



Club Constitution

1. Name

The Club will be called Tonbridge Athletic Club and will be affiliated to England Athletics.

2. Main Purpose

The main purpose of the club is to provide facilities for and to promote participation in the amateur sport of athletics in Tonbridge and Malling.

The aims and objectives of the Club will be:

- To offer coaching and competitive opportunities in amateur athletics
- To promote amateur athletics within the local community
- To manage the Tonbridge Athletic Club
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone
- To ensure the observance of the laws and rules for competition applicable to England Athletics

3. Club Equity Statement

The Club will be committed to ensuring that equity is incorporated across all aspects of its development. In doing so the Club will acknowledge and adopt 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.

- The Club will respect the rights, dignity and worth of every person regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status
- The Club will be committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members will have a responsibility to oppose discriminatory behaviour and promote equality of opportunity
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures

4. Welfare Policy

The Club will be committed to a rigorous Child Protection Policy in line with the requirements of England Athletics. This policy will include taking reasonable steps to check the suitability of any adult actively involved with the Club as deemed necessary by the Management Committee.

5. Membership

Membership will consist of officers and members of the Club. All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Athlete - any in-training/competing member of any age
- Associate Supporter – any non training/competing social member
- Life Associate
- Coach
- Complimentary

New members must apply online; names will be presented and ratified at the next Management Committee meeting, and recorded in the minutes. Payment of subscriptions should be made online wherever possible.

All members will be entitled to attend general meetings; only those aged 18 and over will be entitled to vote.

All competing members of the Club must be registered in accordance with the requirements of the national, regional and county athletics authorities.

The Management Committee will have the power to take appropriate disciplinary action including the termination of membership of any member:

- whose subscription is outstanding on 30th April
- who is found to have brought the Club or sport into disrepute

Appeal against refusal or removal may be made to the Management Committee.

6. Membership Fees

Subscriptions will become due and payable in advance by 1st April each year, and will be at the rate fixed by resolution passed at the Annual General Meeting (AGM).

The joining fee will be the rate fixed from time to time by resolution passed at a Management Committee meeting.

7. Special Membership

Associate members may be admitted in accordance with the rules for Membership for a subscription to be established by resolution at the AGM. Such members will be entitled to vote at general meetings, but will be ineligible for competition and use of training facilities.

The President will be elected by resolution at the AGM. The position will be for life, until the President chooses to relinquish the post, or is asked to relinquish the post by the Management Committee.

Vice Presidents may be elected by resolution at the AGM following good services rendered to the Club. Such members will be subject to re-election every year and be granted full membership rights without payment of subscriptions. Membership may be conferred on any member who has represented Great Britain at international level, irrespective of age group, on or after retirement from active competition in athletics.

8. Resignation

Resignation from the Club must be made in writing to the Membership Secretary and may be withheld if the member is financially indebted to the Club. Should a member wish to resign by email, it must be sent from the registered email address.

9. Colours

The Club colours will be a white vest with three dark blue hoops 25mm in width with 25mm between the hoops. Above the hoops will be the words "Tonbridge AC".

Members will be required to wear Club colours in team events, and to abide by the England Athletics and competition dress rules for Championship events.

10. Officers of the Club

The officers of the Club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Child Welfare Officer
- Membership Secretary
- Fixtures and Events Secretary

- Meetings and Officials Coordinator
- Athletes Representative
- Coaching Coordinator
- Juniors Coordinator
- Website Administrator

The Chair, Vice Chair, Secretary and Treasurer will be elected annually at the AGM; proposed and seconded nominations for these positions must be forwarded in writing (or by email from the registered email address) to the Secretary no less than 14 days prior to the AGM. Individuals may not nominate or second themselves as an officer of the Club.

Other officers will retire each year but will be eligible for re-appointment.

11. Committee

The Club will be managed through the Management Committee consisting of:

- The officers of the Club, and the personnel undertaking identified Management Committee functions. Unless an officer of the Club, such personnel will be appointed by the Management Committee
- The officers of the Club, the President, Past Presidents and Vice Presidents will be entitled to attend and will have the right to vote at meetings of the Management Committee
- The Management Committee meetings will be convened by the Secretary and held no less than 10 times per year
- The quorum required for business to be agreed at Management Committee meetings will be 8 otherwise the meeting will be rescheduled
- The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club
- The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. Such sub-committees or individuals will be responsible through the Management Committee for any financial and policy matters
- All members of the Management Committee will table a written or verbal report where necessary, for each committee meeting where personal attendance is not possible
- The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/Constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings
- Any Management Committee member not attending three consecutive meetings unless excused, will be deemed to have resigned

12. Finance

All Club monies will be banked in accounts held in the name of the Club.

The Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 30th September.

The Treasurer will present an audited statement of annual accounts at the AGM.

Any cheques drawn against Club funds should hold the signature of the Treasurer.

All surplus income or profits are to be reinvested in the club. No surplus or assets will be distributed to members or third parties

13. Annual General Meeting

Notice of the AGM will be given by the Secretary; not less than 21 days written notice, including electronic communication, of the date and venue of the AGM will be given to each member of the Club.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers will take place at the AGM.

All members of the Club aged 18 and over whose subscriptions are fully paid up will be entitled to vote at the AGM.

The Management Committee will have the right to call an Extraordinary General Meeting (EGM) outside the AGM.

The quorum for the AGM or an EGM will be 20 members who are eligible to vote.

14. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer will be the lead contact for all members in the event of any child protection concerns.

Complaints regarding the behaviour of members should be submitted in writing (or by email from the registered email address) to the Secretary.

The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The Committee will have the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Committee will consider the appeal within 30 days of the Secretary receiving the appeal.

15. General

The Chair of any meeting of the Club or committee meeting or sub-committee meeting will have the casting vote.

If deemed necessary, the Management Committee will be entitled to impose a match fee on members competing in an event for which the Club is officially entered. Such fees are to be paid on the day of the event to the relevant authorised Club official.

Any Club member who damages equipment or property through misuse may be required to pay part or the whole of the cost of such damage.

The Constitution will be binding on all members of the Club, but no rule which contravenes the laws and rules of England Athletics is valid.

The Management Committee will be empowered to decide any question as to the interpretation of the Constitution and to deal with any matter not specifically provided for therein.

The Constitution may only be changed through agreement by majority vote at the AGM or an EGM.

16. Dissolution

A resolution to dissolve the Club can only be passed at the AGM or an EGM through a majority vote of the membership in attendance.

In the event of the Club being dissolved and after discharging all debts and liabilities, the remaining assets will not be paid or distributed among the members, but will be given or transferred to another registered community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports.

17. Declaration

Tonbridge Athletic Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed: *I. Presnell*

Date: 9th May 2016

Name: Iain Presnell

Position: Chair

Signed: *A. Czarnowski*

Date: 9th May 2016

Name: Ann Czarnowski

Position: Secretary