



**Constitution and Rules
of
Walton Athletic Club**

2023



2022 CONSTITUTION - WALTON ATHLETIC CLUB

Constitution and Rules

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. Ethos

- 2.1. The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so the Club 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.'

- 2.2. The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 2.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 2.4. All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 2.5. The Committee will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

3. Aims and Objectives of the Club

The aims and objectives of the Club are to:

- 3.1. carry on a sports club;
- 3.2. promote athletics in Elmbridge and nearby communities;
- 3.3. provide coaching, training and competition;
- 3.4. encourage participation in all areas of athletics;
- 3.5. encourage respect of the facilities used by the Club;
- 3.6. accept or disclaim gifts of money or any other property;
- 3.7. raise funds and to invite and receive contributions;
- 3.8. purchase, take on, hire, lease, acquire, alter, improve, equipment for use;
- 3.9. insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and Committee Members when required including the provision of indemnity insurance to cover the liability of the Committee Members and other staff and volunteers; and
- 3.10. do all such other lawful things as may further or are conducive to all or any of the objects.

4. Club Colours

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

5. Affiliation

- 5.1. Subject to these Rules and the general law, the Club shall (as the case may be) become and remain a member of or affiliate to England Athletics and any constituent body designated to it by England

Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

6. Membership

6.1. The membership of the Club is split into the following membership types:

6.1.1. "Annual Members" whose membership runs from year to year comprising:

6.1.1.1. All fully paid-up members who pay membership fees annually;

6.1.1.2. Honorary members; and

6.1.1.3. Life Members

6.1.2. "Termly Members" who pay membership fees on a termly basis, these members comprise those who are part of the academy and satellite;

Together all are "Members" of the Club and are listed on the Club's register of members which shall be maintained by the Membership Secretary.

6.2. All Members will be subject to this Constitution, the Club's rules and the Codes of Conduct.

6.3. Membership categories will be determined annually by the Committee. The Committee may establish different rights and obligations and shall record such rights and obligations in the Club's register of members.

6.4. Any person wishing to join the Club must complete a membership form, providing all details requested.

6.5. Membership numbers, or significant changes to them, will be confirmed by the Membership Secretary to the Committee at Committee meetings.

6.6. Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club or because there are no places in the training groups, in which case a waiting list will be maintained. No person shall be denied membership of the Club on the grounds of race, ethnic origin, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

6.7. Honorary Members may be proposed by the Committee for a period not exceeding one year.

6.8. Members will be subject to the Club's disciplinary procedure. Members may appeal to the Committee. The Committee's decision will be final.

Personal Risk

6.9. Members acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

6.10. Subject to rule 6.11 below, the liability of the Club and its Committee Members to any Member is limited to the net assets of the Club.

6.11. Nothing in these Rules shall limit or exclude liability:

6.11.1. for death or personal injury caused by negligence;

6.11.2. for any loss or damage caused by criminal or fraudulent conduct; or

6.11.3. for any other liability which cannot lawfully be limited or excluded.

Termination of Membership

- 6.12. 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 may be incurred for the following year's subscription.
- 6.13. 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.
- 6.14. Membership of the Club shall terminate if:
 - 6.14.1. the Member dies;
 - 6.14.2. the Member is in breach of any of the Club's Rules or Codes of Conduct and is removed from membership by a resolution of the Committee as a result of application of the Club's disciplinary policy
- 6.15. The Committee may exclude a Member from the Club's premises until a decision is made in accordance with the Club's disciplinary policy.
- 6.16. Any person ceasing to be a Member forfeits all rights in relation to claims upon the Club, its property and its funds and has no right to the return of any part of his or her subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 6.17. In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

7. Subscriptions

- 7.1. The Committee will annually review the subscriptions to be paid by different categories of Members provided that the Committee shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club. The Members shall pay any subscriptions as set by the Committee
- 7.2. Membership subscriptions will be due in April each year.
- 7.3. Members may not be allowed to compete for the Club or train at the Club if subscriptions are more than one month in arrears.

8. Annual General Meeting

- 8.1. The Annual General Meeting (AGM) will be held in the first quarter of the calendar year (unless exceptional circumstances prevent this). The date will be announced on the Club's website, giving a minimum of 28 days' notice to all Annual Members. Termly Members are not invited to the AGM or an EGM as their membership runs term to term and may lapse at any time.
- 8.2. The AGM will receive a report from the Committee on the Club's activities for the year.
- 8.3. The Treasurer will present the reviewed accounts for the year.
- 8.4. All Annual Members (or a parent/guardian of an under 18 Annual Member) are entitled to vote at the AGM.
- 8.5. The Chairperson, or in his or her absence any other Committee Member, shall preside as the chair of the meeting.
- 8.6. The Committee will be elected to the roles as determined in Section 9 of this Constitution.
- 8.7. Any motion to be put before the AGM must be submitted in writing to the Chairperson at least 21 days before the AGM and details must be circulated to all Annual Members at least 14 days before the AGM.

- 8.8. Any such motion must be proposed and seconded by Annual Members as determined by the Membership Secretary.
- 8.9. Announcement of any new life members will take place at the AGM in accordance with the Life Membership Policy.

Quorum

- 8.10. The quorum for the AGM shall be not less than 15 Annual Members (including a parent/guardian representing an under 18 Annual Member), or 10% of the Annual Member membership whichever is the smaller as determined by the Membership Secretary.
- 8.11. If a quorum is not present for the AGM within half an hour from the time appointed for the meeting or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or as the Committee may otherwise determine.
- 8.12. If the number of Annual Members present at the adjourned AGM or EGM is insufficient to constitute a quorum in accordance with rule 8.9 or 9.3 (for an EGM), the Annual Members present shall constitute a quorum.
- 8.13. Each Annual Member (including one parent/guardian representing an under 18 Annual Member) present at an AGM or EGM shall have one vote but, in the event of an equality of votes, the chair of the meeting shall have the casting vote.
- 8.14. The Committee may make whatever arrangements they consider appropriate to enable Annual Members attending the AGM to exercise their rights to speak or vote whether attending directly, by telephone or by video conference. An internet video facility or similar electronic method allowing visual and/or audio participation may be used

9. Extraordinary General Meeting

- 9.1. An Extraordinary General Meeting ('EGM') may be called at any time by the Committee or by the Chairperson within 14 days of the receipt of a request in writing signed by a minimum of 10 Annual Members. Such a request must stipulate the reason for the EGM and be supported by sufficient background information to warrant an EGM.
- 9.2. Notice of the date, venue and agenda of the EGM must be circulated to members no less than 14 days before the meeting.
- 9.3. The business of an EGM must be conducted by a quorum of 20 Annual Members (including a parent/guardian representing an under 18 Annual Member), or no less than 25% (whichever is the smaller) of the Annual Membership as determined by the Membership Secretary.

10. Committee

Role of the Committee

- 10.1. The Club will be managed through an elected committee of Annual Members or other persons closely affiliated to the Club ('the Committee'). The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club. The Committee shall be empowered to act on behalf of the Club in all matters, as they consider appropriate.
- 10.2. No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid at the time of the act if that alteration had not been made or that direction had not been given.
- 10.3. The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules. 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.

- 10.4. The Committee may, while retaining responsibility pursuant to rule 10.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules. Leads of any such sub-committee are appointed by, and report to, the Committee.
- 10.5. In addition to the Codes of Conduct which apply to Members, on taking up their role, Committee Members are deemed to be signing up to the Code of Conduct for Committee Members.

Composition of the Committee

- 10.6. The Committee shall consist of at least the Chairperson, Treasurer, Membership Secretary, Club Secretary and up to six other members.
- 10.7. The positions and roles of the Committee shall be agreed by the Committee annually, prior to the Annual General Meeting ('the AGM') and details of those nominated will be advertised at least 21 days before the AGM. If more than one person is proposed for a position then the Chairperson may suggest a preferred person for any given position on the Committee prior to the AGM. The recommendation is non-binding and will be decided by votes at the AGM.
- 10.8. The members of the Committee shall be elected at the AGM into the roles proposed by the Committee.
- 10.9. Each Committee Member shall hold office from the date of election until the conclusion of the next AGM. A retiring Committee Member may be re-elected at the AGM.
- 10.10. Any member of the Committee who is not also a Member of the Club shall become an Honorary Member for the period that they remain a member of the Committee.
- 10.11. The AGM has the authority to accept the election of more than ten members onto the Committee upon the recommendation of the Chairperson.
- 10.12. The Committee can create additional positions between AGMs at its discretion where it determines that this will benefit the Club.
- 10.13. If a Committee member resigns, a replacement may be appointed by the Committee until the next AGM.

Committee Meetings

- 10.14. Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.
- 10.15. Meetings of the Committee shall be chaired by the Chairperson or, in their absence, any other Committee Member.
- 10.16. The Committee shall meet at least once a quarter.
- 10.17. The quorum required for business at Committee meetings shall be not less than five members of the Committee.
- 10.18. If the vote at a Committee meeting is tied, the Chairperson shall exercise the casting vote.
- 10.19. 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.
- 10.20. Decisions of the Committee shall be made by a simple majority of those Committee Members attending the Committee meeting.
- 10.21. Decisions of the Committee of meetings shall be minuted and kept for no less than six years.
- 10.22. A decision of the Committee made via electronic communication shall be valid and effective as if it had been passed at a meeting duly convened and held provided always that the decision is minuted

and recorded. Such decision may consist of several emails in the same form from each Committee Member.

Disqualification of Committee Members

- 10.23. A person shall cease to hold their position as a Committee Member if:
- 10.23.1. he or she is disqualified from holding office as a company director;
 - 10.23.2. he or she is subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
 - 10.23.3. the Committee reasonably believes that he or she has become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;
 - 10.23.4. he or she resigns from his or her position by notice to the Club;
 - 10.23.5. he or she is absent without the permission of the Committee from three consecutive meetings without good reason and the Committee decides that his or her office should be vacated;
 - 10.23.6. he or she is removed from their position by the Committee on the grounds that he or she is in material or persistent breach of any of the Club's codes of conduct as amended from time to time. A decision to remove a Committee Member from their position under this rule 8.23.8 may only be passed if the Committee Member has been given at least twenty-one clear days' notice in writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed and they are permitted to make representations; and
 - 10.23.7. he or she ceases to be a Member or Honorary Member for any reason whatsoever.

Indemnity

- 10.24.** Without prejudice to any other indemnity to which a Committee Member may otherwise be entitled, every Committee Member of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

11. Codes of Conduct and Policies

- 11.1. The Club operates under codes of conduct and policies that apply to Members, Committee Members, coaches, officials, volunteers, parents/carers and team managers ('the Codes of Conduct').
- 11.2. The Committee shall keep the Codes of Conduct under review and amend from time to time. Any changes to the Codes of Conduct must be agreed by the Committee and updated Codes of Conduct and policies displayed on the Club's website.

12. Finance

- 12.1. The Club will be governed by the Finance Policy as approved by the Committee.
- 12.2. Club monies will be maintained in an account approved by the Committee.
- 12.3. The Club's Treasurer will be responsible for the finances of the Club and for compliance with the Finance Policy.
- 12.4. The financial year of the Club will be 1st January to 31st December.
- 12.5. The Treasurer will provide a statement of accounts at the AGM.
- 12.6. The statements of accounts must be reviewed by a competent independent professional, as agreed by the Committee.

13. Bye Laws

13.1. The Committee may from time to time make such bye laws as they may deem necessary for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:

- 13.1.1.** the establishment of different categories of membership of the Club;
- 13.1.2.** the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the subscriptions and other fees or payments to be made by Members;
- 13.1.3.** the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;
- 13.1.4.** the adoption or alteration of such other regulations or policies as the Committee thinks fit;
- 13.1.5.** the conduct of Members in relation to one another and to the Club's Committee Members, staff, volunteers or beneficiaries including disciplinary procedures;
- 13.1.6.** the terms on which Members and guests may be permitted to take part in the Club's sporting activities;
- 13.1.7.** the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes;
- 13.1.8.** any licensable or other regulated activities of the Club.
- 13.1.9.** the procedure at the AGM, EGM and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;
- 13.1.10.** any procedures to assist the resolution of disputes within the Club;
- 13.1.11.** generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics.

13.2. The Club in Annual or Extraordinary General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

14. Complaints and Disputes

14.1. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Committee Members shall be dealt with by the Club in accordance with its disciplinary process.

14.2. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Committee Member which, in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its disciplinary procedures. The Committee may suspend a Member from participation in club activities pending the outcome of the EA process. Upon notification of the outcome, the Committee will consider what, if any, further action is required.

14.3. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and EA's safeguarding policy and procedures. The Welfare Officer shall be the lead in the event of any safeguarding concerns.

15. Communications by the Club

15.1. Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

15.1.1. in hard copy form;

15.1.2. in electronic form; or

15.1.3. by making it available on a website or internet forum.

16. Dissolution

16.1. 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).

16.2. The dissolution shall take effect from the date of the resolution and the Committee shall oversee the winding-up of the Club or shall appoint such person or persons that the Committee deems appropriate.

16.3. 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.

16.4. Assets will not be shared amongst the membership.

17. Declaration

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

To be Agreed at AGM 20 February 2023

To be Endorsed by the Chairperson and the Treasurer