

Lincoln Wellington Athletic Club Constitution –updated Nov 2017

1. Name

- 1.1. The club is called Lincoln Wellington Athletic Club.
- 1.2. The club is affiliated to UK Athletics, England Athletics, the North of England Athletic Association, and the Lincolnshire Athletics Association.
- 1.3. The badge of the club is the Lincoln coat of arms.
- 1.4. The colours of the club are a white vest with a red/black/red band and black shorts.

2. Aims and Objectives

- 2.1. The main object of the club is to provide facilities for and promote participation of the whole community in the sport of athletics.
- 2.2. The aims and objectives of the club are:-
 - to offer coaching and competitive opportunities in track and field, cross country, road and fell running.
 - to enable members to achieve their goals and potential through athletics.
 - to promote the club and athletics in general within the local community
 - 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 that all present and future members receive fair and equal treatment

3. Membership

- 3.1. Membership consists of officers and members of the club.
- 3.2. Membership is open to any person aged 8 and over from all sections of the community, so long as that person is an amateur athlete as defined by the laws of UK Athletics.
- 3.3. Members will be enrolled in one of the following categories:-
 - Full member (any competing member aged 17 or over, at 31st August in the preceding membership year)
 - Associate member (non-competing)
 - Junior member (any competing member aged under 17 at 31st August in the preceding membership year).
 - Concessions (full-time students, over 60s, other concessions).
 - Life member (any member who has completed 25 years of membership of the club (continuous or non-continuous) or who has otherwise been awarded life membership by the club committee).
 - President / Vice-Presidents (a suitable person shall be invited annually to accept the office of President)
- 3.4. The Membership Officer will keep a list of members of the club. The data that will be held will be the minimum required for the club to maintain the records effectively, including that information required by regional or national governing bodies.
- 3.5. All members are subject to the regulations of the constitution and, by joining the club, are deemed to accept these regulations and codes of conduct that the club has adopted. Any member who fails to abide by the regulations or brings the club into disrepute may be disciplined by the committee and may be expelled from the club.

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- 3.6. All members shall notify the Secretary of a change of address or any other contact details within one month of the change.
- 3.7. Any member wishing to resign from the club must do so in writing to the Secretary.
- 3.8. Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of athletics as a particular sport.
- 3.9. The Management Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

4. Membership Fees

- 4.1. Membership fees are set annually and agreed by the Management Committee.
- 4.2. Fees are paid annually and are due at the start of the clubs financial year see 7.3 below.
- 4.3. A communication will be sent out to those members who have not paid at the start of the membership year advising them that subscriptions are due for payment. One or more reminders may be sent out if payment is not forthcoming.
- 4.4. If no payment or resignation letter is received by 30th June in the membership year, a communication will be sent to the member advising that, their membership is taken to be lapsed and they are no longer members of the club.

5. Officers of the club

- 5.1. The officers of the club are:-
 - President
 - Chair
 - Vice-chair
 - Secretary
 - Treasurer
 - Welfare Officer
 - Membership Officer
 - and any other relevant position as determined by the Management Committee
- 5.2. Officers are elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

6. Committee

- 6.1. The club is managed through the Management Committee consisting of the club officers. Only these posts will have the right to vote at meetings of the Management Committee.
- 6.2. The Management Committee will be convened by the Secretary of the club and held no fewer than nine times per year.
- 6.3. The quorum required for business to be agreed at Management committee will be five.
- 6.4. The Management Committee are responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

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- 6.5. The Management Committee has powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- 6.6. The Management Committee is responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee is responsible for taking any action of suspension or discipline following such hearings.
- 6.7. The Secretary shall keep on file the minutes of the proceedings of the club. Whether in general or committee meetings. Approved minutes will be signed by the Chair presiding at the meeting.
- 6.8. The Management Committee has the power to amend the club rules.
- 6.9. If any member of the Management Committee misses three successive meetings without valid reason, they may be removed from the Management Committee at the discretion of the Management Committee.

7. Finance

- 7.1. All club monies will be banked in one or more accounts held in the name of the club.
- 7.2. The Club Treasurer is responsible for the finances of the club.
- 7.3. The financial year of the club is changing and will be introduced as follows:
 - 1st November 2016 to 31st October 2017.
 - 1st November 2017 to 31st March 2018 (pro-rata membership fees will apply).
 - 1st April 2018 to 31st March 2019Then in subsequent years the financial year will end on 31st March.
- 7.4. A verified statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 7.5. Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other Management Committee officer.
- 7.6. The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.
- 7.7. The Treasurer shall present monthly accounts to the committee either at the monthly committee meetings, or by email circulation should it not be possible to do so at the committee meeting.
- 7.8. The Treasurer has the authority to pay the track and facility fees by electronic transfer and other payments of up to £200. Payments over this amount, if not requested by another committee member, require confirmation in writing (email OK) from another committee member.

8. Annual General Meetings

- 8.1. Notice of the Annual General Meeting (AGM) will be given by the Secretary. Not less than 21 clear days notice must be given to all members.
- 8.2. The AGM will receive a report from officers of the Management Committee and a statement of the verified accounts.
- 8.3. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. These must be nominated and seconded by club members, usually 7 days before the AGM. If insufficient nominations have been received prior to the AGM,

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nominations will be accepted at the AGM providing that the nominations are proposed and seconded by club members attending the AGM.

- 8.4. The Club President will chair the AGM.
- 8.5. Elections of officers are to take place at the AGM.
- 8.6. All members aged 16 and over have the right to vote at the AGM.
- 8.7. Parents or carers of junior members aged under 16 have the proxy vote of that junior member:
 - Both the parent/carer and the junior member must be present at the AGM.
 - There is only one vote per family.
- 8.8. The quorum for AGMs will be the lower of 30 members or 10% of the membership.
- 8.9. The Management Committee or 25 members of the club have the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline

- 9.1. All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer or, if the complaint concerns the Welfare Officer, then to another Club Officer.
- 9.2. Members of the Management Committee will investigate the complaint giving due regard to current Child Protection procedures as necessary.
- 9.3. If grounds to support the complaint are found, the Management Committee shall convene a disciplinary meeting to consider the action taken. All relevant members shall be invited to the meeting, including the member(s) making the complaint and the member(s) about whom the complaint was made.
- 9.4. As a result of the disciplinary meeting, the Management Committee members will decide what disciplinary action to take.

10. Social Media and the Internet.

- 10.1. The Club website is www.lwac.org.uk.

The Club website shall be used as agreed by the Committee. All content should show the Club in a positive light and shall not be used to criticise, attack or undermine any person, club or association.
- 10.2. All Club Members should be familiar with and shall abide by England Athletics social media guidelines and policies, which shall be deemed to be incorporated into the Club Rules.
- 10.3. The Club may use its own social media accounts (eg: Facebook, Twitter etc) to positively publicise the Club and, where appropriate, publish results.
- 10.4. All Club members may use their own social media accounts to positively publicise the Club and, where appropriate, publish results.
- 10.5. Social media of any kind must not be used by any member to criticise, attack or undermine any person, club or association. Abuse of these rules may result in disciplinary action being taken against the member.
- 10.6. Cyber bullying, including but not limited to the following, will not be accepted:
 - Posting abusive messages.
 - Adding offensive comments to a picture a person has uploaded.

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- Posting a video / picture intended to undermine a person's self-esteem.
- Encourage others to share abusive, offensive or disparaging content.
- Sarcasm intended to undermine a person's self-esteem.

11. Dissolution

- 11.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership, either present or by postal vote.
- 11.2. In the event of dissolution, any assets of the club remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:-
- A registered charitable organisation(s)
 - Another Club which is a registered CASC
 - The sport's national governing body for use by them for related community sports

12. Amendments to the constitution

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

13. Declaration

- 13.1. Lincoln Wellington Athletic Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name:

Club chair

Signed: Date:

Name:

Club secretary