Eastern Masters Athletics Club: Constitution

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

Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. Our Inclusion Policy is at appendix A.

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; as defined by England Athletics (EA); entitling the member to compete in EMAC events and registration with BMAF for access to National and International competitions; (and in the case of First Claim registration with EA for access to UKA competitions).

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. Any fees paid at a later date provide membership for the part-year up to the following 31st March. In exceptional circumstances (e.g. pandemic lockdown) the committee may approve granting membership for more than a twelvemonth in respect of a single subscription/fee.

5. Officers of the club

The officers of the club will be:

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

The office of Chair & Treasurer may not be held by the same person at the same time.

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 eight 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 EMAA.

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.

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.

A scrutinised (by an outside accountant or independent scrutineer) 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 scrutinised 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. Grievances, Complaints & Disputes Procedure

Any complaints grievances or disputes of misconduct regarding the behaviour of Members or Officers of the Club shall be dealt with by the Club in accordance with its discipline and appeals process at Appendix B.

10. Dissolution

A resolution to dissolve the club can only be passed by a majority vote of the membership at an AGM or EGM followed by a majority vote in a 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 (updated 08 December 2019, EGM 10 December 2023 & AGM 07/04/2024)

Eastern Masters AC: Club Constitution - Appendix A

Inclusion Policy

1. Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable.
2. We will seek to ensure that we comply with the Equality Act 2010 and the characteristics protected by it, and we will encourage our members to do likewise.
3. Masters Athletics is aimed specifically at people over the age of 35 years. Anyone who is under this age is specifically excluded from Club membership. This is a permitted exemption under the Equality Act 2010.
4. Subject to this permitted exemption, we want our club to be equally accessible to all members of society regardless of disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.
5. We will seek to adopt inclusive practice within our competition and events, subject to the protected exemption of providing male & female exclusive competition.
6. Whilst Eastern Masters AC are not providing para-athletic competition directly, we shall seek to encourage individual members to provide appropriate support to athletes with disabilities to enable them to compete.
7. We will not tolerate discrimination, harassment, bullying or victimisation.

Eastern Masters AC: Club Constitution - Appendix B

Discipline & Appeals process for Grievances, Complaints and Disputes

1. Improper or Unprofessional Conduct

a. Any complaints of misconduct regarding the behaviour of Members or Officers of the Club must be presented in writing to the Club Secretary.

b. Where the matter relates to the Club Secretary, the complaint must be presented in writing to the Club Chair.

c. If possible, any grievance should in the first instance be addressed with the alleged individual, or a Club Official or Committee Member.

d. Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint.

e If the complaint is sufficiently evidenced the Secretary will then appoint three Club Members; who have no direct or indirect interest or involvement in the matter; to sit on a disciplinary panel.

f. Subject to rule 3 below (Appeals); the decision of the disciplinary panel shall be final and conclusive and will be sent in writing to the Member subject to the disciplinary hearing by the Club Secretary within seven days.

3. Appeals

a. Any Appeal must be received in writing by the Secretary within seven days of receiving the written decision and, if appropriate, the appeals process will be followed.

b. The Club Chair shall appoint a panel of three Club Members; including at least one Committee member; who have no direct or indirect interest or involvement in the matter and did not sit on the disciplinary panel to hear the Appeal.

c. The decision of the appeal panel shall be final and conclusive.

4. Sanctions

Where a complaint or grievance has been upheld by the disciplinary panel or; if appealed; the appeal panel, the Club Committee will decide whether any reasonable sanction should be applied to the individual.

5. Serious Misconduct

a. The Club Secretary or Club Chair shall consider whether any complaint received under (1) above falls under the heading of serious misconduct. If after discussion with the Club Committee it is agreed that it does fall under this heading, then the Club will contact England Athletics regarding the complaint.

b. Any complaints of serious misconduct regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

c. Serious misconduct may include theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute.

6. Mediation

If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Eastern Masters AC: Club Constitution – Appendix C

Privacy & Personal Data

1. Privacy Notice

Eastern Masters Athletics Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership British Masters Athletic Federation is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

2. What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, nationality, address, e-mail address, phone number, name of the England Athletics (EA) affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information which is classed as special category personal data.

3. Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For competition entry

sharing personal data with club team managers to enter events;

sharing personal data with leagues, county associations and other competition providers for entry in events.

For membership and club management

processing of membership forms and payments;

sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;

publishing of competition results.

Marketing and communications (where separate consent is provided)

sending information about selling club kit, merchandise or fundraising.

4. Social Media

The club has a social media page on Facebook. All members are free to join this page. If you join a Social Media page, please note that providers of the social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

5. Who we share your personal data with

When you become a competitive first claim member of the Club, you will also be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable your access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your data through the MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.

The Club does not supply any personal data it holds to any other third party. The Club does not store or transfer your personal data outside of the UK.

6. How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. You are asked to update your Athlete data every time you renew your club membership. Any personal data we hold about you will be securely destroyed after four years of inactivity of your account in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

7. Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.