



Club Constitution

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Pencoed Swimming Pool, Felindre Rd, Pencoed, Bridgend, CF35 5PB

Pencoed Panthers Rules & Constitution 2017

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1. Club & Colours

- 1.1 The name of the club is Pencoed Panthers ("the club") established in January 2016
- 1.2 The clubs colours will be a navy and pink vest, with the club name & logo on the front.
- 1.3 Members representing the club at competitive events are expected to wear the club colours whenever possible to promote the club; and will do so for team and other events where it is compulsory under the event rules of the appropriate governing body

2. Definitions

"the IAAF" means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;

"the Chairperson" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;

"the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;

"the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;

"the Officers" means the persons elected to the posts of Chairman, Secretary and Treasurer as listed above.

"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

"National Association" the Home Country Athletics Association to which the Club is from time to time affiliated which at the date of adoption of these Rules is Welsh Athletics;

"the UKA" means the UK Athletics Limited (British Athletics) which is the governing body of athletics within Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham B42

3. Aims & Objectives

- 3.1 Encouraging and promoting adult recreational and competitive running and related sporting and social activities amongst the local community in the CF35 postal and surrounding area
- 3.2 Representing the club in team events, affiliated leagues or other events and competitions
- 3.3 The provision of running leadership, coaching, structural training, appropriate courses, competitive and social opportunities and facilities.
- 3.4 The encouragement of members to play an active role in the club
- 3.5 To target and support the complete beginner of any ability in the local area
- 3.6 To obtain funding for the activities of the Club by collecting membership subscriptions, by obtaining sponsorship and other available funding
- 3.7 To affiliate to UKA (British Athletics) and the National Association
- 3.8 To comply with and uphold the Rules and Regulations of the National Associate, UKA (British Athletics) and the IAAF as amended from time to time and the rules and regulations of any body to which UKA (British Athletics) is affiliated
- 3.9 to make rules and regulations, concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members

3.10 to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA (British Athletics) or the National Association (as appropriate) where so required by the Rules and Regulations of UKA (British Athletics) or the National Associate; and to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3

4. Application of Surplus Funds

4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, or to a charitable organisation, on winding-up or dissolution of the Club.

4.2 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club

5. Membership

Eligibility for membership –

5.1 Persons of either sex are eligible for membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.2 Persons applying to become members must be 18 years old or older

5.3 The number of Members is unlimited

5.4 All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF

5.5 Members will be enrolled in one of the following categories

- Full Membership
- Social Membership

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings

Subscriptions –

5.6 The training fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.7 The Members shall pay a training fee and annual subscription fees set by the Management Committee from time to time

5.8 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the training fee and his first annual subscription

5.9 Any Member whose annual subscription is not paid by the end of the calendar year (or as decided by the Management Committee) and one year in arrears shall be deemed to have resigned his membership of the Club

5.10 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being “active members”.

Duty of Care –

- 5.11 Members have a continuing duty to inform the club, via the membership secretary, of changes of personal details of matters covered on their membership form including medical conditions which might impinge upon or be relevant to a members fitness or running ability in circumstances where the club may owe the member a duty of care to take reasonable
- 5.12 care for the members safety
- 5.13 The membership secretary will maintain a database of individual member details in accordance with the Data Protection Act 1998. This information will be treated as confidential and only used for compliance with the governing body rules and regulations, verification on entry for team events, affiliated leagues or other events or competitions, club records and rankings, the proper management of the club including club communications to the member and in circumstances where the club may owe the member a duty of care to take reasonable care of the members safety.

6. Resignation

- 6.1 A Member may withdraw from membership of the Club on four weeks clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.
- 6.2 In line with the rules of the sport the club will only accept a resignation when satisfied that the member has cleared any debt owed to the club including any fees for courses or training that was for the benefit of the club and its members
- 6.3 The member intending to resign should ensure that they comply with the Eligibility process of the sport in the event that they wish to join another affiliated Athletics Club

7. Expulsion

- 7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him
- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.
- 7.4 The Management Committee may exclude the Member from the Club's sessions until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations

8. Effect of Resignation or Expulsion

- 8.1 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9. The Management Committee

9.1 The Club shall be managed by a Management Committee consisting of:

- (a) the Chairman
- (b) the Secretary
- (c) the Treasurer

9.2 The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.

9.3 A member of the Management Committee shall be deemed to have vacated office if:

- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) he resigns his office by notice to the Club; or
- (c) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the Constituent Body; or
- (d) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

9.4 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election

9.5 Should a Management Committee position become vacant for any of the above reasons then members can apply for the position at the annual general meeting in each year.

9.6 Any person nominated as a member of the Management Committee must be a Full Member of not less than 1 year

9.7 Retiring members of the Management Committee may be re-elected

10. Proceedings of the Management Committee

10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than four meetings each year. The quorum for such meetings shall be three. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than five days' notice of a meeting.

10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting

10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman or the acting chairman of that meeting shall have a casting or additional vote.

10.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the

Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

10.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members

10.6 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

11. Annual general meeting

11.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

(a) to receive the Chairman's report of the activities of the Club during the previous year;

(b) to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the Club;

(c) to elect the members of the Management Committee should any have vacated office as per rule 9.3;

(d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and

(e) to deal with any special matters which the Management Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 7 days before the meeting

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next

12. Extraordinary general meetings

12.1 An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 10 days, stating the purposes for which the meeting is required and the resolutions proposed

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall communicate to each Member notice of the date of the general meeting together with the resolutions to be proposed at least 7 days before the meeting

13.2 The quorum for the annual and extraordinary general meetings shall be 10 Members or one tenth of the eligible membership of the Club (whichever is the greater number).

13.3 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote may choose one of the

other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting

13.4 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote

13.5 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings

13.6 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14. Guests

14.1 Any Member may introduce guests to the Club, and any athlete, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest

14.2 A Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 14.1 must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises.

15. Alteration of the rules

15.1 These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds]of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition

16. Regulations

16.1 The Management Committee shall have power to make, repeal and amend such regulations as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and any repeals or amendments to them shall have effect until set aside by the Management Committee

17. Finance

17.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two signatories who shall be the Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

17.2 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer

17.3 Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be made available to every Member when notice concerning the annual general meeting is given

18. Dissolution

- 18.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 18.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.