



NEWHAM AND ESSEX BEAGLES ATHLETIC CLUB

Club Constitution

1. Name

The club will be called Newham and Essex Beagles Athletic Club and operates under the rules of UK Athletics (UKA). It is affiliated to England Athletics and Essex County A.A

2. Aims and objectives

The main object of the club is to promote competition and participation in the sport of athletics in the whole community. To achieve this object it will aim:

- To offer coaching and competitive opportunities in Athletics
- To promote the club within the local community and Athletics.
- To manage the Newham and Essex Beagles Athletic club.
- To make the best endeavours to provide its services in a way that is fair to everyone
- To ensure a duty of care to all members of the club.
- To participate and promote volunteer activity
- To promote actively a policy of diversity and inclusion

3. Club Equity Statement

Newham and Essex Beagles Athletic Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



The club adopts the UKA/England Athletics Child Protection Policy and Protecting Vulnerable Adults Policy

A copy of the Newham & Essex Beagles Child Protection Policy and aforementioned UKA/England Athletics policies can be found on the Newham & Essex Beagles Athletic Club website www.newhamandessexbeagles.co.uk

4. Membership

1. Members shall consist of officers and members of the club
2. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulation and codes of conduct that the Club has adopted
- 3 . Members will be enrolled in one of the following categories:
 - **Life member** (25years service and voluntary annual donation or outstanding contribution or outstanding international performance)
 - **Volunteer** (Voluntary annual donation)
 - **First claim member**
 - **Second claim member**
 - **Higher competition athlete**
 - **Beagles Academy Member** (Separate fee for England Athletics Affiliation)
4. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
5. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
6. The Club Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. The Club Management Committee may refuse membership, or remove it, where any athlete or other club member refuses to compete for the club or causes an athlete to refuse to compete for the club in the opinion of the Management Committee. In such cases the Management Committee will issue a written warning before refusing or removing club membership. Appeal against refusal or removal may be made to the members and decided by a majority vote
7. No refunds will be made on paid club membership



5. Membership fees

Membership fees will be set annually and agreed by the Management Committee and endorsed at the Annual General Meeting

Fees will be paid annually and commence on the 1st of April each year

6. Officers of the club

The elected officers of the club shall be either members of the Management Committee or if not then members of the General Committee. Elected Members of the Management Committee will automatically be members of the General Committee. The roles of these Committees are set out in section 7 below.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

The list of elected functions to be filled by election at the AGM will be agreed by the Management Committee and submitted to the General Committee for comment prior to the AGM.

7. Committee

The club will be managed through the **Management Committee**.

Membership of the Management Committee will comprise the following elected officers each of whom shall be entitled to vote:

Chair, Vice-Chair, Hon Secretary, Treasurer.

Additionally the Management Committee may invite two external independent members to attend. These independent members will have equivalent voting rights to the elected members of the Management Committee.

Additionally the Management Committee may co-opt two further members as it sees fit. Co-opted members of the Management Committee will not have any voting rights.

Assistant Hon Secretary and Assistant Treasurer shall be non-voting members if these posts are filled.

The serving President of the Club will be entitled to attend the Management Committee meetings in a non-voting capacity

Votes of the Management Committee will be decided on a show of hands of those physically present with the Chair having the deciding vote in the case of a tie.

Management Committee meetings will be convened by the Secretary of the club and held 6-8 times per year.

The quorum required for business to be agreed at Management Committee meetings will be three of elected officers with voting rights



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

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business

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

The **General Committee** comprises all elected officials of the club. It will meet up to three times a year to receive a report from the Management Committee (to include a financial update) and discuss any matter which it wishes to discuss.

The meetings of the General Committee will be held in March and August to coincide with preparation for the Summer and Winter competition seasons. The third meeting if required will be held in September to discuss matters to be raised at the AGM.

The General Committee operates in an advisory capacity and has no management responsibility for the club.

8. Finance

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

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

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

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

Any cheques over £50 drawn against club funds should hold the signatures of the Honorary General Treasurer plus up to two of the designated signatories. In the case of payments made out of the club's online account the Management Committee will be responsible for putting in place an appropriate payment approval system for various amounts.

All payments made out of the club's online account to the extent they are not covered by existing cheque payment controls should be reviewed by one of the elected officers of the Management Committee who has not made the payment.

Arrangements shall be put in place to allow a member of the Management Committee other than the approved operator of the online account to have access to the account.

The income and property of the club shall be applied solely towards promoting the clubs' objectives towards the mutual benefit of all members as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the club.



Specific grant funding will be used to deliver the grant conditions subject to the ratification procedures of the grant awarding body. Expenditure in relation to such grants will be identified to the extent practicable.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

9. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from the chairperson of the Management Committee. The AGM will receive an audited annual report from the Honorary General Treasurer .

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members aged 18 or over have the right to vote at the AGM (Excluding second claim and higher competition athletes who have formal membership in another club)

The quorum for decision making at AGMs will be six (6) non related non-cohabiting members.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

An EGM can be called for by a letter received by the Hon General Secretary signed by 20 club members (excluding second claim and HCA members) giving 21 days' notice of that meeting. The purpose of the EGM shall be set out in that letter.

10. Complaints, discipline and appeals process

Newham & Essex Beagles Athletic Club is committed to ensuring that any concerns are settled in a fair and consistent manner and as quickly as possible.

Newham & Essex Beagles Management Committee has the power to take appropriate disciplinary action including the termination of membership. All complaints should be submitted in writing to the Club Secretary. The complaint should provide as much information as possible including, where relevant, examples and date.

Stage One:

The Club Secretary will aim to acknowledge receipt of the complaint, by letter or email, within 7 days of the complaint being received. From acknowledging receipt of the complaint, the Management Committee will then have 14 days in which to meet and fully investigate and provide an outcome to the complaint. The Management Committee will consist of a minimum of three members. If the investigation appears to be taking longer than anticipated, then communication will be made via email or letter.



Investigation:

The Stage 1 investigation will be conducted by the Management Committee. The Management Committee's role is to ensure that any complaints and investigations are reviewed in a fair and consistent manner.

For the purposes of the investigation the Management Committee will consist of a minimum of three persons. Wherever possible the Management Committee will consist of mixed genders and ethnicities. The investigation may involve meetings with the person raising the complaint and who the complaint is made against, any potential witnesses, as well as other forms of information gathering. These investigatory meetings are not formal disciplinary meetings.

The Meeting:

A support companion or friend can accompany the accused to the meeting if wished. During the meeting an opportunity will be given to respond to the case being made. Put forward evidence and questions, make notes and request to confer in private with a support companion or friend.

Stage Two Appeals:

If either party is not satisfied with the response given at stage one of the complaints procedure, then either party can contact the club again to appeal the outcome. Clearly giving reasons as to why they are unhappy with the initial outcome received. This should be done in writing to the Club Secretary.

The Club Secretary will aim to acknowledge receipt of appeal, by letter or email, within 7 days of the appeal being received.

From acknowledging receipt of the appeal, the Management Committee will then have 14 days in which to meet, look at the outcome already received, investigate the new concerns under Stage 2 Appeals and provide an outcome. This decision will be final.

The Management Committee conducting the investigation will follow the club's discipline procedure if relevant for the outcome of the complaint.

11. Child Welfare

The Club Welfare Officer is the lead contact for all members in event of any child protection or vulnerable person concerns.

All concerns, allegations, reports of poor practice and abuse relating to the welfare of children and vulnerable persons, will be recorded and responded to swiftly and appropriately in accordance with the club's Child Protection Policy and procedures.



12. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

“Upon dissolution of the club any remaining assets will not be distributed or otherwise shared between the members of the club but will be transferred to another registered CASC, a registered charity or the sport’s governing body for use by them in related community sports”

13. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. Declaration

Newham and Essex Beagles hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

A handwritten signature in black ink, appearing to read "Tony Shiret".

Date: 23rd November, 2017

Name: Anthony Shiret
Position: Honorary Chairperson

Signed:

A handwritten signature in black ink, appearing to read "Nina Hepburn".

Date: 23rd November, 2017

Name: Nina Hepburn
Position: Honorary General Secretary