



## **Kirkintilloch Olympians Constitution**

### **1. NAME**

- 1.1. The club shall be called "Kirkintilloch Olympians" (hereinafter referred to as 'the club') and will be affiliated to Scottish Athletics.
- 1.2. The club is a non-profit organisation run by volunteers without remuneration. All subscriptions and funds generated are applied to help further the aims and objectives of the club.

### **2. CLUB AIMS AND OBJECTIVES**

- 2.1. To promote track and field athletics, road and cross country running, and encourage participation in athletic activities for all members of the local community with equal opportunity free from social exclusion.
- 2.2. To provide the opportunity for members to take part in a competitive environment by the club participating in organised competitions, by maintaining membership of Scottish Athletics and by fully participating in the organisation and promotion of athletics in Scotland.
- 2.3. To ensure a duty of care to all members of the club and provide all its services in a way that is fair to everyone ensuring all present and future members receive fair and equal treatment.
- 2.4. To develop the potential of individual members through an organised and high quality coaching regime within a culture that encourages improvement, enjoyment, fairness and support, and by the organising of athletic events.
- 2.5. To develop and maintain a coaching structure that supports the development of coaches through training.
- 2.6. To develop relationships with local schools and other organisations to promote participation in athletics and membership of the club.
- 2.7. To promote the provision of high quality facilities in East Dunbartonshire for the benefit of the whole community.
- 2.8. To raise monies for the advancement of these aims and objectives for the benefit of the club and wider community.

### **3. POWERS**

Kirkintilloch Olympians have powers to:

- 3.1. Engage with and pay fees for professional services, auditing, sponsorship and coaching for its advancement.
- 3.2. Liaise and work with representatives from voluntary and statutory organisations and individuals for the furtherance of the club's aims.



- 3.3. Apply for membership of organisations seen to be complementary to, and compatible with the club's objectives.
- 3.4. Raise funds and invite and receive contributions for the charitable purposes of the club and by way of subscriptions.
- 3.5. Do all such other lawful things as are incidental or conducive to the attainment of the objects and aims of the club.

#### **4. MEMBERSHIP**

- 4.1. Membership of the club will be open to all over eight years of age.
- 4.2. All members of the Club pay an annual Membership Fee. The normal method of payment for attending the club is by paying a monthly standing order, details of which are available from the Membership Secretary, and this covers the annual Membership Fee and the costs associated with club training and competing activities. If you are paying a separate annual Membership Fee then this is due on 1<sup>st</sup> October ("the renewal date") of each year, and shall be paid no later than twenty eight days after this date. Membership of the Club will be revoked if two consecutive monthly fees are not paid, or if the annual fee is not renewed within twenty eight days from 1<sup>st</sup> October. Any alternative method of payment is at the discretion of the management committee.
- 4.3. Those persons satisfying the terms of membership, the Protecting Vulnerable Groups (PVG) membership scheme and of qualifying age shall be eligible for club sponsorship to coaching courses.
- 4.4. Honorary membership shall be conferred upon any member, who in the opinion of the management committee has, by their contribution to the running of the club, or by their athletic prowess, significantly increased the overall standing of the club. All honorary memberships are, if required, reviewable by the management committee.
- 4.5. The management committee shall automatically confer honorary membership upon any member winning a national senior title.
- 4.6. Discretionary free memberships shall be made available, by way of committee agreement.
- 4.7. Unpaid membership fees, as detailed in section 4.2, shall render the member ineligible for voting rights at any AGM or SGM, or from being a member of the committee, and it will prevent the member participating in any team event competitions.
- 4.8. All members will be treated equally irrespective of sex, age, ethnic background, religious background or physical or mental impairment.
- 4.9. Members representing the club in competitions shall adhere to the clubs uniform - consisting of sky blue vest with two hoops, one black and one white and black shorts.



- 4.10. All members will be subject to the regulations of the constitution, and by agreeing to the membership of the club will be deemed to accept these regulations and codes of conduct that the club has adopted, and will not do anything prejudicial to the interests of the club.
- 4.11. Any person wishing to train with the club and who is not a member of the club, will need to have the permission of the management committee to do so.

## **5. MANAGEMENT COMMITTEE**

- 5.1.1. The management of the club shall be vested in a management committee (hereinafter referred to as the committee) consisting of:

Committee Convenor  
Secretary  
Treasurer

In addition there should be a minimum of six and a maximum of twelve ordinary members elected onto the committee at the AGM.

Only these posts will have the right to vote at a meeting of the committee.

- 5.2. Members of the committee shall be elected at the Annual General Meeting (AGM) and must be 18 years and over.
- 5.3. Any member absent from committee meetings, without apologies, for more than three consecutive meetings shall be deemed to have resigned from the committee.
- 5.4. The committee shall meet no less than eight times annually.
- 5.5. Four persons, including at least one from the Convenor, Secretary and Treasurer shall form the quorum.
- 5.6. The committee shall have the power to appoint sub-committees and co-opt persons with interests and abilities onto the committees for the assistance in meeting the objectives and to ensure representation from across its membership.
- 5.7. The committee is responsible for ensuring that the club adheres to child protection procedures and other legislation pertinent to the club.
- 5.8. The committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 5.9. The committee is responsible to ensure that the club's constitution is reviewed on a regular basis.

## **6. ANNUAL GENERAL MEETINGS**

- 6.1. The club shall hold an AGM in October or November.
- 6.2. A minimum of twenty eight days notice shall be given to members of the date



of the AGM.

- 6.3. The AGM will be convened by the Committee Convenor (or deputy) and a report from the Secretary and an audited statement of annual accounts by the Treasurer will be presented at the AGM along with copies of the annual accounts.
- 6.4. All members attending over fifteen years of age shall be entitled to vote.
- 6.5. The AGM will approve the membership subscriptions rates for the following year.
- 6.6. Members proposing resolutions for the AGM shall give notice in writing to the Secretary at least twenty one days prior to the meeting.
- 6.7. A Special General Meeting (SGM) shall be called if the Secretary is in receipt of a written request from eight or more members stating for what purpose the meeting is required. A minimum of fourteen day's notice of an SGM shall be given to the members.
- 6.8. An election for the positions of Committee Convenor, Secretary, Treasurer and ordinary committee members shall be held annually at the AGM with retiring members eligible for re election. Nomination forms for each of these positions, including ordinary committee members, should be provided in writing to the Secretary at least fourteen days prior to the date of the AGM.
- 6.9. The nomination forms should include a signed proposer and seconder (both who need to be current members) for each nominee.
- 6.10. Members will be advised in writing of any proposed resolutions and of the nominations for all positions, including ordinary committee members, at least seven days prior to the date of the AGM.
- 6.11. Members will be elected and resolutions will be passed on the basis of the vote of the majority of members present and voting at the AGM. If the resolution is relating to a change in the constitution then the approval of at least two-thirds of members present and voting will apply, as described in section 9.1.
- 6.12. The AGM or SGM will be considered quorate if attended by at least 25 members entitled to vote, the majority of whom must not be members of the management committee. If the meeting is not quorate, it will be adjourned and reconvened within a period not less than fourteen days. At the reconvened meeting, decisions will be made by a majority of attending members.

## **7. FINANCE**

- 7.1. The club will raise funds through its membership subscription and through other activity deemed appropriate by the committee that is consistent with the aims and objectives of the club.
- 7.2. All funds shall be lodged in a bank account agreed by the committee. The Treasurer shall be responsible for monies lodged, through proper accounts



and a quarterly statement of account shall be presented at the committee meeting.

- 7.3. The committee shall authorise three signatories, of whom two shall sign cheques on behalf of the club, one of whom shall be the treasurer.
- 7.4. Copies of the Annual Accounts of the Club will be available to all members, and any member can view the accounts, subject to an appropriate period of notice.
- 7.5. The financial year of the club will end on 30 September.
- 7.6. An auditor will be appointed to audit and sign off the statement of annual accounts.

## **8. COMPLAINTS, DISCIPLINE AND APPEALS**

- 8.1. All complaints should be submitted to the appointed Club Welfare Officer, either verbally or in writing.
- 8.2. The Club Welfare Officer will review the complaint and acknowledge receipt of the complaint, including outlining the complaint procedure to the complainant. The Welfare Officer will look to resolve the complaint, and, if required, will have the power to decide whether the complaint should be referred to an outside agency, or be heard by a sub-group of the committee (minimum of three committee members). The sub-group will meet to hear the complaint within thirty one days of the complaint being lodged. The sub-group has the power to take appropriate disciplinary action, including termination of membership, if the complaint is regarding the behaviour or conduct of another member. The Welfare Officer will advise the committee of all unresolved complaints.
- 8.3. The outcome of the complaint review should be notified in writing to the person who lodged the complaint, and, if required, the member against whom the complaint was made, within fourteen days of the review.
- 8.4. There will be the right of appeal to the full committee following any disciplinary action being announced, and this appeal should be given in writing to the Welfare Officer within fourteen days of the date of notification of the outcome of the complaint review. The full committee should consider the appeal within thirty one days of the Club Welfare Officer receiving the appeal.

## **9. AMENDMENTS TO CONSTITUTION**

- 9.1. Amendments may be proposed for consideration at the AGM or a SGM called for this purpose, if provided in writing to the Secretary at least twenty one days prior to any meeting. Any amendments proposed shall require the approval of at least two thirds of members present and voting, subject to section 6.12.



## **10. DISSOLUTION OF THE CLUB**

- 10.1. A resolution to dissolve the club can only be passed at an AGM or SGM called for that purpose through a majority vote of the membership.
- 10.2. In the event of dissolution, the club's assets, money and equipment shall be sold to settle any outstanding debts. In the case of no outstanding debts, equipments and/or monies shall be donated to Scottish Athletics, or its successors.

## **11. DECLARATION**

- 11.1. Kirkintilloch Olympians hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**SIGNED:**

**DATE:**

**NAME:**

**POSITION: Committee Convenor**

**SIGNED:**

**DATE:**

**NAME:**

**POSITION: Club Secretary**