

## Eastern Masters Athletics Club : Constitution

Adopted at the AGM 20 Feb 2016

### 1. Name

The club shall be called Eastern Masters Athletics Club (EMAC).

### 2. Aims and objectives

The aims and objectives of the club will be :

- To provide competition in the East of England for its members against other athletes meeting the eligibility criteria for masters competition;
- To give members access to National and International competition for masters, by registering competing members with the British Masters Athletics Federation (BMAF) and to contribute by hosting National Championships events;
- To facilitate communication about masters athletics amongst the membership.

### 3 Membership

Membership shall consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled as either First Claim or Second Claim entitling the member to compete in EMAC events and registration with BMAF for access to National and International competition; (and in the case of First Claim registration with EA for access to UKA competition).

### 4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting of the club.

Fees will be paid annually on 1 April of each year.

### 5. Officers of the club

The officers of the club will be :

- Chair
- General Secretary
- Treasurer
- Membership Secretary
- Communications Editor

## **6. Management of the club**

The pursuit of the club's aims and objectives will be managed through the Management Committee consisting of the officers of the club and up to four other members elected by the Annual General Meeting.

The Officers and other Management Committee members will be elected annually at the Annual General Meeting.

The Management Committee will appoint a delegate to represent the club at meetings of BMAF and EAMA.

The Management Committee will be convened by the Secretary of the Club and will be held no less than twice per year.

The quorum required for business to be agreed at Management Committee meetings will be four. The Chairman is to have the casting vote.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees and delegate responsibilities to members as necessary to fulfil its business. Any sub-committee appointed by the Management Committee will be entitled to send a representative to Management Committee meetings.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will be responsible for taking any disciplinary action following such hearings.

## **7. Finance**

All club monies will be banked in accounts held in the name of the club.

The Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 December of each year.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any payments drawn against club funds should hold two signatures from the nominated officers of the club.

Any sub-committees may have their own bank accounts at the discretion of the Management Committee.

## **8. General Meetings**

The Annual General Meeting (AGM) will be held not more than 4 months after the end of the financial year.

Notice of the Annual General Meeting (AGM) will be given by the General Secretary. Not less than 42 days notice must be given to all members.

The AGM will receive reports from the Management Committee and a statement of audited accounts.

The AGM will appoint by election the Officers and members of the Management Committee. Nominations for Officers and members of the Management Committee will be sent to the General Secretary, to be received not less than 28 days before the AGM. The Chair shall be able to reopen nominations at the AGM if no nominations have been received.

The Agenda for the AGM will be available on request from the General Secretary not less than 14 days before the AGM. No business other than that on the agenda shall be decided at the AGM.

All members shall have the right to vote at the AGM.

The quorum required for business to be agreed at an AGM is 10 members.

The Management Committee, or a group of not less than 10 members, has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedure for EGMs will be the same as for AGMs.

## **9. Discipline and appeals**

All complaints regarding behaviour of members should be submitted in writing to the General Secretary.

A member who is the subject of disciplinary action may appeal against the decision of the Management Committee. A tribunal of three members, none of whom will be members of the Management Committee, will be assembled to consider the appeal. The decision of the appeals tribunal can only be considered further by way of referral to the disciplinary procedures of EA.

## **10. Dissolution**

A resolution to dissolve the club can only be passed by a majority vote of the membership at an AGM or EGM, or by postal ballot of all the members.

Any resolution to dissolve the club must include a proposal for the disposal of any remaining assets of the club.

## **11. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Proposals for changes to the constitution will be sent to the General Secretary, to be received by the end of the financial year for consideration at an AGM, or by calling an EGM.

## **12. Declaration**

Eastern Masters Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

20 Feb 2016