



Inverness Harriers Amateur Athletic Club Constitution

1. Name

The name of the organisation shall be Inverness Harriers Amateur Athletic Club hereinafter referred to as the 'Club'.

2. Club Colours

The club vest shall consist of a gold singlet with a maroon diagonal band from right shoulder.

3. Objectives

The club is established to pursue the following objectives:

- a) Participation in the sport of athletics and recreational running, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of athletics and recreational Running for all members of the Club.
- c) Facilitation of all possible means of relevant athletic competition for all members, including but not limited to, membership of appropriate leagues for the purpose of establishing regular competition for the club's representative athletes and teams.
- d) The provision of training and playing facilities for its members.
- e) Promoting and maintaining the highest standards of technical competence, performance and safety in the sport.
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for successful participation by all section of the community.
- h) The promotion of the sport.

4. Affiliation

The Club shall be affiliated to **scottishathletics** and any other national and regional bodies as the club consider appropriate in order to carry out the objectives of the club.



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5. Membership

All members are subject to operate within the constitution and policies and procedures of the Club and those of **scottishathletics** and UKA.

- a) Membership is open to all and no application for membership will be refused, other than on reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual club membership fee, which shall be payable no later than 1st December each year. Membership of the club will terminate in the event of non-payment of club membership fee by this date.
- d) Each fully paid-up member shall be entitled to attend General, Extraordinary or Annual meetings and any such member over the age of 15 shall also be entitled to vote at General, Extraordinary or Annual meetings.
- e) Fully paid-up members may be elected and serve on the Management Committee.
- f) All members will receive access to all the relevant policies via hard copy, email, or website.
- g) Members shall be enrolled into one of the following categories:
 - i) Junior Member (age 9 to 16) - all members in this category are entitled to attend at General, Extraordinary or Annual meetings. only members over 15 in this category have voting rights.
 - ii) Adult Member (Over 17) - all members in this category are entitled to attend and vote at General, Extraordinary or Annual meetings.
 - iii) Associate Member (Non-competing) - all members in this category are entitled to attend and vote at General, Extraordinary or Annual meetings.
 - iv) Honorary Life Member - all members in this category are entitled to attend and vote at General, Extraordinary or Annual meetings.



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6. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 3 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the management committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their club membership fees by the date required shall forfeit their right to representation on the management committee and at general meetings and shall be suspended from taking part in any event under the control of the club until such club membership fees are paid.
- d) Any member under suspension shall be barred from taking part in any competitions, events and training under the control of the club.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the Governing Body.



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7. General Meetings

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and in any manner which permits those attending to communicate with each other as determined by the management committee, at approximately twelve-monthly intervals, but no more than fourteen months after the date of the previous AGM (between 16th September and 31st October).

At each AGM, the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the club's financial accounts for the year.
- iii) Presentation of the club's projected financial situation for the forthcoming year and the setting of all club membership and training fees.
- iv) Presentation of Presidents report.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson.

Notice for an AGM shall be a minimum of twenty-one (21) days.

A quorum for an AGM shall be 10% of members (includes voting and non-voting members).

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) The committee.
- ii) 12 voting members.
- iii) The President

Notice for an EGM shall be of a minimum of fourteen days' notice and stating the business to be discussed.



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8. Rules for General Meetings

- a) A minimum of twenty-one (21) days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen (14) days.
- b) The President, or in their absence, a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) A quorum for Management Committee meetings shall be one quarter of those eligible to vote, or 5 such members, whichever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

9. Election of Officers to The Management Committee

- a) The members of the management committee shall be drawn from fully paid-up club members over the age of 15, as defined in clause 5 of this constitution.
- b) Candidates shall be elected by show of hands or equivalent at the AGM and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- d) Uncontested posts (a post for which no nominations have been received in advance of the AGM or a post for which only a single nomination has been received in advance of the AGM) may be filled by nomination(s) and election at the AGM.
- e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.



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10. Members of the Management Committee

- a) The Management Committee shall consist of the following Officers:
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Membership secretary
 - v) Treasurer
 - vi) Welfare Officer(s)
 - vii) No more than 6 ordinary committee members
- b) All the above shall be entitled to one vote each at General Meetings, except the Chair, who shall be entitled to one vote and in the event of a tied vote as per 8e, shall be entitled to exercise a casting vote.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. At least one member of the management committee shall sit on a sub-committee and one such member shall report on its activities to the management committee.



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11. Rules for the Management Committee

- a) The President shall chair the meeting, or in their absence, one of either the Vice President, Secretary, or a nominee from the committee if all of the aforementioned are absent.
- b) Fourteen days' notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i) The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.
 - ii) In an emergency the President may call a meeting at four days' notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 10. a)
- d) All members of the management committee as listed at Rule 9. a) shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.
- h) A minimum of 8 meetings will be held each year.

12. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 3, of this constitution.
- b) The club shall have the power to raise money by means of club membership fees and training fees as determined by the Management Committee. The proposed fees shall be outlined to the club membership at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) The Treasurer and minimum of 2 committee members shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- e) The financial year of the club shall run from 1st September to 31st August.
- f) Annually, the treasurer will prepare an Income and Expenditure Account for the financial year together with a Balance Sheet as at the year-end. The annual accounts and other financial records will be subject to an Independent Examination by a suitable person or organisation appointed by the Management Committee.



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13. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary or Welfare Officer. Such complaints will be dealt with according to the disciplinary policy and procedure.

14. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

15. The Dissolution of the Club.

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - i) the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that
 - ii) at least twenty-eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

16. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Inverness Harriers AAC.

SIGNATURES

President:
Duncan Flockhart
01.10.2021
Date:

Secretary:
Evon Watts
01.10.2021
Date: