional positions between AGMs at its discretion where it determines that this will benefit the Club.
- 4.7. The quorum required for business at Committee meetings shall not be less than five members of the Committee.
- 4.8. If the vote at a Committee meeting is tied, the Chairperson shall exercise the casting vote.
- 4.9. Committee members shall be empowered to act on behalf of the Club in all matters, as they consider appropriate.
- 4.10. Any two designated members of the Committee shall be empowered to complete such contracts as the Committee considers appropriate to the running of the Club.
- 4.11. Group Representatives are invited to attend committee meetings to represent the views of athletes and parents who are not members of the committee. As Group Representatives will not consistently be attending meetings, they will not be entitled to vote.



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- 4.12. The Committee shall meet at least once a quarter.
 - 4.13. The Committee may organise sub-committees as required. Chairpersons of any such sub-committee are appointed by, and report to, the Committee.
 - 4.14. If a Committee member resigns, a replacement may be appointed by the Committee until the next AGM.
 - 4.15. All members of the Committee will retire each year, but will be eligible for re-election.
- 5. Codes of Conduct**
- 5.1. The Club operates under codes of conduct that apply to athletes, coaches, officials, volunteers, parents/carers and team managers ('the Codes of Conduct').
 - 5.2. The Codes of Conduct shall be approved at the AGM.
 - 5.3. Any changes to the Codes of Conduct must be agreed by the Committee and approved at the AGM.
- 6. Subscriptions**
- 6.1. The annual subscription rates for members will be determined annually by the Committee.
 - 6.2. Membership subscriptions will be due in January each year.
 - 6.3. Members may not be allowed to compete for the Club or train at the Club if subscriptions are more than one month in arrears.
 - 6.4. Members not renewing their subscriptions within one month of the due date will be liable to pay at the new member's subscription rate.
- 7. Membership**
- 7.1. All members will be subject to this Constitution, the Club's rules and the Codes of Conduct.
 - 7.2. Membership categories will be determined annually by the Committee.
 - 7.3. Any person wishing to join the Club must complete a membership form, providing all details requested.
 - 7.4. Membership numbers, or significant changes to them, will be confirmed by the Membership Secretary to the Committee at each Committee meeting.
 - 7.5. New life members will be announced at the AGM – in accordance with the Life Membership Criteria.
 - 7.6. Honorary members may be proposed by the Committee for a period not exceeding one year.
 - 7.7. Notice of intended membership resignation must be given in writing to the Membership Secretary prior to the subscription due date. Failing this notice a liability will be incurred for the following year's subscription.
 - 7.8. Membership shall terminate on the date that notice is received by the Membership Secretary, unless the member is financially indebted to the Club, in which case, the Committee may withhold acceptance of the resignation until the liability has been discharged.



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8. Expulsion of Members

- 8.1. Members in breach of the Club's Rules or Codes of Conduct will be liable to sanctions.
- 8.2. Members will be subject to the Club's disciplinary procedure.
- 8.3. Members may appeal to the Committee. The Committee's decision will be final.

9. Finance

- 9.1. The Club will be governed by the Finance Policy as approved by the Committee.
- 9.2. Club monies will be maintained in an account approved by the Committee.
- 9.3. The Club's Treasurer will be responsible for the finances of the Club and for compliance with the Finance Policy.
- 9.4. The financial year of the Club will be 1 January to 31 December.
- 9.5. The Treasurer will present a statement of accounts at the AGM.
- 9.6. The statements of accounts must be reviewed by a competent independent professional, as agreed by the Committee.

10. Annual General Meeting

- 10.1. The AGM will be held in February. The date will be announced on the Club's website, giving a minimum of 28 days' notice to all members.
- 10.2. The AGM will receive a report from the Committee on the Club's activities for the year.
- 10.3. The Treasurer will present the reviewed accounts for the year.
- 10.4. With the exception of Honorary members, all members (or a parent/guardian of an under 18 member) are entitled to vote at the AGM.
- 10.5. The Committee will be elected to the roles as determined in Section 4 of this Constitution.
- 10.6. Invitations to become a member of the Committee will be distributed at least 21 days before the AGM.
- 10.7. If more than one person is proposed for a position then the elected Chairperson may suggest a preferred person for any given position on the Committee. The recommendation is non-binding and will be decided by a show of hands at the AGM.
- 10.8. Any motion to be put before the AGM must be submitted in writing to the Chairperson 21 days before the AGM and details must be circulated to all members at least 14 days before the AGM.
- 10.9. Any such motion must be proposed and seconded by Club members as determined by the Membership Secretary.
- 10.10. Announcement of any new life members will take place at the AGM.
- 10.11. The quorum for the AGM shall be not less than 15 members (including a parent/guardian representing an under 18 member), or 10% of the membership whichever is the smaller.



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11. Extraordinary General Meeting

- 11.1. An Extraordinary General Meeting ('EGM') may be called by the Chairperson within 14 days of the receipt of a request in writing signed by a minimum of 10 fully paid-up Club members, or at the instigation of the Committee.
- 11.2. Notice of the date, venue and agenda of the EGM must be circulated to members no less than 14 days before the meeting.
- 11.3. The business of an EGM must be conducted by a quorum of 20, or no less than 25% (whichever is the smaller) of fully paid up members (including a parent/guardian representing an under 18 member) or Life members as at 28 days before the EGM as determined by the Membership Secretary.

12. Dissolution

- 12.1. A resolution to dissolve the Club can only be passed at an AGM or EGM, and requires a 75% vote of all Club members (including a parent/guardian representing an under 18 member).
- 12.2. In the event of dissolution, the Committee shall oversee the winding-up of the Club or shall appoint such person or persons that the Committee deems appropriate.
- 12.3. Any assets remaining after the Club has paid all creditors shall be used for activities that have similar objectives to those set out in this constitution, in particular the promotion of athletics in the Elmbridge area.
- 12.4. Assets will not be shared amongst the membership.

13. Declaration

- 13.1. The Club hereby adopts and accepts these rules as the current operating guide regulating the actions of the Club, its Committee and its members.

Signed *Marie Marks* Chairperson

Name MARIE MARKS

Signed *D. Single* Club Secretary

Name DEBBIE SINGLETON

Date Feb 2019