



# Solihull & Small Heath Athletic Club

## Constitution / Rule Book

Draft as at July 2024. Approved by committee needs to go to AGM.

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### 1. Name

- 1.1. The name of the Club shall be "SOLIHULL & SMALL HEATH ATHLETIC CLUB" and it shall be a non-sectarian Club.

### 2. Objects

- 2.1. To promote, support and encourage participation in sport of amateur athletics at the Club, County, National and International level.
- 2.2. To stimulate the interest of the public in sport of amateur athletics.

### 3. Crest and Colours

- 3.1. The crest of the Club shall be the arms of the County Borough of Solihull.
- 3.2. The colours of the Club shall be Navy Blue and Old Gold.

### 4. Membership

- 4.1. Membership is open to all members of the community.
- 4.2. The Club shall consist of:
  - First claim members, who may be ordinary members or junior members (under 18 years old)
  - Second claim members
  - Associate members
- 4.3. The expression 'first claim members' and 'second claim members' shall have the meaning given to them in the relevant governing body's rules for competition.
- 4.4. Ordinary members shall be persons who, as amateur athletes, will be able to make full use of the facilities of the Club and who may be called upon to represent the Club at athletics meetings.
- 4.5. Associate members shall be persons who, whilst not actively participating in the sport of amateur athletics, wish to promote the objects of the Club.
- 4.6. Junior members under the age of fourteen years shall not be entitled to a vote.
- 4.7. A limited number of second claim members shall be admitted from time to time at the discretion of the committee.
- 4.8. Applicants for membership of the Club must apply via our online membership management system. Junior membership applications shall have the consent of their parents or guardians. New members can be accepted by an authorised Club committee member administering our online membership system, with the prior agreement of the relevant coach. The new members will be reviewed by the Club committee at the next meeting. In exceptional circumstances, membership will be subject to acceptance by the Club committee. Notice shall be sent to successful applicants together with a copy of the constitution. Unsuccessful applicants will be notified accordingly.

- 4.9 Members are expected to compete in club competitions when requested to do so by team managers.
- 4.10. Membership is open only to those of amateur status as defined by the relevant governing body's Rules for Competition.
- 4.11. Notice of resignation shall be given in writing and shall be considered by the Club within one calendar month of receipt. Cancellation of a direct debit for payment of subscription may be considered as notice of resignation. Membership shall be held to have ceased on the actual date of tendering the notice unless the member is indebted to the Club, in which case acceptance may be withheld until the indebtedness has been met.

## **5. Subscriptions**

- 5.1. The rates of annual subscription shall be as laid down from time to time by the Club Committee.
- 5.2. Subscriptions shall be due on 1st April annually, or such other date as the Club Committee may lay down.
- 5.3. The Committee shall have the power to expel any member whose subscription is six months in arrears, providing a month's notice in writing shall have been sent to such members, addressed to their last known address, informing them of the proposed action of the committee.
- 5.4. England Athletics shall be notified of any person so expelled from the Club. He or she shall be suspended from competing at any meeting held under the relevant governing body's Rules for Competition until the liability causing his or her expulsion, which shall not exceed one year's subscription, shall have been discharged.
- 5.5. Members whose subscriptions are more than 3 months in arrears shall not be entitled to compete in the name of the Club, or to attend any meeting of the Club.

## **6. Financial Year**

- 6.1. The financial year of the Club shall be from 1st February to 31st January.
- 6.2. The Club is designed Non-Profit Making; any surplus income or gains must be reinvested in the club. All financial matters are to be conducted in line with the requirements of a Community Amateur Sports Club (CASC) and will be registered with HMRC as such.

## **7. Officers**

- 7.1. The officers of the Club shall be:
  - President
  - President elect
  - Chairman
  - Deputy Chairman
  - Honorary Secretary
  - Minutes Secretary
  - Membership Secretary
  - Treasurer
  - Team Managers:
    - For track and field (Senior Men)
    - For track and field (Young athletes – Male)
    - For track and field (Senior Ladies)
    - For track and field (Young Athletes – Female)
    - For track and field (Junior Athletes League)
    - For cross country (Senior Men)

- For cross country (Young athletes– Male)
  - For cross country (Senior Ladies)
  - For cross country (Young athletes – Female)
  - For walking
  - Social Secretary
  - Promotions Secretary
  - Publicity Officer
  - Fixtures Secretary
  - Schools Liaison officer
  - Facilities Coordinator
  - Officials Secretary
  - Website Manager
- 7.2. All officers of the Club shall retire from office at the annual General Meeting but shall be eligible for re-election.
- 7.3. The Honorary Treasurer shall pay all monies received by them or any member of the Club from any source whatsoever without deduction to the credit of the Club's account with National Westminster Bank Ltd (Solihull) or in such other account as the committee may from time to time direct and shall keep such accounts and pay such debts as the committee shall direct. The Honorary Treasurer shall maintain a record of subscriptions received. When required to do so the Honorary Treasurer shall render the Committee or a General Meeting at the Club an account of any monies so received and expended by them.
- 7.4. The Membership Secretary shall keep a register of the names and addresses of the members of the Club. The minutes Secretary shall attend all General and Committee Meetings (and subcommittee meetings if so directed) and take minutes of the proceedings.

## **8. Committee**

- 8.1. The General management and control of the Club between General Meetings shall be vested in the Business thereof conducted by the committee, which shall consist of the Officers of the Club and not more than eight further members all of whom shall be Club members.
- 8.2. At the Annual General Meeting all members of the Committee shall retire from office but shall be eligible for re-election.
- 8.3. The quorum for a meeting of the Committee shall consist of not less than six members.
- 8.4. The Committee may delegate any of its powers to the Chairman's Committee (consisting of the Chairman, The Honorary Secretary, and the Honorary Treasurer) or any other subcommittee consisting of such member or members of their body as they think fit. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the committee.
- 8.5. The Committee shall have power to fill a vacancy occurring during the year of office or of membership of the committee. The appointed member shall serve for the remainder of the term of the member whose place he or she takes but shall be eligible for re-election.
- 8.6. Questions arising at any meeting shall be decided by a majority of votes. In the case of equality of votes the Chairman shall have the casting vote.
- 8.7. Ordinary meetings of the Committee shall be held from time to time at the discretion of the Committee.
- 8.8. Special meetings of the Committee may be called by two or more members of the Committee making written applications to the Honorary Secretary.
- 8.9. The Committee or any of its sub-committees shall have the power to co-opt or invite to attend its meetings any individuals whose advice or help is deemed beneficial to the Club.
- 8.10. A suitable independent person shall be appointed to review the accounts of the club annually.

- 8.11. The Chairman's Committee shall have the power to suspend (for a period not exceeding twelve months) or expel any member who shall infringe any of the rules in the Club's constitution or whose conduct shall in the opinion of the Chairman's Committee render him or her unfit for membership; but no member shall be so suspended or expelled without first being summoned before the Chairman's Committee and being given full opportunity to offer an explanation nor unless all of the members of the Chairman's Committee then present shall vote for his or her suspension or expulsion. Every member so summoned shall receive at least seven days' notice, such notice to contain a statement of the complaint or adverse comment against him or her. Any member so suspended or expelled shall have the right to appeal against such suspension or expulsion to the full Committee which shall for this purpose not include the members of the Chairman's Committee who voted in respect of such suspension or expulsion. A suspended member shall not be entitled to compete for the Club, use the Club facilities, attend any General Meetings of the Club, vote at any election or hold any office during suspension.
- 8.12. The Club at the Annual General Meeting may grant Honorary Life Membership to past Presidents of the Club, and Honorary Life Vice-Presidency to any person who has rendered special service to the Club over many years, or who is otherwise deserving of the distinction. Honorary Life Members and Honorary Life Vice-Presidents shall not be liable to pay subscriptions but shall be entitled to all rights and privileges of the Club Membership including the right to attend at all General Meetings, vote at elections and be nominated for Committee Office. Nominations for Honorary Life Vice-Presidency shall be made in writing to the honorary Secretary for consideration by the committee. The Committee shall decide which nominees to recommend to the Club at the Annual General Meeting.
- 8.13. The Committee or any member thereof may be removed by the votes of two-thirds of the members of the Club present and voting at a special General Meeting called for that purpose.

## **9. General Meetings**

- 9.1. There shall be an annual General Meeting of the Club each year. The annual General Meeting shall be convened not later than 31st May each year giving members not less than two weeks' notice of the date of the meeting.
- 9.2. The Honorary Secretary shall invite nominations for Officers and Members of the Committee for the ensuing year to be sent to him or her by a specified date. Every nomination so sent must be accompanied by the written consent of the nominee to serve if elected. At the Annual General Meeting the names of all persons nominated must be submitted for election. If the number of nominations for an election exceeds the number of vacancies the election shall be by ballot.
- 9.3. The ordinary business of the Annual General Meeting Shall be:  
To receive, consider and adopt reports.  
To receive, consider and adopt accounts.  
To elect the officers and members of the Committee of the Club for the ensuing year.  
To consider such other business as the committee may determine.
- 9.4. On the instructions of the Committee, or on receipt of a written request signed by at least 10% of the voting members of the Club and stating the business to be considered, the Honorary Secretary of the Club shall call a Special General Meeting and such Special General Meeting shall be called for at a date not more than three weeks after the receipt of the instruction or written request and the notice of such meeting be sent to each member not less than seven days before the date fixed for the meeting.
- 9.5. The quorum for a General Meeting shall be one sixth of the voting members of the Club.
- 9.6. At every General Meeting of the Club each voting member present shall be entitled to one vote. Voting may be a show of hands, or such other method as may be decided by a bare majority of those present and voting. In the case of an equality of votes the Chairman shall have a casting vote. The requisite majority for passing a resolution shall be a bare majority

of those present and voting and any resolution passed by the requisite majority shall be conclusive and binding on all members including those voting against the resolution or abstaining from voting.

## **10. Property**

- 10.1. The income and property of the Club shall be applied solely to its stated object and no member of the Club shall receive payment for his or her services in executing their duties as an officer of the Club.
- 10.2. The Club may be dissolved at any time by the consent of three-quarters of the voting members thereof, testified by their signatures to an instrument of dissolution at a General meeting called for that purpose.
- 10.3. In the event of the dissolution of the Club, any assets 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:
  1. A registered charitable organisation(s)
  2. Another club which is registered CASC
  3. The sport's national governing body for use by them for related community sports.

## **11. Alterations to the Constitution**

- 11.1. No alteration of the Constitution of the Club shall be made except at the Annual General Meeting or at a special General Meeting, called for that purpose, after due notice of the proposed alteration has been given in each case. Any such proposed alteration requires a two-thirds majority of the Club Members attending and voting at a General Meeting.

### **Who to contact**

Please contact the club Honorary Secretary ([sshachonsec@gmail.com](mailto:sshachonsec@gmail.com)) of any member of the committee with any questions.

**Policy last updated:** July 2024 and approved by committee

**Next review:** 2024 AGM