

# KENT ATHLETIC CLUB RULES

January 2011

## Rule 1: TITLE and LOCATION

The club shall be called Kent Athletic Club (herein after referred to as "the club") and the headquarters shall be situated for the time being at Ladywell Arena, Catford, London, SE6.

## Rule 2: OBJECTS

The objects of the club shall be to encourage, promote and develop athletics.

## Rule 3: CLUB COLOURS

The club colours shall be navy blue. They shall be worn as navy blue vest, with club badge (the white horse of Kent) worn on the left breast. Members shall be expected to wear club colours in all competitions. The club name and logo can only be used with the authority of the General Committee.

## Rule 4: AFFILIATIONS

The club shall be affiliated to the UKA, the SEAA, the Kent County AA and such other bodies as the Committee feels appropriate.

## Rule 5: OFFICERS AND MANAGEMENT

The management of the club shall be vested in General Committee (herein after referred to as "the committee") comprising of the President, who shall be Chairperson, the Hon. General Secretary, Hon. Treasurer, Track Secretary, Fixtures Secretary, Social Secretary, Coaching Secretary, Membership Secretary, Men's 'A' team track Manager, Men's 'B' team track Manager, Road Running Manager, Cross Country Manager and Women's Secretary. In addition 2 others shall be elected at the AGM. A simple majority at the AGM shall elect all officers and committee members and a member shall not be elected President for more than three years in succession and then after cannot be President for a period of at least three years. In order to form a quorum not less than five members should be present at committee meetings. The number of meetings held during the year must be at least nine. The committee shall have power to co-opt up to four persons as and when necessary

## Rule 6: MEMBERSHIP

The club shall consist of Ordinary members and Honorary Life members. The minimum age of membership shall be 13 years of age.

A member in arrears of subscriptions shall not be eligible to vote at an A.G.M. or E.G.M nor be eligible for any awards.

A candidate for club membership must apply in writing on the approved application form, which should be forwarded to the Membership Secretary, together with the current subscription fee and joining fee where applicable. The candidate will then be proposed by the Membership Secretary from which time he/she will be eligible to compete in club events but will not be eligible for any awards until his/her membership application has been accepted at the next committee meeting following the date on which the Membership Secretary received the application form.

Lapsed members re-admitted to membership shall be classed as new members.

Honorary Life Membership may be bestowed on members deemed to have rendered long, exceptional and meritorious service to the club, subject to the person nominated receiving at least 75% of the votes recorded at the AGM. Any such nomination must be made to the Committee in writing and provided the Committee approves it, it shall be included in the agenda for the ensuing AGM. A certificate of Honorary Membership shall be presented signed by the President of the Club.

Honorary Life Members may attend and vote at Annual General Meetings and Extraordinary General Meetings but will pay no subscription to the Club.

Second Claim members have all rights afforded to First Claim members, (within the restrictions laid down by the UKA.)

## Rule 7: RESIGNATION

A member who wishes to withdraw from Club membership shall give notice in writing or by e mail to the Honorary General Secretary and the resignation, if accepted, shall be operative from the date of receipt by the Honorary General Secretary. The committee shall consider such an application and may refuse or delay it if the member is considered to be under liability (financial or otherwise) to the club.

A member not having tendered her/his resignation by the 1<sup>st</sup> January in any year shall remain liable for the subscription due on that date. A person only ceases to be a member when they resign or are struck off by the Committee. A letter to the last known address of a member or e mail to that person shall be sent informing them that they will be struck off if arrears are not paid.

## Rule 8: DISCIPLINARY ACTION

A club member can be expelled or suspended or otherwise disciplined as set out below if she or he is:

- a) 6 months or more in arrears with subscriptions
- b) Found to be guilty of gross misconduct
- c) Commit any irregularity or breach of rules or other matter of concern to the club
- d) Expelled or suspended by any other recognised athletic organisation.

In any such event then:

- a. If it shall appear to the Club Committee that any irregularity or breach of its rules or other matter of concern to it may have occurred it shall, at its discretion, appoint an Individual (who may or may not be a club member) or a Committee to investigate with such terms of reference as the Club Committee sees fit.
- b. If it shall appear to the Club Committee that there is evidence that any person is in breach of its rules or if it shall appear to the Club Committee that the continued membership of the club by any person is detrimental to the club, the Honorary Secretary shall write to the person or e mail that person concerned setting out the alleged breach and invite the person in question to comment thereon in writing or by e mail by a specified date which, unless the Club Committee otherwise directs, shall not be less than 14 days after the date the letter was sent.
- c. The Club Committee shall consider the response (if any) at its next convenient meeting and if it is not satisfied that the rules have been observed or that the continued membership of the club by the person in question is not in the best interests of the club, it shall refer the matter to a Disciplinary Committee appointed by it which shall consist of not less than three nor more than five people, none of whom shall be directly interested in the matter otherwise than as members of the club. The Disciplinary Committee shall make such further enquiries as it thinks fit and shall afford to the person against whom the allegation has been made a reasonable opportunity to appear before it and state his/her case and answer the allegations brought against him/her and the Committee shall hear such witnesses as he/she reasonably produces\*. It shall make such just and efficient procedural provisions as shall be necessary for the just and efficient disposal of the case remitted to it.
- d. If it is satisfied that a breach of the rules has occurred the Disciplinary Committee may recommend to the Club Committee one or more of the following penalties:
  - i) Resolve to note the offence but take no further action; or
  - ii) Warn the person concerned as to his/her future conduct and thereafter take no further action; or
  - iii) Suspend or disqualify the person from Athletics competition, coaching and/or administration for any period whether fixed or indefinite; or

- iv) Recommend to the Regional Association or National Governing Body that the person concerned shall be disqualified from any involvement in athletics for any period whether fixed or indefinite; or
- v) Such other penalty as the Disciplinary Committee in the circumstances of the case shall consider appropriate
- e. The Disciplinary Committee shall report its recommendation to the Club Committee in writing within seven working days and the Club Committee shall determine its decision as soon as practicable thereafter
- f. A term of suspension starts from the time it is pronounced by the Club Committee unless otherwise stipulated and does not expire until the close of the day named in the decision.
- g. Every person suspended, expelled or disqualified or otherwise dealt with shall be notified in writing by hand or by recorded delivery post or by e mail within seven working days of the decision.
- h. The Club Committee shall, as it sees fit, transfer as many of its duties under the provisions of its Constitution to such Disciplinary Committee as from time to time it shall set up.

\*and shall also allow the person against whom the allegations have been made the right to be accompanied and/or represented by a friend.

## APPEALS

Any person suspended, expelled or disqualified by decision of the Club Committee may appeal against such decision as defined in the U.K.A. Rules.

### Rule 9: SUBSCRIPTIONS

The Club year shall start on the 1<sup>st</sup> January and any subscriptions shall be due on that date each year. The level of subscriptions shall be decided at the Annual General Meeting and shall remain in force until altered.

Any member joining the Club after the 30<sup>th</sup> September shall pay the full yearly subscription but this shall cover the fees for the next financial year as well.

Subscriptions are payable on election.

A Reduced membership fee is to be given to those members that reside 30 or more miles from the Club headquarters.

A fee to join the club ('joining fee') shall be set at the AGM, which shall include a club vest and badge.

Full time male students or those men unemployed and all Women will pay the Reduced subscription. The committee reserves the right to use its discretion in individual cases of hardship.

Ordinary membership for life can be paid by a single payment of 10 times the current highest subscription rate. This is not refundable in part or in whole.

### Rule 10: ANNUAL GENERAL MEETING

The Club Annual General Meeting shall be held each year in November (or as near as can be arranged). The A.G. M. shall only...

- 1 Receive and consider:
  - (a) The Honorary General Secretary's and Treasurer's reports and any other reports to hand
  - (b) The Income and Expenditure Accounts and the Audited Balance Sheet for the year ended 30th September
- 2 Elect Club officers, Committee and Auditors for the ensuing year.
- 3 Deal with any resolutions and other items submitted for consideration in writing to the Honorary General Secretary not later than 30<sup>th</sup> September prior to the A.G.M. by at least 2 club members or the Committee.

The Honorary General Secretary shall send all members the notice of the AGM together with the Agenda, either in writing or by e mail, giving not less than 14 days notice of the same. Only at the A.G.M. or and E.G.M. can the Club Rules be altered together with other motions and all motions will require the assent of at least two thirds of those present and voting. Each member shall have one vote at a General Meeting, which can only be cast in person. The Quorum for the A.G.M. shall be 1/6 of the membership or 20 members, whichever is the lower. A decision taken at an A.G.M. or an E.G.M. shall be of greater authority than that of the Committee. Members in arrears of subscriptions are ineligible to vote at A.G.M. or E.G.M.

### Rule 11: EXTRAORDINARY GENERAL MEETING

The Hon. General Secretary shall, on receipt of a requisition signed by 20 members or the Committee or the President, call an Extraordinary General Meeting within 21 days of receipt of such notice. He/she shall then give at least 7 days notice by e mail or in writing to all members at their last known address. The business of such a meeting shall be confined to the matters laid down in the notice of the meeting. Club members must be present in person to be eligible to vote. The Quorum for an E.G.M. shall be 30% of members. A majority vote for any changes in rules or policies shall be at least two thirds of those members present and voting at the E.G.M.

### Rule 12: CLUB CHAMPIONSHIPS

Club Championship awards can be given to first or second claim members. (The men's one mile Trophy is not a Club Championship)

No prize or award shall be given to any member who is indebted to the Club.

Female members may compete and be eligible for awards in male championships but not vice versa.

Juniors and under 17 men may compete and be eligible for awards in Senior men's championships.

The Committee shall decide the dates, venues, and events that will form Club Championships, and also decide on the form of the award.

A minimum of 2 starters is needed for any awards to be made in all Club Championships. Unless the winner achieves the club standard where applicable (to be available prior to the event) then no awards will be made.

Awards shall be made as follows:

2 – 5 starters	1 <sup>st</sup> place only
6 – 8 starters	1 <sup>st</sup> and 2 <sup>nd</sup> place
9 or more starters	First three places

Any member who achieves the 'medal standard' and who finishes in 2<sup>nd</sup> or 3<sup>rd</sup> place will receive an award irrespective of the number of starters.

### Rule 13: EXPENDITURE LIMIT

Any expenditure over a limit set by the committee has to be approved first at a General Committee meeting.

### Rule 14: OTHER MATTERS

All complaints and suggestions concerning the running of the Club shall be made in writing to the Honorary General Secretary, who will place them before the Committee at its next meeting.

### Rule 15: HONORARY GENERAL SECRETARY

In the event of the Club not having an Honorary General Secretary or he/she being unable to fulfil their function (e.g. ill health) then in all the above rules insert President or a person nominated by the Committee wherever the Honorary General Secretary appears in these rules.

### Rule 16: ACCEPTANCE OF RULES

A copy of these rules shall be given to each member with the approved application form and payment of his/her subscriptions shall be deemed as acceptance of these rules for all purposes. All members are required to abide by Club rules.

**Rule 17: DISSOLUTION / AMALGAMATION**

- a) Upon dissolution of Kent Athletic Club all Net Assets would be transferred to Kent County AA for the benefit of athletics  
In the event of an amalgamation of Kent Athletic Club with another club all Net Assets would be transferred to the new combined club or to Kent County AA for the benefit of athletics. The choice of these two options would be decided by a two thirds majority at a General Meeting.