**Your Athletics Club**

**Constitution**

Your Athletics Club

Authors:

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The Club Constitution

Regulations governing the structure and function of Your Athletics

Date 2016

**General Provisions**

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1. Definitions

**1.**LUCA: London Universities and Colleges Athletics

**2**. Executive committee: The executive body of the club

**3**. UKA: United Kingdom Athletics

**4**. EA: England Athletics

**5**. BUCS: British Universities and Colleges Sport

2. Name

1. The official name of the club is: Your Athletics Club

*“The* **Your Athletics** *Club”*

2. Only the following other names shall be used in reference to the club:

Your AC

Your Athletics

3. Colours & Badge

1. The official colours of the club shall be navy blue (#1D0A54) and white.

2. The official crest of the club shall be the ‘logo name here’.

4. Aims & Objectives

1. The aim of the club is:

2. The duties of the club to its members are:

(a)

(b)

(c)

5. Equal Opportunities Statement

Discrimination of any kind against a private person or group of people on account of race, skin colour, ethnicity, national or social origin, gender, language, religion, political opinion, or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension from membership of the club.

6. Membership

1. Full membership is open to any student of \_\_ University.

2. Associate membership is open to:

·    Alumni of \_\_\_ University

·   Staff of \_\_\_ university and \_\_\_\_ university Student Union

4. Membership of the club must compromise a simple majority of full members to associate members.

5. Membership fees shall be paid annually. The executive committee shall set the fees.

6.   Membership of the club may be withdrawn, suspended or refused with the approval of a two-thirds majority of the club committee or a two-thirds majority at an EGM.

7.   Appeals referring to 6.6 may be sent to the Student Union no longer than four weeks from the withdrawal, suspension or refusal.

7. Bodies

1. The executive committee is the supreme executive and administrative body

2. Organising, standing and ad-hoc committees shall advise and assist the executive committee in fulfilling its duties. These may be established and disbanded by will of the executive committee.

8. Executive Committee

1. The executive committee consist of a;

·       President

·       Treasurer

·       Athletics captain

·       Cross Country captain

·       Welfare Secretary

2. The responsibilities for each position are as follows;

    I.         **President.**

·       The club overall, including:

a. Chairing meetings of the club and its committee;

b. Ensuring all club events comply with health and safety laws, rules and regulations and that risk assessments are completed for events outside their usual activity.

  II.         **Treasurer**

·       Keeping records of all financial transactions;

·       Ensuring the club does not incur a financial deficit;

·       Keeping the club financially viable;

  III.         **Athletics Captain.**

·       Lead the athletics squad;

·       Manage entries to track and field events;

·       Maintain a high standard of team spirit;

    IV.         **Cross-Country Captain**

·       Lead the cross-country squad;

·       Manage entries to cross-country events;

·       Maintain a high standard of team spirit;

V **Welfare Secretary**

·       Look out for club members;

·       Promote cohesion and inclusion;

·       Plan inclusive socials

3. Further committee positions may be added to the committee as the committee sees fit in order to function.

4. The committee as a whole are responsible for:

·     Promotion of the club throughout the year to actively encourage membership;

·     Ensuring health and safety is complied with and risk assessments completed for club events;

·     Ensuring all income received by the club is paid directly into the club’s account;

·     Memberships are bought by members of the club

·     Preparing a written handover for their successors and meet them in person.

·     Upholding the values and image of the club.

5. The committee shall be elected by full members of the club at an Annual General Meeting (AGM), which must be held before the end of the academic year. The AGM can be either

·       Face to Face AGM –Responsibility of a fair and democratic election falls on the Returning Officer, which shall be the outgoing President. If that President is re-running then another committee member must take up the role of Returning Officer.

·       Electronic AGM – Must be ran on the website

6. Executive committee members shall serve one year2 in office.

7. If any vacancies occur in the club’s committee during the academic year, they shall be democratically filled as soon as is convenient via an electronic Extraordinary General Meeting (eEGM).

8. Committee members may be removed from their position by a motion of no confidence by a two-thirds majority of club members present at an EGM.

9. Benefactors

1. An individual shall be considered an official benefactor of the club upon the confirmation of a minimum donation of £100 per annum to the club.

2. Unless expressly stated by the benefactor, the Benefactor’s name will be made publically available in light of their generous contribution to the club. The club will ensure benefactors are annually recognised and honoured.

10. Development Planning

1. A three-year development plan must be created by the club every three years (2016, 2019, 2022…).

2. This development plan must be written with feedback collected from the following stakeholders:

·       Club members

·       LUCA council

·       Student Union

Other community partners

11. AGM & EGMs

1. An EGM can be called by:

·       30% of the club members (where Club has 50 members or less)

·       20% of the club members (where the Club has between 51 and 99 members)

·       10% of the club members (where the Club has 100 members or more)

·       3 committee members of the Club.

2. The quorum for an AGM or EGM is 50% of full members.

3. Voting shall be by a show of hands (unless at least one full member requests a secret paper ballot). The voting system will be proportional representation – a simple majority vote.

4. Full members, associate members and members of the board of trustees are entitled to attend, speak, and place items on the agenda at all Club meetings.

5. Full members of the Club are also entitled to stand and vote in Club committee election, and vote on all questions of policy within the Club. Associate members and members of the board of trustees are not entitled to a vote.

12. Finance

1. The club shall not hold it’s own private bank account.

2. The President and Treasurer and other nominated authorised signatories shall ensure there is money available in the club accounts before authorising payments.

13. Complaints

1. Club members wishing to make a complaint should initially address it to the President.

2. Club members wishing to make a complaint may go directly to the Chairman where the subject matter of complaint pertains directly or indirectly to the President.

14. Declaration

1. By signing below I acknowledge that I have understood all the information contained above and take responsibility for my specific role within the club.

2. By signing below I acknowledge that my contact details will be made available to the membership of King’s College London Student’s Union, and thus I give my consent to this effect

3. Signed by the executive committee: