

Northbrook Athletic Club - Constitution and Rules

1. Name.

The club shall be called Northbrook Athletic Club, hereafter referred to as 'the Club'.

2. Mission Statement.

The Club shall be to encourage, promote and compete in amateur athletics, and the pursuit of sporting excellence.

3. Membership of the Club.

The membership of the Club shall consist of:

- a) Persons who are amateurs under UK Athletics (UKA).
- b) Life members.

4. Election of Members.

- a) Every person joining the Club shall make application in writing. Applications shall be accompanied by the appropriate membership fee.
- b) Every application shall be considered by the next convenient meeting of the Club Committee.
- c) Membership of the Club shall commence from the date of the meeting at which the application was accepted.
- d) Life Members having been duly proposed and seconded shall be elected at the Annual General Meeting.

5. Officers of the Club.

The Officers of the Club shall be:

- a) The President, the Chairperson, the Secretary, the Treasurer, the Fixtures Secretary, the Veterans Secretary, the Team Managers, the Membership Secretary, Club coach, and the Secretaries of such sub-committees as the Club Committee may from time to time appoint.
- b) All the Officers shall retire from office at the Annual General Meeting but shall be eligible for re-election without restriction. The retiring Officers shall remain in office until the end of the Annual General Meeting for the purpose of the smooth conduct of the meeting.
- c) All Officers shall be appointed at the Annual General Meeting. In the event of any office becoming vacant the Club Committee shall, as soon as possible, fill the vacancy by appointment.
- d) The President shall preside at all General Meetings officiate at all prize giving, presentations and functions of the Club and shall represent the Club at all other functions which the Club is invited to attend. He/she shall greet and entertain all dignitaries and members of the press who may from time to time visit the Club. He/she shall be an authorised signatory for withdrawals from the Club bank accounts.
- e) The Chairperson shall preside at all Club Committee meetings and, by agreement with the President, may preside at General Meetings. He/she shall be, ex-officio, a member of all sub-committees. He/she shall be an authorised signatory for withdrawals from the Club bank accounts.
- f) The Secretary shall maintain a register of the names and addresses of all the Officers of the Club. He/she shall attend General Meetings and Club Committee meetings and take minutes of the proceedings. He/she shall issue notice of all General Meetings and Club Committee meetings and shall conduct such correspondence as may be necessary on behalf of the Club. He/she shall, ex-officio, be a member of all sub-committees. He/she shall be an authorised signatory of the Club bank accounts.
- g) The Treasurer shall receive monies and make payments on behalf of the Club. He/she shall maintain such records as may be necessary for the proper control of the Clubs finances. He/she shall report on monies received and paid out to meetings of the Club Committee and shall make a report on the finances of the Club to the Annual General Meeting. He/she shall be an authorised signatory for withdrawals from the Club bank accounts.
- h) The Membership Secretary shall maintain a register of the Club Members. He/she shall welcome all new members and provide information on the club. He/she shall report to the Club Committee on all new members. He/she shall compile and publish lists of athletic events which are, or may be of interest to the members of the Club. He/she shall provide entry forms and details of such events. He/she shall organise/promote or help to organise/promote such events as the Club Committee may decide to promote. He/she shall take entries and prepare block bookings for events considered by the Club Committee to be suitable for such procedure.
- i) The Vice Secretary shall Assist the Team Managers in their duties of arranging Club Fixtures, selecting Teams etc.
- j) The Social Secretary shall arrange events for club members. He/she shall report to the Club committee on the business of the Social Events
- k) The Running Advisor shall provide a structured training program for the needs of the club members based on agreed club targeted events. He/she shall report to the Club committee on the intended program over a time period to be agreed.
- l) The Team Managers shall form, with the Vice Secretary, a sub-committee for selecting Club teams. They shall, subject to the instructions of the Club Committee, manage the Club teams taking part in competition at all levels,



Northbrook Athletic Club - Constitution and Rules

including league cross-country competition. They shall report to the Club Committee on the achievements of Club teams.

- m) The Web Information Officer shall be responsible for maintaining a website to give online users club information on results, races, club history, new members information, club diary. The Webmaster is also responsible for maintaining the club web address (<http://www.northbrookac.org.uk>) and the platform the site is hosted on. The Webmaster shall report to the committee on relevant matters arising from the website as required. This is a non committee position.
- n) The Secretaries of sub-committees shall convene meetings of their sub-committees and take minutes of their proceedings. They shall carry out such duties as their sub-committees may direct and report on behalf of their sub-committee to the Club Committee.

6. Management of the Club.

- a) The management and control of the Club between General Meetings shall be vested in and the business thereof conducted by the Club Committee, which shall consist of the Officers of the Club and, ex officio, all Life Members. The quorum for a meeting of the Club Committee shall be not less than four (4) members, of whom not less than three (3) shall be Officers.
- b) Questions arising at a meeting of the Club Committee shall be decided by a simple majority of votes cast, the Chairman having the casting vote.
- c) The Club Committee shall meet not less than six (6) times each year. Notice of and the agenda for any meeting, together with the minutes of the previous meeting, shall be sent or given to all Officers not less than seven (7) days prior to the meeting. The Club Committee shall, at each meeting, decide the date and time of its next meeting.
- d) The Club Committee may set up and delegate any of its powers to any sub-committee it may consider necessary. Any sub-committee so formed shall conform to any regulations imposed on it by the Club Committee.
- e) The Club Committee may between meetings or in emergency delegate its powers to an Executive Committee consisting of the President, the Chairman, the Secretary and the Treasurer, any three (3) of whom shall constitute a quorum for a meeting, to deal with matters of urgency.

7. Club Finance.

- a) The funds of the Club shall be maintained in such bank accounts as the Treasurer may recommend and the Club Committee may decide. The authorised signatories for withdrawals shall include: Treasurer, Secretary, President and the Chairperson. Two signatures should be required for sufficient authority for the bank to make payment.
- b) All monies received by any person on behalf of the Club shall be passed as Soon as possible, to the Treasurer who shall issue a receipt. The Treasurer shall pay all monies received from any source whatever, without deduction, to the credit of the Club bank account/s and shall keep such accounts and pay such debts as the Club Committee may direct. He/she shall report on monies received and paid out to meetings of the Club Committee and to General Meetings.
- c) The financial year of the Club shall be from 1st January to 31st December.
- d) Two (2) Auditors shall be elected at the Annual General Meeting. They shall make an audit of the accounts of the Club at the end of the financial year and report thereon to the Annual General Meeting. At any time, if so required by the Club Committee, they shall make an audit of the Clubs accounts and report to that Committee.
- e) The rate of membership fee; including concessionary rates for Second Claim members, unemployed (with proof), full time students, juniors and OAP's, shall be set by the Annual General Meeting, or an Extraordinary General Meeting called for that purpose, and shall be effective for the current financial year. The membership fee, for existing members, shall become due immediately following the AGM. and must be paid in full by the 31st March of the current year to be eligible for that year's Club Honours and Awards. Any member who has not fully paid their subscription for the year by the 1st July shall be liable to be expelled or suspended from membership, at the discretion of the Club Committee, and shall not be entitled to claim affiliation, hold office or compete for the Club.
- f) The income and property of the Club shall be applied solely to its stated object and no officer or member shall receive payment for his/her services in the form of a wage or salary. The granting of ex-gratis payments and out of pocket expenses shall be at the discretion of the Club Committee or by vote at a General Meeting.

8. Disciplinary Procedures.

- a) The Club shall have the power to expel any member whose subscription is six months in arrears, provided a month's notice in writing shall have been sent to such member by a registered or recorded delivery letter, addressed to his last known address, informing him/her of the proposed action of the Committee.
- b) Any member whose conduct or actions are detrimental to the well being of the Club shall be answerable either in writing or in person to the Club Committee and shall be liable, at the Club Committees discretion, to be suspended for such period as the Club Committee may decide or to be expelled. All disciplinary matters shall only be dealt with by a meeting of the FULL Club Committee, or a General Meeting called for that purpose.

Northbrook Athletic Club - Constitution and Rules

- c) Any member bringing the Club, its Governing Bodies or the sport of athletics into disrepute shall be expelled from the Club and reported to those Governing Bodies. This shall be decided by a General Meeting called for that purpose and by no other means.
- d) All members competing in a UKA event shall wear the Club colours. Any member failing to do so shall, at the Club Committees discretion, be liable to a fine not exceeding fifty (50) pence.

9. General Meetings.

- a) A quorum for any General Meeting shall not be less than fifteen (15) members.
- b) The Annual General Meeting shall be held during the first month of the Clubs financial year. Notice convening the meeting, giving not less than fourteen (14) days notice shall be sent or given to all members, Life Members and Officers.
- c) The Secretary shall invite nominations for Officers to be sent to him/her by a specified date and post a nomination form for that purpose on the notice board. Every nomination must be accompanied by or contain the written consent of the nominee to serve if elected. In the event of no nomination being received by the date specified, but not otherwise, nominations may be made at the meeting. The Secretary shall invite nominations for Life Members to be sent to him/her by a specified date.
- d) The ordinary business of the Annual General Meeting shall be:
 - i) Receive Apologies
 - ii) Matters arising from last AGM
 - iii) Chairman's Report.
 - iv) Treasurer's Report
 - v) Winners of club awards
 - vi) Discussions of Proposals received in writing
 - vii) Membership Fees for forthcoming year
 - viii) Election of Officers for committee and Two Auditors see 7(d)
 - ix) Review of Club Race Formats
 - x) Any other relevant business
- e) On the instruction of the Club Committee or on receipt of a written request signed by not less than five (5) members and stating the business to be considered, the Secretary shall call an Extraordinary General Meeting. Such meeting shall be called for a date not more than four (4) weeks after the receipt of the instruction or written request. Notice shall be sent or given to all those eligible to receive notice of an A.G.M. (see 9b above) not less than seven (7) days before the date fixed for the meeting. An Extraordinary General Meeting shall consider only the business for which it has been called.
- f) The Secretary shall arrange each year an informal Presentation Night for the awarding of such honours and awards as shall be set out in the constitution and rules as suitable for such presentation. He/she shall issue notice to every member eligible to receive such notice (see 9b above) of a Presentation Night not later than fourteen (14) days before the date fixed for the Presentation Night.

10. Rights to attend, speak and vote at meetings.

- a) The Officers of the Club Committee shall be entitled to attend, speak and vote at any' Club Committee meeting or General Meeting.
- b) Life Members shall be entitled to attend, speak and vote at General Meetings, they may attend and speak at Club Committee meetings but may not vote.
- c) Past Presidents shall be entitled to attend, speak and vote at General Meetings.
- d) Any member not suspended or disqualified under rules 7e and 8a-d shall be entitled to attend, speak and vote at General Meetings and, on invitation from the Club Committee, may attend and speak at Club Committee meetings but may not vote.
- e) With the exception of questions relating to amendments of the constitution and rules all questions arising at any meeting shall be decided by a simple majority of the votes cast, the President or Chairman having a casting vote. For a proposal to amend the constitution and rules to be carried it shall require the support of more than two thirds of the votes cast.
- f) Only fist claim members that are fully paid up may vote at the AGM or any EGM that may occur

11. Honours and awards.

- a) Life Member. Life Membership of the Club, limited to (4) persons at any one time, shall be awarded by a General Meeting to any person who has given outstanding active service to the Club over a number of years. A certificate shall be presented to commemorate this honour.

Northbrook Athletic Club - Constitution and Rules

- b) Club Championships. A document called 'Club Races and Awards' will contain details of club championships (currently Road Race, Veterans, 5Km Summer Handicap, Cross Country Winter Handicap). The format of this document shall be determined by the Committee.
- c) Club person of the Year Shield. To be awarded to the person the membership feel has contributed most to the Club during the year. A ballot of the members shall decide this not less than fourteen (14) days prior to the Presentation night. The Secretary shall provide ballot slips and post notice on the notice board of the ballot. The Club Committee shall appoint two (2) adjudicators to count the votes cast and tabulate the results. The ballot to be decided on a simple majority of the votes cast.
- d) Most Improved Runner Shield. To be awarded to the person who's running performances the membership feel has improved most during the year. A ballot of the members shall decide this not less than fourteen (14) days prior to the Presentation night. The Secretary shall provide ballot slips and post notice on the notice board of the ballot. The Club Committee shall appoint two (2) adjudicators to count the votes cast and tabulate the results. The ballot to be decided on a simple majority of the votes cast.
- e) Runner of the Month. To be awarded monthly at the committee's discretion to a club member.

12. Club Colours.

The registered colours of the Club will be green, yellow and black for the vest, and black shorts. The vest may bear the name of the Club in black lettering and/or the club badge providing this does not contravene any regulations of the UKA.



13. Amendments to this constitution.

No alteration or amendment shall be made to this constitution except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose after due notice of the proposed alteration has been given in each case.

14. Dissolution of the club.

The Club shall not be dissolved except at an Extraordinary General Meeting called for that purpose and after due notice of the purpose of the Meeting has been given. Such motion shall require the signatures of at least fifteen (15) members. For a motion of dissolution to be carried it shall require the support of more than three-quarters of the votes cast.