

# **CANNOCK & STAFFORD ATHLETIC CLUB**

## **RULES**

### **1. Name and Colours**

The Club, established in 1986 is called Cannock & Stafford Athletic Club ("the Club").

The Club Colours are a Green vest with a white, yellow and red band across the front. The wearing of these colours is required when competing for the Club unless the Rules of Competition of UKA or World Athletics provide otherwise.

### **2. Definitions**

#### **2.1**

"Chairman"	means the person elected from time to time to be the chairman of the Club in accordance with Rule 10;
"Discipline and Appeal Process"	means the Club's discipline and appeal process available on the Club's website
"Secretary"	means the person elected from time to time to be the secretary of the Club in accordance with Rule 10;
"Treasurer"	means the person elected from time to time to be the treasurer of the Club in accordance with Rule 10;
"Officers"	means the Chairman, the Vice Chairman, the Secretary and the Treasurer.
"Management Committee"	means the committee appointed under Rule 10 to manage the Club;
"Members"	means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
"National Association"	the Home Country Athletics Association to

	which the Club is from time to time affiliated which at the date of adoption of these Rules is England Athletics;
"President"	means the person appointed from time to time to be the president of the Club in accordance with Rule 10;
"UKA"	means UK Athletics Limited which is the governing body of athletics within Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE
"World Athletics"	means the world governing body for athletics, which at the date of adoption of these Rules is World Athletics;

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender;

### 3. **Objects**

The objects of the Club are:

- (a) principally to provide facilities for athletics and generally to promote, encourage and facilitate athletics in the area of Stafford, Cannock and surrounding areas and amongst the community;
- (b) to provide and maintain any club and council owned equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment;
- (d) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;
- (e) to affiliate to UKA and the National Association;
- (f) to comply with and uphold the Rules and Regulations of the National Association, UKA and the World Athletics as amended from time to time and the rules and regulations of any body to which UKA is affiliated;

- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (h) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Association (as the case may be); and
- (i) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### **4. Application of Surplus Funds**

- 4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's equipment and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organisation, on winding-up or dissolution of the Club.
- 4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a Member for his employment by the Club, provided that such arrangements are approved by the Management Committee (without the Member being present) and are agreed with the Member on an arm's length basis.
- 4.3 Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by him to the Club of goods or services, nor prevent any payment in good faith by the Club:
  - (a) of interest on money lent by a Member or its Officers at a commercial rate of interest;
  - (b) to any Officer, Management Committee or sub-committee member of reasonable and proper out-of-pocket expenses;

- (c) of reasonable and proper rent for premises demised or let by any Member or by any Officer; or
- (d) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Officers (or any of them) in relation to the Club.

4.4 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

## **5. Membership**

### **5.1 *Eligibility for membership***

5.1.1 Persons of either sex are eligible for membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1.2 Persons below the age of 18 may be elected as Members without the right to vote at general meetings.

5.1.3 The number of Members is unlimited.

### **5.2 *Admission of Members***

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. A person may appeal against any denial of membership in accordance with the Club's Discipline and Appeal Process. A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted, whether or not he is admitted as a Member before those two days have lapsed.

### **5.3 *Classes of Members***

There shall be the following classes of members for the Club:

Full Member

Second Claim Member

5.4 Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

5.5 All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by UKA and World Athletics.

#### 5.4 *Subscriptions*

5.4.1 The entrance fee and annual subscription for each type and age of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.

5.4.4 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being "*active members*".

## **6. Cessation of membership**

6.1 Membership of the Club shall terminate if:

- (a) the Member dies;
- (b) the Member is in arrears to the Club and their subscriptions or any other

- payments are at least three months overdue; or
- (c) the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence relating to safeguarding, drugs or any crime involving violence at the Management Committee's discretion.

## **7. Resignation**

- 6.1 A Member may withdraw from membership of the Club upon completion of the online change of club process on the Member's myAthletics portal. Membership shall not be transferable in any event and shall cease immediately on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.
- 6.2 The club will only accept a resignation when satisfied that the member has cleared any debt owed to the club.
- 6.3 The member intending to resign should ensure that they comply with the eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

## **8. Expulsion**

The Management Committee shall have power to terminate the membership of a Member in accordance with its Discipline and Appeal Process.

## **9. Effect of Cessation of membership or Resignation or Expulsion**

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

## **10. The Management Committee**

- 10.1 The Club shall be managed by a Management Committee consisting of:
- (a) the President;
- (b) the Chairman;

- (c) the Vice-Chairman;
- (d) the Secretary;
- (e) the Treasurer;
- (f) no more than ten other Members elected annually at the annual general meeting.

10.2 The Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members on the form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year. No Member may nominate more than one candidate for any one vacancy.

10.3 Any person nominated as a member of the Management Committee must be a Full Member.

10.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

10.5 The Management Committee members shall be proposed, seconded and elected by ballot at the annual general meeting. Election to the Management Committee shall be for two years. Half of the officers of the Management Committee appointed under paragraph (f) of Rule 10.1 shall retire annually but shall be eligible for re-election at next annual general meeting.

10.6 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.

- 10.7 Retiring members of the Management Committee may be re-elected.
- 10.8 A member of the Management Committee shall be deemed to have vacated office if:
- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (b) he is, or may be, suffering from mental disorder; or
  - (c) he resigns his office by notice to the Club; or
  - (d) he shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
  - (e) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the Governing Body; or
  - (f) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

## **11. Proceedings of the Management Committee**

- 11.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than four meetings each year. The quorum for such meetings shall be four. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than seven days' notice of a meeting.
- 11.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chairman shall preside. If there is no Vice-Chairman or if he is unwilling to preside, of if

he is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.

- 11.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 11.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 11.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 11.6 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 11.7 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

## **12. Annual general meeting**

12.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the accounts of the Club for the previous year and the Treasurer's report as to the financial position of the Club;
- (c) to elect the Officers and other members of the Management Committee;
- (d) to decide on any resolution which may be duly submitted in accordance with Rule 12.2 below; and
- (e) to deal with any special matters which the Management Committee desires to bring before the membership.

12.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

12.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

## **13. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than twelve Members stating the purposes for which the meeting is required and the resolutions proposed.

## **14. Procedures at the annual and extraordinary general meetings**

14.1 The quorum for the annual and extraordinary general meetings shall be seven Members.

14.2 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his

inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.

14.3 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.

14.4 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

## **15. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

## **16. Guests**

16.1 Any Member may introduce guests to the Club, and any athlete, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

16.2 A Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 16.1 must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises.

## **17. Personal Risk**

- 17.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.
- 17.2 Subject to rule 17.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 17.3 Nothing in these Rules shall limit or exclude liability:
- (a) for death or personal injury caused by negligence;
  - (b) for any loss or damage caused by criminal or fraudulent conduct; or
  - (c) for any other liability which cannot lawfully be limited or excluded;

## **18. Complaints and Disputes**

- 18.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 18.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members, Guests or Officers shall be dealt with by the Club in accordance with its Discipline and Appeals Process and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.

- 18.3 Any appeals must be received by the Secretary within 7 (seven) calendar days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 18.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member, Guest or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members, Guests or Officers shall be reported and dealt with by England Athletics in accordance with its disciplinary procedures.
- 18.5 If a dispute arises between any Members, Guests or Officers of the Club about the validity or propriety of anything done by any Member, Guest or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

**19. Alteration of the rules**

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

**20. Regulations and Standing Orders**

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

## **21. Finance**

- 21.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque or electronic transfer signed or authorised by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 21.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 21.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any Officer of the Club shall comply with Rule 4.2.
- 21.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.
- 21.5 Full accounts of the financial affairs of the Club shall be prepared each year and presented at the Annual general meeting.

## **22. Incorporation**

The Members at a general meeting may authorise the Management Committee to transfer the assets and liabilities of the Club to a limited company or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.

## **23. Dissolution**

- 23.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

- 23.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 23.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the National Association for use in community-related athletics initiatives, other community amateur sports club for athletics or a charity.