



Club Constitution

August 2014

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General

The club will be called Wycombe Phoenix Harriers & Athletic Club (herein referred to as "the Club") and will be affiliated to Bucks Athletic Association. The Club will be governed by the Club Committee (see item 6) under the terms and conditions of the Constitution and any regulations adopted by the Club Committee. The Club Committee has the power to deal with any matter not provided for by this Constitution, regulations or any code of conduct.

Where notice is required to be given to all members, this shall be satisfied by notice sent by the last address notified to the Membership Secretary.

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Aims and Objectives

The aims and objectives of the Club will be:

- To offer coaching and competitive opportunities in athletics;
- To maintain and develop the facilities required to enable its athletes to train and perform to Olympic standards;
- To promote, support and organise the pursuit and practice of athletics in line with the rules of relevant governing bodies;
- To promote the Club and athletics within the local community;
- To ensure a duty of care to all members of the Club;
- To provide its services in a way that is fair to everyone; and
- To ensure that all present and future members receive fair and equal treatment.

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Membership

Members should consist of officers and members of the Club.

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Classes of membership and subscriptions will be established on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

All members will be subject to this Constitution and any regulations adopted by the Club Committee under the terms of this Constitution, and by joining the Club, will be deemed to accept this Constitution, regulations and any code of conduct adopted by the Club Committee.

Members will be enrolled in one of the following categories;

- Full member;
- Honorary Member; or
- Life Member;

No one may become a member without completing a membership application form.

The Club Committee can submit to any Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) of the Club, the name of any person on whom they wish to bestow a life membership. Such submission shall be approved if more than two thirds of those present vote in favour.

Members may resign at any time by giving written notice to the Club Secretary. No refund of any part of unexpired subscription will be paid. On resigning the relevant governing body rules will apply.

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Membership, subscription, and training fees

Subscriptions and fees shall be set annually by the Club Committee prior to 1 April in each year and notification will be given to the membership by way of a notice on the Club notice board. Fees will become due and payable on 1 April each year, (or at the expiry of an applicant's probationary period, if later). At its discretion the Club Committee may accept payment by monthly instalments.

If fees are not paid within 28 days of the due date (or within 28 days of the posting of the invoice requesting payment of fees, if later) the member will be in arrears and shall not be entitled to any of the benefits or privileges of the Club - in particular members will not be permitted to attend training sessions or to represent the Club in any competition. Any members affected by this will be notified in writing to their home address (as per the Club database).

After the expiry of 28 days from the date of the notification above, if members are still in arrears a list of those members shall be posted on the Club notice board.

If arrears are not paid by the date of the next meeting of the Club Committee, the Committee shall, at its sole discretion, consider the termination of membership of the individual after considering any special circumstances for the non-payment of fees. Members whose membership is terminated in this way will be notified in writing of the decision and will have the right of appeal.

No member who is in arrears may purchase any discounted or subsidised merchandise from the club, or have goods bought on their behalf.

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Officers

Officers of the Club.

The officers of the Club shall be:

Chair, Vice Chair, Honorary Secretary, Honorary Treasurer

Any other duly elected positions that are deemed necessary by the Club Committee for the effective running of the Club.

Officers will be elected annually at the Annual General Meeting.

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

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Club Committee

The management, organisation, administration and business affairs of the Club and all related matters shall be the sole responsibility of the Club Committee.

The Club Committee will be convened by the Secretary of the Club and meetings shall be held no less than 6 times per year.

The quorum required for business to be agreed at the Club Committee meetings shall be 4 members, to be maintained throughout the meeting.

The Club Committee has the power to co-opt members for any reason to perform any function the Club Committee may require or consider necessary from time to time. Such members shall be entitled to attend meetings and vote on any issue but may speak on regarding the matter for which they were co-opted.

Any member may nominate another member for any post on the Club Committee provided that the nominee has signified to the Club Committee his willingness to be so nominated.

The Club Committee will be responsible for adopting new regulations, codes of conduct and rules that affect the organisation of the Club. Such regulations, codes and rules shall be binding on the membership and will be ratified by the membership at the next general meeting. Any member may view any regulation, code or rules so adopted on request to the Club Secretary.

The Club Committee may fill any vacancy in its numbers during the year from the membership of the Club provided that any person who fills any casual vacancy will offer himself or herself for approval by the Club membership in General Meeting next following appointment.

The Club Committee will be responsible for the disciplinary hearings of members who infringe the Club Committee, regulations or codes of conduct. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.

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Equity Policy

The 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.

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. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

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Finance

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

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

The financial year of the Club will end on 31 March each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signature of the Treasurer plus either the Chair or the Vice-Chair.

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

Members may receive payment in respect of the provision of goods or services but only with the prior express approval of the Club Committee.

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Club Colours

The Club colours are sky blue and red.

When representing the club, club colours must be worn, except where athletes are permitted to wear the colours of a senior athletic body.

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AGMs & EGMs

Annual General Meetings and Extraordinary General Meetings

Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice will be given to all members.

The AGM will receive a report from officers of the Club Committee and a statement from the Treasurer of the accounts.

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

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM (except those under the age of 18, in which case a parent or guardian may attend and vote on their behalf).

The quorum for the AGM will be 25 members to be maintained throughout each meeting.

The Club will hold an AGM in each calendar year. No more than 15 months will elapse between AGMs.

The Club Committee has the right to call extraordinary general meetings (EGMs) outside the AGM.

Procedures for EGMs will be the same as for AGMs (except for the notice period which shall be 10 days)

The Club Committee have the power to adopt or make regulations regarding detailed proceedings at such meetings.

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Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Club Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has 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 28 days of the hearing.

There will be a right of appeal to the Club Committee following disciplinary action being announced.

The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

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Dissolution

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

In the event of dissolution, any assets of the Club that remain will become the property of any registered Community Amateur Sports Club involved with Athletics, to be decided by the members at the appropriate time.

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Amendments to Constitution

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

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Declaration

Wycombe Phoenix Harriers & Athletic Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

A copy of the Constitution will be provided to all members and placed on the Club notice board.