

## **CLUB CONSTITUTION S-FACTOR ACADEMY**

### **1. Name**

The Club will be called ***S-Factor Academy*** and will be affiliated to England Athletics

### **2. Aims and Objectives**

2.1 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 throughout athletics
- To manage an athletics track
- 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**

3.1 To ensure all present and future members receive fair and equal treatment.

3.2 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.

3.3 Members will be enrolled in one of the following categories:

- Inclusive Member (Affiliated/ Competitive)
- Junior Member (Affiliated/ Competitive)
- Senior/Intermediate Member (Affiliated/ Competitive)
- Club Volunteer (Coaches, Officers, Administrators – all Non-Affiliated / Non-Competitive)

### **4. Membership fees**

4.1 Membership fees will be set annually and agreed by the Executive/ Management Committee or, if applicable, determined at the Annual General Meeting.

4.2 Fees will be paid annually.

### **5. Officers of the Club**

5.1 The Officers of the Club will be:

- Chair
- Club Secretary

- Treasurer
- Fixtures Secretary
- Publicity Officer
- Fundraiser
- Welfare Officer
- Committee Member (executive or non-executive)
- Any other relevant position arising and agreed by the Management Committee from time to time

5.2 Officers will be elected by the Management Committee at any Management Committee meeting and the appointment will be ratified by written agreement of the relevant officer and Chair.

5.3 Officers will not be required to retire each year and in the absence of resignation (or termination by majority vote of the Management Committee) the default position will be that the officer remains in office.

## **6. Management Committee**

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

- Chair (Stephanie Hanson)
- Treasurer (Claudette Miller)
- Head Coach (Robert Mason)
- Club Secretary (Jennifer Campbell)
- Non-Executive Committee Member (Lisa Miller)

and their successors from time to time.

6.2 Only the posts listed above will have the right to vote at meetings of the Management Committee.

6.3 The Management Committee meetings will be convened by the Club Secretary and held no less than 2 times per year.

6.4 The quorum required for business to be agreed at Management Committee meetings will be no less than 3.

6.5 The Management Committee will be responsible for adopting new policy, codes of practice, club programmes, determining budget, club direction, management strategy and rules that affect the organisation of the Club.

6.6 The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

6.7 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.

## **7. Finance**

- 7.1 All club monies will be banked in an account held in the name of the Club (or a derivative thereof).
- 7.2 The Treasurer will be responsible for the finances of the Club.
- 7.3 The financial year of the Club will end on: *31<sup>st</sup> March*.
- 7.4 A statement of annual accounts will be presented by the Treasurer annually to Club members or at an Annual General Meeting.
- 7.5 Any cheques drawn or payments made against club funds should hold the signatures of the Treasurer plus at least one other Officer.

## **8. Annual General Meetings (where applicable)**

- 8.1 Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.
- 8.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- 8.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 8.4 Elections of officers are to take place at the AGM.
- 8.5 All members have the right to vote at the AGM.
- 8.6 The quorum for AGMs will be 25% of the membership
- 8.7 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Discipline and Appeals**

- 9.1 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 is the lead contact for all members in the event of any child protection concerns.
- 9.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary.
- 9.3 The Club will adopt and follow all grievance procedures set by England Athletics and UK Athletics.

## **10. Dissolution**

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

10.2 In the event of dissolution, any assets of the Club that remain will become the property of *England Athletics* or some other club with similar objectives to those of the Club.

## 11. Amendments to the Constitution

11.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM or by a unanimous resolution of the Management Committee.

## 12. Declaration

***S Factor Academy hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.***

Signed: *S. Hanson*

**Date: 22/04/16**

Name: Stephanie Hanson

Position: Chair

Signed: *J. Campbell*

**Date: 22/04/16**

Name: Jennifer Campbell

Position: Club Secretary