

Caithness Amateur Athletic Club

Constitution

Title

The club shall be known as Caithness Amateur Athletic Club (CAAC).

Objectives

The objectives of the club shall be:

- a) To provide athletics for both male and female athletes in Caithness and to other areas in the north as agreed with the CAAC committee.
- b) The club shall promote track and field events, cross country, road and hill running events.
- c) Promote and maintain the highest standards of technical competence and safety in athletics.
- d) To uphold the rules of the sport as dictated by the governing body.
- e) Provide equal opportunities for successful participation by all sections of the Caithness community.

Committee

1. The affairs of the organisation shall be managed by a committee which shall be elected each year at the AGM. The quorum for a committee meeting shall be five members, one of whom shall be an office bearer, who will act as the chair, if the chairman is absent. The committee shall meet regularly to ensure that the club is being run satisfactorily and fulfilling its objectives. All votes shall be determined by simple majority of those eligible to vote at the meeting. In the event of equality of voting, the Chair has the right to use a casting vote. A sub-committee may be convened to address specific issues as dictated by the committee.
2. The office bearers shall be Chair, Secretary and Treasurer. The term of office will be one year.
3. Standing orders shall be used to manage the routine business of the club. The standing orders shall be appended to the constitution. The committee have the power to make, alter or annul any standing orders.
4. In the event of any circumstances arising which is not covered by the constitution, the committee shall meet to resolve the situation.
5. In the event of a committee member leaving his / her post, for whatever reason, the executive committee retain the right to co-opt a replacement onto the committee until the next AGM.
6. All communications should be addressed to the secretary who shall conduct the correspondence of the club. The secretary receiving a requisition signed by at least 50% of the committee, or on the instruction of the Chair, the secretary shall convene a special committee meeting or a Special General Meeting as the case demands.

Membership

7. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
8. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
9. The committee shall be entitled to:
 - a) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
 - b) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full committee before a final decision is made. The member may apply for reinstatement at the next general meeting.
10. The membership is strictly confined to amateurs and shall be categorised as follows:
 - a) Life member: A member which the CAAC committee deem to have sufficient merit will be proposed/elected for life membership at the AGM or at a committee meeting to be ratified at the AGM.
 - b) Full member: A member aged 18 years or over. Committee members, coaches and adult helpers shall be considered as full members, who's fee is waived. The membership fee will include Scottish Athletics Limited insurance cover.
 - c) Student member: Any member who is not a junior member and is in full time education. The membership fee will include Scottish Athletics Limited insurance cover. Student members do not have voting rights and can not be elected on to the committee.
 - d) Junior member: A member aged between 8 years and under 18 years. The membership fee will include Scottish Athletics Limited insurance cover. Junior members do not have voting rights and cannot be elected onto the committee.
 - e) Associate member: Associate membership is open to second claim athletes and not age dependant. Associate members do not have voting rights. All applications for associate membership made, will be individually reviewed by the committee for acceptance. The membership fee will include Scottish Athletics Limited insurance cover.

Note: (i) Members in membership categories b, c, d and e above must be registered with Scottish Athletics Limited (SAL) for competition purposes.
(ii) A club athlete can only compete for prize money providing that the Meeting has a SAL permit and the athlete is registered with SAL.

11. Records of membership shall be retained on a computer subject to the written agreement of the individual member/parent /guardian in order to comply with the Data Protection Act.

Annual General Meeting

An annual general meeting shall be held for the purpose of election of office bearers and committee; the retiring members are eligible for re-election. It shall be the responsibility of the secretary to ensure that adequate notice and publicity of the meeting is given to interested parties. All votes shall be determined by simple majority of those eligible to vote at the meeting.

Special General Meeting

12. A Special General Meeting (SGM) may be called at any time if deemed necessary by the committee. Or by a request in writing, addressed to the secretary, signed by at least 50% of the full members, stating the business to be discussed. It shall be the responsibility of the secretary to ensure that adequate notice (21 days) and publicity of the SGM is given to interested parties. All votes shall be determined by simple majority of those eligible to vote at the meeting.

Finance

13. Membership fees shall be payable commencing on the 1st January of each year, at the amount agreed by the committee at the AGM. Membership fees may be paid in full or by instalments. At least one month's fees must be paid by the end of January before taking part in any CAAC activity or representing CAAC at any event. Junior members joining after the 1st January shall pay fees on a monthly pro-rata basis. All other classes of membership shall pay the full amount on joining unless the committee agree an exceptional payment. The committee has the right to refuse to accept payment by instalments outwith normally accepted intervals such as monthly or quarterly.
14. The funds of the club shall be lodged in a bank fixed by the committee, the account being in the name of Caithness Amateur Athletic Club. The authorised signatories for banking purposes shall be decided by the committee, any two being required to authorise payments or withdrawals.
- 15.

Alterations to the Constitution

16. In the event of an alteration to the constitution being deemed necessary, the proposed alteration should be submitted to the club secretary to arrive no later than 21 days prior to the proposed general or special meeting that the matter is to be discussed. The committee should be informed of any proposed changes 14 days in advance of the AGM/SGM.

Dissolution

17. The club may be dissolved only by a resolution submitted to a Special General Meeting convened for that purpose.
18. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given

or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

Constitution agreed at AGM on 5 December 2017.

Chair:

Committee member

Committee member:

Standing Orders

1. In the event of the cheque signatories being changed all at once at the AGM then the existing signatories would retain the power for a period of 3 weeks to allow for new signatories details to be agreed with the bank.
2. The secretary shall give at least seven days notice to each member for each committee meeting.
3. The agenda for each meeting will be compiled by the secretary. Order of business shall be as per the agenda, but the Chair shall have the power to alter the rotation of the order of business.
4. It shall be the duty of the Chair to preserve order and to ensure all in attendance obtain a fair hearing. The Chair shall decide the question of priority by calling on the first person observed to speak. All in attendance must speak through the chair.
5. Any motions on subjects not on the agenda will only be discussed if the consent of at least 50% of members present is obtained.
6. Any proposed motion must be seconded before being regarded as competent.
7. In the event of an amendment being proposed against a motion, the order of procedure shall be to vote on the amendment first then the motion. In the event of two or more amendments, the amendments will be placed against each other and the successful amendment then placed against the motion. The decision will be recorded in the minutes of the meeting.
8. No motion for suspension of standing orders shall be carried unless supported by at least 50% of members present.
9. The CAAC colours shall consist of a white vest with a royal blue diagonal stripe from right shoulder to left hip. The colour of the shorts are optional but white or royal blue is club preference.
10. The treasurer shall undertake to keep up to date accounts of transactions made on behalf of the club and to report the financial status of the club to committee meetings. Full members (18 and over) can see the accounts on submission of a written reasoned request to the committee, giving 4 weeks notice.
11. The treasurer shall prepare an annual account for independent check prior to the AGM each year. For accounting purposes, the financial year will run from 1 October to 30 September.
12. Membership fees shall be paid by annual payment in full or by monthly instalments via a bank or building society.
13. Any disputes, grievances or complaints raised either by club members or the general public shall be dealt with by the committee. As far as practical, the committee shall endeavour to reach an equitable agreement with all parties.