

## **CARDIFF AMATEUR ATHLETIC CLUB**

Established 1<sup>st</sup> November 1968 by the amalgamation of  
Roath (Cardiff) Harriers (founded 1882)  
and  
Birchgrove (Cardiff) Harriers (founded 1952)

### **CONSTITUTION - ISSUE TWELVE (AMENDED at AGM 22.11.2012)**

#### ISSUES:

ONE	1.11.68
TWO	1.11.78
THREE	1.11.79
FOUR	14.11.88
FIVE	16.11.92
SIX	15.11.93
SEVEN	17.11.97 .
EIGHT	20.11.00
NINE	25.11.04
TEN	8.12.08
ELEVEN	2.12.10
TWELVE	22.11.12

## **CARDIFF A.A.C. CONSTITUTION AND STANDING ORDERS.**

### **CONSTITUTION.**

- 1.0 NAME
- 2.0 OBJECTS
- 3.0 COLOURS
- 4.0 MEMBERSHIP
- 5.0 PATRON
- 6.0 PRESIDENT
- 7.0 OFFICERS
- 8.0 GENERAL COMMITTEE - COMPOSITION
- 9.0 PROCEEDINGS OF GENERAL COMMITTEE
- 10.0 DUTIES AND POWERS OF GENERAL COMMITTEE
- 11.0 SUB - COMMITTEES - GENERAL
- 12.0 COACHING SUB - COMMITTEE
- 13.0 CROSS COUNTRY SUB- COMMITTEE
- 14.0 TRACK AND FIELD SUB - COMMITTEE
- 14a.0 CLUBHOUSE MANAGEMENT COMMITTEE
- 15.0 GENERAL MEETINGS
- 16.0 ANNUAL GENERAL MEETING
- 17.0 EXTRAORDINARY GENERAL MEETINGS
- 18.0 SERVING OF NOTICES
- 19.0 MINUTES
- 20.0 ACCOUNTS
- 21.0 AUDIT
- 22.0 PROPERTY
- 23.0 FUNDS
- 24.0 INDEMNITY
- 25.0 WINDING UP, AMALGAMATION
- 26.0 MISCELLANEOUS MATTERS
- 27.0 STANDING ORDERS
- 28.0 VARIATION OF CONSTITUTION AND STANDING ORDERS

### **STANDING ORDERS**

- 1 CHAIR
- 2 RULING OF CHAIR
- 3 VOTES PER PERSON
- 4 VOTING MAJORITY
- 5 METHOD OF VOTING
- 6 NOTICE OF MOTION
- 7 MOTIONS AND AMENDMENTS TO MOTIONS
- 8 SPEAKING TO MOTIONS
- 9 DURATION OF SPEECHES
- 10 CANDIDATES
- 11 MOVING PROGRESS
- 12 TERMINATION OF BUSINESS
- 13 ADJOURNMENT
- 14 SUSPENSION OF STANDING ORDERS
- 15-17 CONDUCT

## **CONSTITUTION.**

### **1.00 NAME.**

The name of the Club shall be CARDIFF AMATEUR ATHLETIC CLUB (incorporating BIRCHGROVE (CARDIFF) HARRIERS and ROATH (CARDIFF) HARRIERS, hereinafter referred to as the Club, and its headquarters shall be situated in Cardiff, Wales.

### **2.00 OBJECTS.**

The objects of the Club shall be:

- 2.01 Generally to foster and promote participation in athletics;
- 2.02 To provide coaching and athletic advisory facilities for all members;
- 2.03 To provide facilities for and the opportunity of athletic competition for all members and to promote athletic competitions;
- 2.04 To provide a healthy environment and social facilities for all members;
- 2.05 To affiliate to the governing bodies of athletics in Great Britain and to observe their laws;
- 2.06 To assist and co-operate with the governing bodies of athletics, local authorities and similar organisations in the improvement and development of athletics as a National Sport;
- 2.07 To do all things as are incidental or conducive to the attainment of the objects of the Club, or any one of them.
- 2.08 Providing that the objects of the Club as specified in each of the forgoing paragraphs of this clause shall be separate and distinct objects of the Club and shall not be in any way limited by reference to any other paragraphs or the order in which the same occur and shall be without prejudice to the generality of the first mentioned clause (2.01).

### **3.00 COLOURS.**

The colours of the Club shall be a blue vest (with or without red and white side stripes) and red shorts and their control and usage shall be under the absolute jurisdiction of the General Committee. The General Committee shall be empowered to approve another colour or colours and/or design(s) of vest as secondary and/or additional Club colours.

### **4.00 MEMBERSHIP.**

- 4.01 Membership of the Club shall be open to all persons without discrimination.

### **4.02 CLASSIFICATION OF MEMBERSHIP.**

Members of the Club shall be classified according to age and shall be liable to pay subscriptions at the rates as determined from time to time by the General Committee. The General Committee shall announce at each Annual General Meeting any changes in the subscription rates.

20 years of age and over on January 1st	A
17-19 years of age on January 1st	B
Under 17 years of age on January 1st	C
Senior Citizens	D
Family	E
Limited	F
Student	G

**4.03 FAMILY MEMBERSHIP.**

Either or both parents with children less than 20 years of age may take out a family membership for a single subscription. Each such family member will be regarded as a full member. (N.B. Husbands and wives without qualifying children are not eligible for family membership and any child must take out individual membership when liable for subscription rate A.)

**4.04 LIMITED MEMBERSHIP.**

The General Committee shall have the power to create one or more categories of limited membership, including honorary membership, upon such terms (as to subscription, entitlement, designation, etc.) as it shall, from time to time, think fit provided that such limited membership shall not confer on the holder any right to vote at General Meetings of the Club, to hold any office or appointment or to be selected for any official Club team as defined by the General Committee unless and until he or she shall have become a full member and paid the appropriate full rate of subscription. Any resolution of the General Committee in exercise of this power shall be of no effect unless seventy-five per cent or more of the members of the General Committee at the date the resolution is determined shall be in favour. Any resolution of the General Committee rescinding any previous resolution shall be effective by a simple majority of those members of General Committee attending the meeting at which the decision to rescind is determined.

**4.05 INTERNATIONAL ATHLETES.**

Any club member that represents his/her country, at senior level, in the Olympic or Paralympic Games, World or European Athletic Championship or Commonwealth Games shall receive free membership.

**4.06 THE PRESIDENT.**

The President will receive free membership.

**4.07 LIFE MEMBERS.**

Members of the Club who have contributed outstanding service to the Club may be elected Honorary Life Members. Such persons shall be nominated by the General Committee and be elected at a General Meeting. An Honorary Life Member shall be a member of the Club for the remainder of his/ her life and shall not be liable to pay any subscription.

**4.08 STUDENT MEMBERSHIP.**

A student is someone aged twenty to twenty five inclusive and in full time education. Anyone satisfying these conditions will, on production of a current student pass, be eligible for student membership.

4.09 **PAYMENT OF SUBSCRIPTION.**

Except in the case of new members, subscriptions shall be due annually on the first day of January each year and shall be paid within three months of the due date in one payment or by such method as may be determined by the General Committee.

4.10 The General Committee shall have the power to expel any member whose subscription is six months in arrears providing that one month's notice in writing shall have been sent to such member at his/ her last known address informing him/her of the proposed action of the General Committee.

4.11 The General Committee shall have the power to suspend the rights and privileges of any member whose subscription is more than six months in arrears. The General Committee shall not be obliged to notify any such member of such suspension and the member shall cease to be entitled to attend General Meetings, to receive notices or in any way to participate in the activities of the Club. The General Committee shall also have the power to lift any suspension on such terms and in such circumstances as it shall in its sole discretion decide.

4.12 Without prejudice to its other powers conferred hereunder the General Committee shall have the power to declare the termination of membership of any member whose subscription is more than one year in arrears. The General Committee shall not be obliged to notify any such member of such declaration and such declaration shall be deemed an expulsion. The General Committee shall also have the power to cancel any such declaration on such terms and in such circumstances as it shall, in its sole discretion, decide.

4.13 Subscription reminders shall be sent to all Club members in November and the New Year, advising subscriptions payable.

4.14 All members who still have subscriptions owing three months after the due date shall, if not struck off the membership list:

- a) Not be sent any further club mailings;
- b) Not be eligible for free or subsidized transport.

4.15 Members who have not paid their current year's subscription by 1<sup>st</sup> April should be advised that they will not be considered for any team selection.

4.16 **APPLICATION FOR MEMBERSHIP.**

Every person wishing to become a member of the Club shall make application on the official application form. Such form shall be properly completed and sent, together with the first year's subscription, to the Membership Secretary. Every application for membership shall be placed before the General committee at its next succeeding meeting after the date of receipt of the application.

4.17 The General Committee shall have no power to consider any application unless the first year's subscription shall have been received by the Club. The first year's subscription shall be such subscription as the applicant for membership would have been liable to pay if he/she had been a member of the Club for the whole of the Club year in which his/her application for membership is made. In the case of applications made after 1<sup>st</sup> October in

any year, the first year's subscription shall be deemed to include the following calendar year.

4.18 The General committee shall have absolute discretion whether to accept or reject any application for membership. In the event of acceptance, membership of the Club shall commence on the actual date of acceptance by the General Committee. In the event of rejection the first year's subscription shall be repaid to the applicant within fourteen days but the General Committee does not have to give any reason(s) for such rejection.

4.19 **TRANSFERENCE OF RIGHTS.**

The rights and privileges of any member shall not be transferred or transmitted.

4.20 **TERMINATION OF MEMBERSHIP**

A member shall, without prejudice to any claims which the Club may have against him/her, cease to be a member of the Club on the happening of any of the following events.

- (a) If he/she shall cease to be eligible to take part in athletics as a result of a ruling by a competent governing body of athletics;
- (b) If he/she shall give one month's notice in writing to the Membership Secretary stating his/her desire to resign from membership of the Club. The General Committee shall consider any notice of resignation within one calendar month of its receipt and shall have power to withhold acceptance of any resignation until any indebtedness of the member desiring to resign has been met;
- (c) If he/she shall cease to hold the Office by virtue of which he/she is a member and is not otherwise a member;
- (d) If he/she shall be expelled for non payment of subscriptions under the powers contained in clauses 4.10 and 4.12;
- (e) If he/she shall be deemed guilty of serious misconduct by resolution of the General Committee where a two thirds majority of those present and entitled to vote are in favour of the resolution, providing 14 days' notice, in writing, of the intention to discuss the alleged misconduct has been given to each member of the General Committee and providing the member concerned has been given the opportunity of appearing before the General Committee.

**5.0 PATRON.**

5.01 The Club shall have the power, at each Annual General Meeting, to appoint one or more distinguished persons to the position of Patron(s).

5.02 The General Committee shall have power, at any time, to appoint Patron(s) but such appointments shall require ratification at the next succeeding General Meeting of the Club.

5.03 A Patron need not also be a member of the Club.

5.04 A Patron shall be entitled to such rights as General Committee shall, from time to time, decide. In particular, however, every Patron shall be entitled to attend General Meetings of the Club and to speak at such meetings (although

he/she shall not be entitled to vote unless he/she is also a member of the Club).

**6.0 PRESIDENT.**

6.01 The Club shall have power, at each Annual General Meeting, to elect one person to be President of the Club. The President shall be chosen from persons who have given outstanding service to the Club.

6.02 The President shall automatically also be a member of the Club.

6.03 The President shall be entitled to attend and vote at any meeting of the Club.

6.04 The President shall not be obliged to pay a subscription during his period of office.

**7.0 OFFICERS.**

7.01 The Officers of the Club shall be elected annually at each successive Annual General Meeting. Every Officer shall be entitled to hold his/her position until the following Annual General Meeting when he/ she shall retire but shall be eligible for re-election if nominated.

7.02. Except as otherwise provided, nominations for Officers of the Club shall be made in writing, signed by a proposer and seconder (both of whom must be members of the Club) and sent to the General Secretary not less than twenty one days before the date of the Annual General Meeting at which the Officer is to be elected. Nominations may also be made by the General Committee.

7.03 Every Officer of the Club must be a member of the Club.

7.04 The Officers of the Club shall be :-  
President.  
Chairman.  
General Secretary.  
Treasurer.

7.04.1 The General Committee shall have the power to fill any vacancy arising in the Officers. Any person so appointed to fill such vacancy shall hold office until the Annual General Meeting following the date of the appointment.

**8.0 GENERAL COMMITTEE.**

8.01 The overall care and management of the Club shall be vested in a General Committee.

8.02 Members of the General Committee must be members of the Club.

8.03 The General Committee shall be composed of the following

President.  
General Secretary.  
Chairman.  
Treasurer.

Membership Secretary (ies).  
Chairman of the track and field committee.  
Secretary of the track and field committee.  
Cross Country and Road Coordinator.  
Coaching Coordinator.  
Two members elected at the Annual General Meeting.

- 8.04 Any other member of the Club shall be entitled to attend and speak, but not to vote, at any meeting of the General Committee.
- 8.05 The General Committee shall have the power to appoint additional members for special purposes or needs and to fill any casual vacancies providing that any members so appointed shall hold office until the next Annual General Meeting.
- 8.06 Except as otherwise provided, nominations for members of the General Committee shall be made in writing signed by the proposer and seconder, both of whom must be voting members of the Club, and sent to the General Secretary not less than twenty one days before the date of the Annual General Meeting at which the appointment is to be made. Nominations may also be made by the General Committee.

**9.0 PROCEEDINGS OF THE GENERAL COMMITTEE.**

The General Committee shall meet at such time and at such places as it shall, from time to time, decide but so that not less than eight meetings shall be held in a calendar year.

- 9.01 The General Committee may (subject as hereinafter provided) meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit.
- 9.02 Meetings of the General Committee shall be convened by the General Secretary as directed by the General Committee or within fourteen days of the receipt of a requisition, in writing, signed by not less than three members of the General Committee. Every such requisition shall state the purpose(s) for which the meeting is to be convened.
- 9.03 Except in cases of emergency, not less than three clear days' notice of all meetings of the General Committee shall be given, in writing, by the General Secretary to every member thereof. Such notice shall specify the place, date, hour of the meeting, the business to be transacted thereat and, where possible, shall be accompanied by a copy of any report to be considered at such meeting.
- 9.04 The Chairman shall generally preside at all meetings of the General Committee. If the Chairman is not present at any meeting, the members present shall choose one of their number to take the chair.
- 9.05 The number of members of the General Committee to form a quorum shall be five (5).

- 9.06 If within half an hour of the time appointed for the holding of a General Committee meeting a quorum is not present the meeting shall stand adjourned to such other date time and place as the chairman shall appoint.
- 9.07 A meeting for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the Constitution vested in or exercisable by the General Committee as a whole.
- 9.08 The General Committee may, subject to the provisions of the constitution, delegate any of its powers to sub-committees consisting of such member or members of the General Committee and/or such other person or persons (being members of the Club) as the General Committee shall think fit.
- 9.09 All acts done at any meeting of the General Committee or of any properly appointed sub-committee or by any person acting as a member thereof shall, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of a member, or person acting as aforesaid, or that they or any one of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the General Committee or of the sub-committee.
- 9.10 A resolution in writing and signed by all the members of the General Committee shall be valid and effectual as if it had been passed at a meeting of the General Committee duly called and constituted.
- 9.11 Without prejudice to the provisions herein contained, proceedings of the General Committee and sub-committees shall be governed by Standing Orders.

#### **10.0 DUTIES AND POWERS OF THE GENERAL COMMITTEE.**

- 10.01 Without prejudice to the powers and duties conferred on it generally by the constitution, the General Committee shall carry out all the Duties and Powers contained in this clause (10.00);
- 10.02 Control the finances of the Club and keep accounts in accordance with clause 20.0;
- 10.03 Keep minutes of proceedings in accordance with clause 19.00;
- 10.04 Deal with all matters related to membership;
- 10.05 Nominate suitable persons as Honorary Life Members as described in clause 4.07;
- 10.06 Fill any casual vacancy. Any person so appointed to fill such a vacancy shall hold office until the next Annual General Meeting following the date of his/her appointment;
- 10.07 Appoint such officials as the General Committee, from time to time, considers appropriate. Officials appointed under this power shall be appointed annually and shall hold office until their successors are appointed;

- 10.08 Deal with all matters related to Limited Membership in accordance with clause 4.04;
- 10.09 Appoint sub-committees with such membership, duties, duration (which may not extend beyond the following Annual General Meeting) and terms of reference as may, from time to time, be decided. Sub-committees appointed under this power shall be reviewed annually. Sub-committees shall submit their proposals to the General Committee for approval.
- 10.10 In the circumstances that the General Committee decides to create a sub-committee with responsibilities for the management of the Club comprising such members of the General Committee as shall be agreed then the number of meetings of the General Committee may be reduced to a minimum of four per year with no more than four months between meetings. In this situation, the meetings of the General Committee shall be chaired by a member other than a member of the said sub-committee and the quorum shall be five members as elsewhere stated but this number shall exclude the members of the sub-committee. In the event that the numbers on the said sub-committee present be more than four then the number to form a quorum shall be increased by one for every member of the sub-committee present over that number.
- 10.11 Receive reports from sub-committees, Officers and Officials;
- 10.12 Foster and encourage efficient communication within the Club and between the Club and others;
- 10.13 Support and endeavor to secure the selection of suitable Club members for representative honors.
- 10.14 Deal with miscellaneous matters as described in clause 26.00.

**11.0 SUB-COMMITTEES – GENERAL.**

- 11.01 Without prejudice to the general power given to the General Committee, standing sub-committees shall be appointed annually with duties and membership as hereinafter defined. Such sub-committees shall submit their proposals to the General Committee for approval.
- 11.02 Members of sub-committees must be members of the Club.
- 11.03 The standing sub-committees shall be :-  
 Coaching (clause 12.00)  
 Cross Country and Road (clause 13.00)  
 Track and Field (clause 14.00)  
 Clubhouse Management Committee (clause 14a.0)
- 11.04 The meetings and proceedings of any sub-committee shall be governed by the provisions prescribed by or pursuant to the constitution for regulating the meetings of the General Committee so far as the same are applicable thereto and are not superseded by any regulations made by the General Committee.

11.05 All sub-committees shall be obliged to furnish reports of their activities to the General Committee at such times and in such forms as the General Committee shall, from time to time, decide.

11.06 A sub-committee shall not retain funds, except for petty cash floats as approved by the General Committee.

#### **12.00 COACHING SUB-COMMITTEE**

12.01 Membership:-  
Chairman.  
Secretary.  
Coaching Co-ordinator.  
Accredited Coaches.

12.02 Duties: - To Foster and encourage a strong coaching organisation within the Club and to be responsible therefor.

#### **13.00 CROSS COUNTRY AND ROAD RUNNING SUB-COMMITTEE**

13.01 Membership:-  
Chairman.  
Secretary.  
Cross Country Secretary.  
Road Running Secretary.  
Club Captain.  
Cross Country Captains.  
Cross Country and Road Running Team Managers.  
Statistician(s).

13.02 Duties:- To be responsible for all arrangements for Cross Country and Road Running Fixtures and Club Championships preparatory to final approval by the General Committee and for the selection notification and all arrangements for Club Cross Country and Road Running Teams.

#### **14.0 TRACK AND FIELD SUB-COMMITTEE.**

14.01 Membership:-  
Chairman.  
Secretary.  
Club Captains.  
Track and Field Team Managers.  
Statistician(s).

14.02 Duties:- To be responsible for all arrangements for Track and Field fixtures and Club Championships preparatory to final approval by the General Committee and for all selection and notification and all arrangements for Club Track and Field teams.

#### **14a.0 CLUBHOUSE MANAGEMENT COMMITTEE.**

14a.01 Membership:-  
Chairman.  
General Secretary.

President.

Social Secretary.

Such other persons as shall be appointed, from time to time, by the General Committee.

14a.02 Duties: - to be responsible for all matters relating to the management and financing of the clubhouse.

### **15.00 GENERAL MEETINGS.**

15.01 All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

15.02 General Meetings of the Club shall be convened by the General Secretary at the direction of the General Committee

15.03 Every member of the Club, every Patron and the Auditors(s) for the time being of the Club shall be entitled to attend General Meetings.

15.04 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as otherwise provided, the quorum shall be ten members personally present and entitled to vote.

15.05 Save as otherwise provided for a meeting convened on the requisition of members, if within half an hour from the time appointed for holding of a General Meeting, a quorum is not present the meeting shall stand adjourned to such other date, time and place as the Chairman shall appoint.

15.06 If at an adjourned General Meeting (adjourned in accordance with clause 15.05) a quorum is not present within half an hour of the time appointed for holding the meeting, the members present shall be a quorum and may transact the business for which the meeting was called.

15.07 If at a General Meeting convened on the requisition of members, in accordance with clause 17.03, within half an hour from the time appointed for holding the meeting a quorum is not present, the meeting shall be dissolved.

### **15.08 VOTES AT GENERAL MEETINGS.**

(a) Save as otherwise provided, every member aged eighteen years and over on the date of the meeting shall be entitled to one vote.

(b) Votes may be given only by members personally present.

(c) Proxy votes are not permitted.

(d) No member shall be entitled to vote if the payment of his/her subscription is more than three calendar months in arrears on the date of the meeting at which the vote is to be exercised.

### **15.09 STANDING ORDERS.**

Without prejudice to the provisions contained herein, the proceedings of General Meetings shall be governed by Standing Orders. (Note. Standing Orders require that every notice of motion to be placed on the Agenda for any General Meeting shall be sent, in writing, to the General Secretary at least 21 days before the date of the meeting.)

**16.0 ANNUAL GENERAL MEETING.**

16.01 At least once in every successive Calendar Year, there shall be held an Annual General Meeting at such time and place as may be determined by the General Committee.

**16.02 NOTICE.**

At least twenty one clear days prior to the date of every Annual General Meeting, a notice thereof, specifying the place day and hour of the meeting and the nature of the business to be transacted, shall be placed on a notice board at the Club's headquarters.

16.03 An Annual General Meeting is subject to Clause 16.00 of Standing Orders.

16.04 The business of the Annual General Meeting shall be:-

- (a) To receive apologies for absences;
- (b) To receive the report of the Chairman;
- (c) To approve the minutes of the previous Annual General Meeting;
- (d) To consider any matters arising from the minutes;
- (e) To approve the minutes of any Extraordinary General Meeting(s) held since the previous Annual General Meeting;
- (f) To consider any matters Arising from (e);
- (g) To approve the Audited Accounts;
- (h) To receive the report of the General Committee; (NB. This may take the form of separate reports given by members of the General Committee.)
- (i) To receive the subscription rates for the following year;
- (j) To elect the President;
- (k) To elect the Officers for the following year;
- (l) To elect members of the General Committee for the following year;
- (m) To elect the Auditors;
- (n) To transact any other business of which proper notice has been given.

**17.00 EXTRAORDINARY GENERAL MEETING.**

17.01 The General Committee may, whenever it thinks fit, convene an Extraordinary General Meeting.

17.02 At least twenty one clear days prior to the date of every Extraordinary General Meeting, a notice thereof, specifying the place, day and hour of the meeting and the nature of the business to be transacted, shall be placed on a notice board at the Club's headquarters.

17.03 Requisition of Members.

- (a) The General Committee shall forthwith convene an Extraordinary General Meeting on the requisition in writing of not less than ten members of the Club entitled to vote. Such a requisition shall be signed by every member requiring such a meeting and shall be sent to the General Secretary of the Club and shall state the objects for which the meeting is to be convened.
- (b) If the General Secretary does not within twenty one days from the date of the deposit of the requisition proceed duly to convene such a meeting, the requisitionists may convene the meeting but any meeting so convened shall not be held after three months from the date of such deposit.

- (c) Any meeting convened under this clause by the requisitionists shall be convened in the same manner as nearly as possible as that in which meetings are to be convened by the General Committee.

17.04 An Extraordinary General Meeting is subject to Standing Orders.

#### **18.0 SERVING OF NOTICES.**

18.01 A notice may be served by the Club upon any member personally or by sending it through the post in a prepaid letter addressed to such member at his/her registered address as appearing in the register of members.

18.02 Any notice, if served by post, shall be deemed to have been served on the second day following that on which the letter containing the same is put in the post.

#### **19.00 MINUTES.**

19.01 The General Committee shall cause minutes to be kept of:-

- (a) All appointments of Officers and Officials;
- (b) The names of those present at each meeting;
- (c) All orders made or directions given by the General Committee and sub-committees;
- (d) All resolutions and proceedings of General Meetings of the Club.
- (e) All proceedings of meetings of the General Committee and sub-committees

19.02 Any such minutes of any such meetings, if purporting to be signed by the chairman of such meeting or by the chairman of the next succeeding meeting shall be receivable a prima facie evidence of the matters stated in such minutes.

#### **20.0 ACCOUNTS.**

20.01 The General Committee shall cause such accounts to be kept with respect to:-

- (a) All sums of money received and expended by the Club and the matters in respect of which such receipts and expenditure take place;
- (b) All sales and purchases of goods by the Club;
- (c) The assets and liabilities of the Club;

as are necessary to give a true and fair view of the Club's affairs and to explain its transactions.

20.02 At the annual General Meeting in every year the General Committee shall lay before the Club Audited Accounts made up to the preceding 30<sup>th</sup> September, or such other date as the General committee shall decide.

#### **21.00 AUDIT.**

At least once in every year the Accounts of the Club shall be examined and the correctness of thereof ascertained by one or more auditors.

#### **22.00 PROPERTY.**

Subject to the requirements of law, if the Club shall acquire any property, the title to such property shall be vested in the names of three Trustees or a Trust Corporation. Such trustee(s) shall be chosen by the General Committee.

Unless the Trustees shall be a Trust Corporation, all the Trustees shall be members of the Club and not less than twenty five years of age.

**23.00 FUNDS.**

All funds of the Club shall be applied towards the furtherance of the Club's objects and, except in the course of its normal activities, shall not be distributed in cash or kind to members or third parties other than registered charities or other clubs that are registered as Community Amateur Sports Clubs (CASC). In the event of dissolution, any funds remaining shall be applied to purposes approved by the governing body of athletics in the UK for use in community related sport, to another CASC or a registered charity

**24.00 INDEMNITY.**

24.01 Every member of the General Committee, every Officer, Official, or servant of the Club (whether honorary or otherwise) shall be indemnified by the Club against, and it shall be the duty of the General Committee out of the funds of the Club to pay, all losses and liabilities which any such member of the General Committee, Officer, Official, or servant may incur or sustain in the bona fide execution of the duties of his office or in relation thereto.

24.02 No member of the General Committee and no Officer, Official or servant of the Club shall be liable for the acts, receipts, neglects or defaults of any other member of the General Committee, Officer, Official, or servant of the Club, or for joining in any receipt for the sake of conformity or for any loss or damage occasioned by any error of judgment or oversight on his part, or for any loss, damage, or misfortune whatever, which shall happen in the bone fide execution of the duties of his office or in relation thereto.

**25.00 WINDING -UP / AMALGAMATION.**

The Club shall have power to wind-up or amalgamate with any other amateur club that is a registered CASC. Such winding-up or amalgamation shall require the approval of a Special Resolution passed at a General Meeting of the Club at which a majority of not less than three-quarters of those entitled to vote (and who do so) are in favour of the resolution.

**26.00 MISCELLANEOUS MATTERS.**

Any matter not provided for in this Constitution or Standing Orders, or in the Laws of the British Athletic Federation shall be dealt with by the General Committee, but the General Committee shall have no power to delegate the authority conferred upon it by this clause.

**27.00 STANDING ORDERS.**

Without prejudice to the provisions herein contained, proceedings of General Committee shall be governed by the Standing Orders which are attached hereto. Such Standing Orders shall also determine the procedure for nominations of Officers of the Club, notice of motions and incidental matters.

**28.00 VARIATION OF THE CONSTITUTION AND STANDING ORDERS.**

Any variation or alteration of, deletion from, or addition to the Constitution or Standing Orders shall require the approval of a Special Resolution passed at a

General Meeting of the Club at which a majority of not less than two-thirds of those entitled to vote (and who do so) are in favour of the resolution.

## **STANDING ORDERS.**

**1. Chair.**

The Chairman shall generally take the chair at General Meetings. In the absence of the Chairman the meeting shall elect a member of the General committee to the chair before proceeding to business. (NB by tradition the Chairman may offer the chair at any General Meeting to the President)

**2. Ruling of the Chair.**

The decision of the chairman on any point shall be final unless it is clearly in breach of the constitution or Standing Orders and any person disobeying the ruling of the chair may be suspended by ordinary resolution of the meeting.

**3. Votes per Person.**

In any vote whether by ballot or show of hands, no individual, irrespective of the number of Offices held shall be entitled to more than one vote.

**5. Voting majority.**

Save as otherwise provided in the constitution (Special Resolutions: two thirds or three quarters) all business of a meeting shall be decided by a bare majority of the votes properly recorded at such meeting. In the case of an equality of votes, the chairman shall have a second, or casting, vote.

**6. Method of Voting.**

At a General Meeting every question shall be decided by a show of hands unless a ballot is (a) directed by the chairman or (b) demanded by not less than five persons present and entitled to vote.

**7. Notice of Motion.**

Every notice of motion to be placed on the Agenda for any General Meeting shall be sent, in writing, to the General Secretary, at least 21 days before the date of the meeting.

**8. Motions and Amendments to Motions.**

Every motion and every amendment to a motion shall be proposed and seconded. All amendments to a motion must be submitted to the chairman in writing, and signed by the proposer. If an amendment is carried, it shall displace the original motion for consideration, whereupon any further amendment may be moved. If an amendment be not carried, then another may be moved to the original motion under consideration: but only one amendment shall be submitted to the meeting for discussion at any one time and no person shall move more than one amendment. In the event of no amendment being carried the original motion shall be voted on.

**9. Speaking to Motions.**

No person shall address the meeting more than once on any motion or amendment, but by permission of the chairman, he may reply to questions or give further information. The proposer of an original motion may, however, speak for 5 minutes in reply, whereupon the question shall be put forthwith. Except by leave of the chair, the right to reply shall not extend to the

proposer of an amendment which, having been carried, has become a substantive motion.

**10. Duration of Speeches.**

The speech of the proposer of a resolution shall not exceed 10 minutes in length and that of each subsequent speaker thereon 5 minutes without the consent of the meeting. The consent for an extension of time shall be ascertained, without debate, and where such extension of time is allowed it shall not be for more than 10 minutes at a time.

**11. Candidates\_**(if there be more than one) for any office shall leave the room while the meeting is considering and voting on a particular appointment.

**12. Moving progress.**

It shall be competent for any person to move without debate at the close of the speech of any other person that the question be now put and the motion, if seconded, shall, unless the chairman rules otherwise, be put forthwith and decided by a show of hands.

**13. Termination of business.**

It shall be competent for any person to move that the proceedings do terminate at a given hour and, if the motion be seconded, it shall be put to the vote forthwith by a show of hands. Any subsequent motion to extend such time must be carried by the affirmative vote of not less than two thirds of the persons present and voting, by a show of hands.

**14. Adjournment.**

Any business or motion not reached or completed when the time arrives to close the meeting shall be abandoned.

**15. Suspension of Standing Orders.**

These standing orders may be suspended wholly or in part without previous notice if a motion to that effect be carried by the affirmative vote of not less than two-thirds of the persons present and voting.

**16. Conduct.**

If, at any meeting, in the opinion of the chairman, notified to the meeting, a member misconducts himself by continuous irrelevance, tedious repetition, unbecoming or offensive language or by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly, or offensively or by willfully obstructing the business of the meeting it shall be competent for a member to move "that the member named do leave the meeting" and that the motion, if seconded, shall be put and determined without discussion by a show of hands.

**17.** If, after a motion under Standing Orders 16 has been carried, the misconduct or obstruction is continued and, in the opinion of the chairman, renders the dispatch of the business impossible, the chairman may, without question, adjourn or suspend the meeting for such a period as he shall consider expedient.