

INVERNESS HARRIERS AAC

CONSTITUTION

(Updated March. 2023)

1. Name

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

2. Club Colours

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

3. Objectives

The club is established to pursue the following objectives:

- a) Promotion of and participation in the sport of athletics and recreational running.
- b) The organisation, management and development of athletics and recreational running for all members of the club.
- c) Facilitation by all possible means of all relevant athletic competition for all members.
- d) The provision, where practical, of appropriate training and competition facilities for all members.
- e) Promoting and maintaining the highest possible standards of technical competence, performance and safety in athletics.
- f) Upholding the rules and integrity of athletics.
- g) Providing equal opportunities for successful participation by all sections of the community.

4. Affiliation

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

5. Membership.

a) All members shall operate within the constitution, policies and procedures of the club, and those of **scottishathletics** and UKA.

b) Membership is open to everyone of nine years of age or above and no application for membership will be refused, other than on reasonable grounds and/or subject to space available.

c) There will be no discrimination on grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

d) All applications for membership or renewal shall be accompanied by the appropriate annual membership fee, which must be paid no later than 60 days after the Annual General Meeting (AGM) to the latest date of 30th Dec. Membership of the club and all rights associated with it will terminate in the event of non-payment of the fee by this deadline. There is no recourse to the committee or a Annual General Meeting as described in 6a)ii) and 6b) in such cases.

e) Each fully paid-up member shall be entitled to attend Annual General Meetings and Ordinary Members (see below) who have attained the age of 16 by the date of any such meeting, Life Members and Associate Members who are active club UKA coaches shall also be entitled to vote at Annual General Meetings. (voting members)

f) Fully paid-up voting members may be elected to and serve on the Committee.

g) All members shall receive access to all the relevant policies which are available on the club website.

Members shall be enrolled into one of the following categories:-

Ordinary Senior (17+)

Junior (9-16)

Active Volunteer - This category is for individuals such as coaches and officials who regularly assist with the day to day operation of the club. This category carries voting rights but no training or competitive rights. The membership fee shall be nominal.

Associate - This category exists to extend insurance cover to all involved parties and carries no training, competitive or voting rights. The membership fee shall be nominal.

Honorary Life Member - Members in this category can be elected at a General Club Committee Meeting, adopting procedures and criteria clearly stipulated, publicised and minuted by the Committee. Life Members have the same full membership rights as Ordinary members but pay no membership fee.

(The membership year shall run inclusively from the day after the date of one AGM until the day of the next, after which renewals become due)

6. Suspension, Refusal or Termination of Membership.

a) The club committee, subject to demonstrating good and sufficient reason, 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) Refuse renewal of any existing membership or terminate or suspend any membership. The member concerned shall have the right to be heard by the club committee before a final decision is made. The measures defined in section a)ii of this paragraph must also involve adherence to the club's Disciplinary Policy and be arrived at by proper committee process. Any member to whom such measures may be applied must receive evidence of same before these measures become active. All relevant policies can be found on the club website.

b) The member may apply for reinstatement at the next Annual General Meeting and anyone having their membership terminated, or renewal refused, shall be entitled to call an Extraordinary General Meeting to have an appeal heard.

c) Any member under suspension shall, as specified in the Disciplinary Policy, be excluded from all club activities until the suspension is resolved.

d) The Secretary on behalf of management committee, and adopting any procedures defined in the Disciplinary Policy, shall inform the member in writing of any decision to terminate or suspend their membership.

e) Notification of the suspension or termination of a membership must be forwarded to **scottishathletics**.

7. Annual General Meetings.

a) The AGM shall be held between 16th September and 31st October inclusive, and preferably before the end of September each year. The AGM shall be face to face, unless prevented by government legislation or any other genuine emergency, in which case it shall be held virtually.

b) At each AGM, the following business shall be conducted:- Receive and confirm the minutes of the previous AGM; Receive and confirm the club's financial accounts for the year; Presentation of the club's projected financial situation for the forthcoming year; Setting of all club membership and training fees; Presentation of President's report; Election of office bearers and committee members; Any other business should be notified to the Secretary 7 days prior to the meeting.

c) Notice of any Committee Meeting, Annual or Extraordinary, shall be a minimum of 14 days.

d) A quorum for an Annual General Meeting shall be 10% of voting members.

e) An Extraordinary General Meeting shall be called by requisition as follows;- i) By the Committee ii) On receipt by the Secretary of a requisition signed by 12 voting members or iii) By the President.

f) Any requisition for an EGM must state the relevant business and only that business may be discussed.

g) Any EGM must be held within 28 days of receipt of the requisition by the Secretary.

h) The President, whom failing the Vice President or, in the absence of both, a member selected by the meeting, will take the chair.

i) All members shall register with the Secretary on arrival at the meeting.

j) Each member shall have one vote. All issues, other than those referred to in Paragraphs 7k), 8d) and 13b), shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting as well as a deliberative vote.

k) Any proposed amendment to this constitution must receive a two thirds majority for approval and shall become active immediately.

8. Election of Officers to The Management Committee.

a) The members of the committee shall be drawn from current paid up voting members.

b) Candidates shall be elected by a show of hands or equivalent at the AGM and shall hold office from when elected until the corresponding point at the next AGM.

c) The AGM shall decide how to resolve the issue in the event of nomination of more ordinary committee members than provided for in this constitution. Subject to a two thirds majority, that decision may include the temporary suspension of Paragraph 8d) of this constitution until the next AGM to allow appointment of whatever number

of ordinary committee members the AGM may decide upon, but no more than nine. All nominations of candidates for election shall be made at the AGM, be seconded and have the consent of the nominee.

d) The Committee shall consist of the following:- President, Vice President, Secretary, Treasurer, Membership Secretary, Welfare Officer, Up to 6 ordinary committee members (subject to modification by Para 8c).

e) The committee may co-opt any eligible club member to any unfilled post until the next AGM. The number of co-optees shall not exceed one half of the total number of persons serving on the committee at that time.

f) The management committee may appoint any sub-committees it may deem necessary to deal with club business, until the next AGM. At least one member of the management committee shall sit on any sub-committee and one such member shall report on its activities to the management committee.

g) Only invited members may attend Committee Meetings and if required may be asked to speak.

9. Committee Procedure.

a) The President shall chair meetings or, in their absence, the Vice President or, whom failing, a nominee from the committee.

b) Fourteen days' notice of any committee meeting shall be given by the Secretary, except when: i) The date of the meeting has been agreed at the previous meeting, in which case seven days' notice shall be given or, ii) In emergency where the President may call a meeting at four days' notice.

c) All members of the committee shall be entitled to vote.

d) All votes shall be determined by a simple majority. In the event of a tied vote, the chair is entitled to a casting as well as a deliberative vote.

e) A quorum for committee meetings shall be four committee members.

f) The Secretary, or the person appointed in their absence, shall keep the minutes of the meetings and record all proceedings and resolutions.

g) A draft minute of all committee meetings shall be made available to all members virtually as soon as after each meeting, at which point the minute of the previous meeting shall also be updated to "Approved" status by approval of the committee.

h) A minimum of 8 meetings will be held each year and the maximum time between meetings shall be 60 days.

i) Arrival at committee decisions by means other than properly convened meetings (eg emails, track side gatherings) is discouraged and must only be used in extreme emergency. Decisions arrived at by such means may only be made with the agreement of more than half the committee's total current membership and must be confirmed and minuted at the next regular committee meeting. A simple quorum is not sufficient for such decisions to be arrived at.

11. Finance.

a) The income and property of the club, however derived, shall be applied solely towards its objectives 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, training fees, grants and sponsorship. The membership and training fees shall be agreed by the club membership at the Annual General Meeting. However, the Committee may be required to make recommendations and entitled to make proposals as to their levels, dependent on the club's financial position.

c) All monies shall be lodged in a bank account in the name of the club.

d) The Treasurer will have the authority to transfer funds (BACS) from the club account to honour any invoices requiring payment and give a monthly report to the monthly Management Committee meeting.

e) The financial year shall run from 1st September to 31st August inclusive.

f) The treasurer shall prepare an Income and Expenditure account and a Balance Sheet for each financial year end, for presentation to the AGM. The committee shall appoint an independent auditor, not a committee member, to examine and approve the accounts and other financial records before the AGM.

12. Amendments to the Constitution.

This Constitution may only be amended by a proposal agreed by a two thirds majority of members present and voting at an Annual or Extraordinary General Meeting. In the case of the AGM, proposed constitutional amendments must be lodged with the Secretary by the 19th August.

13. Dissolution of the Club.

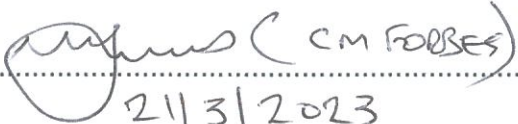

a) Any resolution to dissolve the club may only be passed at the AGM or a General Meeting called specifically for that purpose. In the case of the AGM, such a motion must be received by 31st August.

b) For the club to be dissolved, such a resolution must receive the assent of at least three quarters of those present and entitled to vote. The club shall then be deemed to be irrevocably wound up at the conclusion of such meeting.

c) In the case of resolutions to wind up the club, the requirements in 13b) above shall supersede any corresponding content of Rule 7 of this constitution.

d) If, upon the dissolution of the Club, there remains, after the satisfaction of all the Club's debts and liabilities, any funds or property whatsoever, these shall be given or transferred to another organisation or organisations concerned in the promotion of the sport of athletics. Disposal of assets shall be decided by simple majority at the meeting at which the club is wound up.

SIGNATURES

President:  (CM FORBES)
Date: 21/3/2023
Secretary: 
Date: 21/3/2023