



# Wolves & Bilston AC

Headquarters: Aldersley Leisure Village, Wolverhampton WV6 9NW

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## WOLVERHAMPTON & BILSTON AC

### CONSTITUTION and RULES

#### 1. GENERAL

- 1.1 The name of the club shall be **WOLVERHAMPTON & BILSTON ATHLETICS CLUB**.
- 1.2 The club headquarters will be at Aldersley Leisure Village, Aldersley Road, Aldersley, Wolverhampton, or at such address that is decided at a General Meeting.
- 1.3 The objective of the club shall be the furtherance and promotion of amateur athletics at all levels.
- 1.4 The definition of an amateur is a person who is eligible to compete under the Rules of UK Athletics (UKA).
- 1.5 Club colours shall be White or Black Vest with Red, Yellow, and Green diagonal stripes.
- 1.6 The club shall be a member club that is affiliated to the following organisations: -
  - England Athletics
  - Midland Counties Athletic Association
  - Midland Counties Cross Country Association
  - Birmingham & District Invitation Cross Country League
  - Staffordshire Amateur Athletic Association
  - West Midlands Young Athletes Cross Country League
  - Road Racing Walking Association
  - Race Walking Association
  - Midland Masters Association
  - Wolverhampton City Sports Advisory Council
  - UK Youth Development League
- 1.7 Any member is entitled to receive or read a copy of the club constitution and rules.
- 1.8 Competing members of the club will be amateurs as defined by UKA rules

## CLUB EQUITY STATEMENT

- 1.9 Membership is open to individuals from all sectors of the community regardless of their ability or background. The club respects the rights, dignity of people and will treat everyone equally within the sport regardless of age, ability, disability, gender, race, religious beliefs, sexuality, or social status.
- 1.10 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- 1.11 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 1.12 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 2. MEMBERSHIP

- 2.1 The annual subscription rates will be determined at the Annual General Meeting.
- 2.2 Annual subscriptions shall be due on the 1<sup>st</sup> of January every year, without demand, and will be valid until 31<sup>st</sup> December of that year. New members shall pay the full annual subscription rate upon joining regardless of the time of year and shall pay in their second-year pro rata monthly fees to bring them into line with the annual structure. The club is affiliated to England Athletics which includes an annual levy.
- 2.3 Every candidate for ordinary new membership must be proposed by the relevant coach/group leader and seconded by either the Membership Secretary, Club Chair, Vice Chair, President, Vice President, or Club Secretary and have paid the appropriate 12-month membership fee.
- 2.4 The number of new members is circulated at each committee meeting and recorded on the database managed by Membership Secretary.
- 2.5 Members will agree to abide by the rules when they sign the membership form to join the club or renew their annual subscription.
- 2.6 No member will be eligible to be selected to compete for the club unless they are a fully paid-up member.
- 2.7 All members who are chosen to compete for the club but do not attend, must reimburse the fees paid by the club.
- 2.8 Neither the club nor any official or officer shall be liable to any member or guest of a member for any damage to any property occurring, from whatever cause, in or about

the club premises, nor any injury sustained by any member or guest whilst on or leaving the club premises.

- 2.9 The club shall have three Trustees who shall be responsible for the financial affairs of the club. Vacancies will be filled as they arise at any General Meeting.
- 2.10 Members must notify the Honorary Secretary or Membership Secretary of any change of address details, to enable records to be kept up to date.
- 2.11 Members wishing to resign their membership must do so by completing the resignation form on their England Athletics online portal.
- 2.12 Any resignations will be placed before the General Committee at the next scheduled meeting after the date of the resignation. Membership shall be deemed to have ceased on the actual date of tendering the resignation, unless the member is financially indebted to the club, in which case the acceptance will be withheld until the indebtedness has been met.
- 2.13 Honorary Life Membership may be awarded to any fully paid-up member in recognition of substantial continuous services which should be of a minimum of 10 years (unless recognised under exceptional circumstances). The prior committee meeting to the Annual General Meeting must achieve 75% vote by the committee of that day to be forwarded to the Annual General Meeting.
- 2.14 Any fully paid-up member who is selected for an Olympic or World Championship will automatically be awarded Honorary Life Membership.
- 2.15 If a case of hardship for any member can be demonstrated, the Membership Secretary may allow for central funds to meet the cost of the annual subscription.
- 2.16 The Membership Secretary shall keep records of all membership details, which will be available to any team manager or coach upon request.
- 2.17 Any ordinary member over the age of sixty, who has supported the Club for a minimum of 5 years, should not have to pay Membership fees. However, if they wish to continue competing under the Clubs name, they should pay their UKA fee.

### 3. COMMITTEE AND OFFICERS

- 3.1 The General Committee, agree to hold a minimum of ten meetings a year either in person or via video conference with the flexibility to amend the date where a monthly meeting is not possible within 4-weeks, to manage matters relating to the running of the club.
- 3.2 Six members of the General Committee shall form a quorum.

- 3.3 Members of the General Committee shall hold office on an annual basis, being elected at each Annual General Meeting. Any fully paid-up member with a minimum of 12 months has the right to stand for election at the Annual General Meeting to any position on the General Committee. This may also include parents of junior paid members.
- 3.4 The General Committee shall consist of the following: - President, Vice President, Chair, Vice Chair, Honorary Secretary, Honorary Treasurer, Membership Secretary, Club Volunteer Coordinator, Coach Coordinator, Welfare Officers, Digital Media Manager, Minutes Secretary, Officials Secretary, at least Six Committee Members, at least Six Senior Vice Presidents.
- 3.5 Where a committee member has resigned or has otherwise relinquished office, the General Committee shall have the right to appoint a suitable member to the vacant office.
- 3.6 The Honorary Treasurer shall keep proper books of the club accounts and shall present them to the General Committee at monthly meetings and to the membership at the Annual General Meeting. The financial year shall end on 30<sup>th</sup> September of each year.
- 3.7 An independent auditor shall audit the club accounts each year. The auditor may be nominated by the Honorary Treasurer but must be approved at the Annual General Meeting. Alternative auditors may be proposed and elected at the Annual General Meeting.

#### 4. ANNUAL GENERAL MEETING

- 4.1 The Annual General Meeting shall be held on the third Thursday of November each year.
- 4.2 Twelve members eligible to vote at any General Meeting of the club shall constitute a quorum at any General Meeting.
- 4.3 Notice of the date and time of the Annual General Meeting shall be posted on the club notice board or other focal point at least 14 days before the due date.
- 4.4 Any business for the Annual General Meeting must be submitted in writing or email to the Honorary Secretary no later than 7 days before the Annual General Meeting.
- 4.5 The General Committee may summon a General Meeting of the club at any time.
- 4.6 Twelve ordinary members may summon an Extra Ordinary Meeting by delivering a written request to the Honorary Secretary stating reasons for doing so. The meeting shall be called for a date within one month of the date of receipt of the request. The Honorary Secretary and six committee members will agree the date. Fourteen days

notice of the meeting must be given. Notice of the General Meeting shall be posted as per Annual General Meeting.

- 4.7 At any Annual General Meeting of the club, every member of the club over the age of sixteen shall be entitled to be present. Every member present (ordinary or honorary) shall be entitled to vote on every question raised. Any member who is 6 months or more in arrears with their subscriptions is not entitled to vote. In the event of equality of voting, the Chair shall have the casting vote.
- 4.8 The Minutes Secretary (or other appointed person) shall make a record of all proceedings of all General Meetings.
- 4.9 Only items on the agenda shall be discussed at a General Meeting.
- 4.10 No club rule may be altered without the consent of a simple majority of voting members present at the Annual General Meeting, of which proper notice has been given.

## 5. CONDUCT AND DISCIPLINE

- 5.1 Any Club Member whose conduct is considered to be unsatisfactory shall be dealt with by the General Committee. The Committee shall have the power to suspend or expel a member. A member who is suspended or expelled shall have the right to appeal to a panel appointed by the President for that purpose.
- 5.2 Reasons for removal may include, but are not limited to inappropriate behaviour, including the use of social media (as determined by the committee) by the member, relative/supporter, or friend of that member.
- 5.3 Members, their family/supporters/friends are expected to show respect towards all fellow club members including coaches, officers, and the equipment they use.
- 5.4 The name of any person being expelled from the club shall be sent to the Secretary of UK Athletics.
- 5.5 Disputes between athletes and their club may be referred to UK Athletics for arbitration under its appeals procedure.

## 6. DISSOLUTION

- 6.1 If the number of ordinary members of the club at any time falls below ten, or if at any time a General Meeting shall pass by a majority of two thirds or more eligible voters a resolution of its intention to dissolve, the General Committee, or failing them, the Trustees, shall take immediate steps to convert into money all the assets of the club, with power to postpone or delay the conversion of any particular property of the club, if the General Committee shall so authorise. From the proceeds of any such

conversion, the Trustees shall discharge all debts and liabilities of the club, including the expenses of such conversion.

- 6.2 The Trustees shall dispose of any balance remaining in accordance with the rules and laws of the governing bodies of UK Athletics.
- 6.3 A copy of the notice convening any General Meetings under this rule shall be sent to every member at their last recorded address not less than 14 days before the appointed time of the meeting. Any accidental omission to send a copy or the non-receipt of the notice shall not invalidate any proceedings or resolution.

Last updated 17<sup>th</sup> November 2022

Signed by Club Chair:



Date of Ratification:

26<sup>th</sup> January 2023