

## Wenlock Olympians A.C.



### Constitution

#### 1 Name of Club

The club will be called *Wenlock Olympians A.C.* (Hereinafter will be referred to as The Club), and may also be known as *WOAC*. The Club will be affiliated to England Athletics /UKA, Shropshire Athletic Association and Wenlock Olympian Society Ltd.

#### 2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in athletics
- To promote the club within the local community and athletics
- To manage our facilities and equipment
- 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

#### 3 Membership

- (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) The membership shall consist of the following categories:
- Full member
  - Junior member (to end of U17 competition age)
  - Senior member (18 or older)
  - Coach
  - Volunteer
- (c) 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 practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Steering Group.

#### 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 Steering Group**

- (a) The affairs of the Club shall be conducted by a Steering Group which shall consist of the Chair/Coordinator, Treasurer, Club Secretary, Membership Secretary, Welfare Officer, Kit Manager, Catering Manager, Publicity Officer, two coaches and any other officer as agreed at and who shall be elected at the Annual General Meeting.
- (b) All Steering Group members must normally be senior members of the Club or parents/guardians/carers of members. It is possible for the Steering Group to co-opt up to three additional members within the year, but approval must be by majority of the elected Steering Group and subject to ratification by vote at the next AGM.
- (c) If required, the Steering Group shall elect a Vice Chair/Coordinator from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary Steering Group member should fall vacant after such an election, the Steering Group shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Steering Group will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Steering Group will have powers to appoint any advisers to the Steering Group as necessary to fulfil its activities and responsibilities. The adviser(s) will not have voting rights.
- (h) The Steering Group will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Steering Group will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The Steering Group meetings will be convened by the Coordinator of the Club and be held no less than 4 times per year.
- (j) Only the posts listed above will have the right to vote at Steering Group meetings. Any person with more than one role will have a single voting right.

- (k) The quorum required for business to be agreed at Steering Group meetings will be 4 (5 if any members are co-opted in-year).

## **6 Finances**

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from *April 1st* and end on *March 31st*
- (c) All club monies will be banked in an account held in the name of the club.
- (d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn or banking transactions undertaken against club funds should hold two designated signatures from the treasurer or two other officers agreed with the bank as signatories.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the months of February or March to:
- Approve the minutes of the previous year's AGM.
  - Receive reports from the Officers.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Elect the officers on the Steering Group.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 12 days' notice to be given to all senior\* members or the Junior member representatives\*\* as appropriate.
- (d) Nominations for officers of the Steering Group should be sent to the secretary prior to the AGM, but may be made at the AGM where a vacancy exists.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All senior\* members or parents/guardians/carers of junior members have the right to one vote at the AGM.
- (g) The quorum for AGMs will be 10.

- (h) The Coordinator of the Club shall hold a deliberative as well as a casting vote at general and Steering Group meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the Senior\* members or representatives\*\* of members of the Club. The Steering Group shall also have the power to call an EGM by decision of a simple majority of the Steering Group members.
- (j) All procedures shall follow those outlined above for AGMs.

\*Senior refers to members over 18, coaches, officials, and volunteers.

\*\*Representatives refers to parents, guardians and carers of junior members (U18)

**8 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**9 Discipline and appeals**

- (a) 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 Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Coordinator.
- (c) The Management Steering Group will meet to hear complaints within 16 days of a complaint being lodged. The Steering Group has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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 7 days of the hearing.
- (e) There will be the right of appeal to the Management Steering Group following disciplinary action being announced. The Steering Group should consider the appeal within 14 days of the Coordinator receiving the appeal in writing.

**10 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership total attending or returning a voting form.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another organisation as agreed by the Steering Group.

**11 Declaration**

WOAC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

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|-------------|--|-----------------|--|
| <b>Name</b> |  | <b>Position</b> |  |
| <b>Sign</b> |  | <b>Date</b>     |  |

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| <b>Name</b> |  | <b>Position</b> |  |
| <b>Sign</b> |  | <b>Date</b>     |  |