



# READING ATHLETIC CLUB

## THE CONSTITUTION & RULES of READING ATHLETIC CLUB

1. That this Club shall be called " Reading Athletic Club" and that the objective of the Club shall be the promotion of Amateur Athletics and community participation in the same.
2. That the headquarters of the Club shall be at Palmer Park Sports Stadium, in Reading.
3. That the Club colours shall be:- (i) Vests - Red vest with blue vertical side panels edged with a narrow white vertical stripe on each side of the blue, and shall be worn by all members when competing for the club in any form of athletic competition, e.g. league competition, relays, and also Championships where the result is by team placing. The Club badge shall be the Reading Borough Arms in a shield encircled with the words "Reading Athletic Club".
4.
  - (a) That membership of the Club shall be confined to amateurs as defined by UK Athletics and shall be open to anyone interested in the sport on application. A candidate for membership must apply in writing on a form provided for that purpose and be approved at the next ensuing meeting of the Club's General Council. No applicant shall be denied membership of the Club on the grounds of race, ethnic origin, nationality, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Applications for membership must be accompanied by the first year's subscription and England Athletic Registration Fee if the applicant is a competitive athlete who is age 11 years or over. Membership will commence upon the date of approval. All applications for membership will be submitted for approval at the next meeting of the General Council upon receipt by the Membership Secretary. Subscriptions are due for renewal thereafter on 1st April in each year.
  - (b) The Club may have different classes of memberships 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.
  - (c) The General Council of the Club may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
  - (d) The General Council may notify any person who has been acting as a coach to Club Members that the Club will appoint that person to the position of "Recognised Reading A.C. Coach" (RRACC) and that such an appointment will result in them becoming eligible for Honorary Membership of the Club. Such Coach Membership will extend from their election following the return of a form provided for the purpose and until such time as the coach member in the opinion of the General Council ceases to provide satisfactory coaching services to the Club.
  - (e) Application and acceptance for membership of the club **confirms an athlete's intention to compete for the club** if selected to do so (and any Reading AC coaches, other officials and members of the club should strongly encourage them to do so). Athletes not informing team managers of their non-availability with good notice **may be asked to refund any entry fees paid** on their behalf. If training space and coach availability becomes an issue, **priority will be given to those athletes who compete for, or volunteer for the club (this includes children of parents who volunteer.)**
  - (f) Applications from athletes wishing to apply for 2nd claim membership will be accepted on condition that they are able to demonstrate that they can offer some benefit to the club, this includes as a competing member, volunteer or some other beneficial role.
5. The management of the Club shall be directed by a General Council consisting of:
  - (a) the following Officers of the Club, who shall be at least 18 years of age –  
President; Chairman; Vice-Chairman; Hon. General Secretary; Hon. Treasurer; Hon. Membership Secretary; Hon. Cross Country Manager; Hon. Track & Field Manager; Hon. Property Master; Clubhouse Manager; Health and Safety Manager
  - (b) All Hon. Track Managers
    - (i) *Senior Men*
    - (ii) *Junior Men*
    - (iii) *Under 17 years males*
    - (iv) *Senior Women*
    - (v) *Junior Women*
    - (vi) *Under 17 years females*
    - (vii) *Girls Alder Valley League*
    - (viii) *Veterans*
- Four Hon. Cross Country Team Managers
  - (i) *Senior and Junior Men*
  - (ii) *Under 17 years males*
  - (iii) *Senior and Junior Women*
  - (iv) *Under 17 years females*

A Representative of the Coaching Team

Track and Cross Country Captains.

- (c) 8 ordinary members selected to ensure that the GC fully represents the diversity of members and roles within the club, one of whom shall be minutes secretary.

All members of the General Council shall be elected at the Annual General Meeting(A.G.M.) Seven members of the Council will constitute a quorum for General Council Meetings. The General Council shall have the power to fill any casual vacancies that may arise throughout the year.

- (d) Any ordinary member not attending more than seventy five percent of the meetings held, during their year of Council Membership, shall not be eligible to stand for a re-election the following year. Any ordinary member not attending more than seventy five percent of the meetings held may apply to the AGM for re-election if they feel that they have just reason for not attending those meetings and will be able to attend the required number the following year.
6. The General Council shall meet at least four times a year. Such meetings shall be called by the General Secretary.
7. The General Council may establish and appoint, initially from its own membership, sub-committees as necessary to ensure the effective management and organisation of the Club.
- (a) Any sub-committee shall be empowered to co-opt thereon Club members who are not members of the General Council.
- (b) The Club Chairman, Vice Chairman, General Secretary and Treasurer shall be ex-officio members of all sub-committees.
- (c) Any sub-committees may at the discretion of the General Council have delegated to it all powers of the Club to act on that subject for which it is responsible, with the exception of financial matters. All financial matters will require the prior approval of the General Council before any action is taken.
- (d) Each sub-committee shall report its activities in writing to the meetings of the General Council as required.
8. Any member intending to withdraw from the Club shall give notice in writing to the Hon. General Secretary. Membership will terminate on the date of that notice unless the member is financially indebted to the Club, in which case the General Council shall withhold acceptance of the resignation until the liability has been discharged. A member not having tendered a resignation prior to 31st March shall be liable for the ensuing year's subscription.
9. The rates of subscription shall be as agreed by the A.G.M., or Special General Meeting called for that purpose. Details of the rates in force at any time may be obtained from the Membership Secretary. The subscription is payable on election to the Club and subsequently on 1st April in each year.
- (a) The General Council shall have the power to remove from membership any member who has not paid their subscription and England Athletics Registration Fee, if applicable, by 30<sup>th</sup> June, immediately following the start of the subscription year. One month's notice in writing shall be given to such member at their last known e-mail or postal address informing him/her of the proposed action to be taken against him/her by the General Council.
- (b) The Membership Secretary shall report to the General Council at the first meeting after 31<sup>st</sup> July following the start of the subscription year with details of those members who have not paid their subscription and England Athletics Registration Fee, if applicable, who are to be removed from the membership list. All names shall be given to Team Managers and coaches. Every person whose name has been removed from the membership list cannot be selected to represent the Club at any meeting. The Hon. General Secretary is to notify England Athletics according to the information provided by the Membership Secretary.
- (c) The name and address of any member removed from the membership list shall be deleted from the Club records held by the Membership Secretary and shall then be deleted from the database of members maintained by England Athletics in accordance with the affiliation rules advised by England Athletics. Every person who is a competitive member whose name has been deleted from the record held by England Athletics shall be suspended from competing for the Club at any Meeting held under UK Athletics Rules.
- 10.
- (a) Honorary Life Members and Merit Awardees may be elected at the Annual General Meeting.
- (b) Recommendations for Honorary Life Members and Merit Awardees may be made by any member of the General Council in writing to the Hon. General Secretary for consideration by an appropriate sub-committee consisting of Hon. Life Members appointed for that purpose.
- (c) Any person nominated for the position of Honorary Life Member who in the opinion of the Sub-committee does not yet warrant an Honorary Life Membership may be considered by that committee for a Merit Award.
- (d) An Honorary Life Member of the club shall be exempt from annual subscriptions to the club. Merit Awarded Members shall only be liable to fifty per cent of the subscription appropriate to their membership.
- (e) Any so elected Hon. Life Member resigning from the Club to join another Athletic Club shall at the discretion of the General Council cease to be an Honorary Life Member or Merit Awarded Member.
11. The Annual General Meeting of the Club (A.G.M.) shall be held during the month of September each year and the Hon. General Secretary must give every member 21 days notice of the meeting. Notice of any business to be placed on the Agenda must be given in writing to the General Secretary at least 14 days prior to the meeting date. At the Annual General Meeting the following business shall be conducted:
- (a) To receive and approve the minutes of the previous A.G.M. and any Special General Meetings held during the previous year.

- (b) To receive the annual reports of:
  - (i) *The General Council*
  - (ii) *Each Sub-Committee*
- (c) To receive and approve the Club's audited Annual Financial Statement for the year ending 31st March.
- (d) To elect the Officers of the Club and Council Members as defined in accordance with rule 5.
- (e) To elect a Patron, Vice Patron, Hon. Auditor, Hon. Solicitor and delegates to the General Meetings of the Governing Bodies to which the Club is affiliated.
- (f) To elect if required Vice-Presidents.

The Club shall also appoint, for life or until such time as a holder ceases to be a member of the Club, two trustees who shall be at least 18 years of age. The election of Trustees shall be made at an A.G.M. or Special General Meeting called for that purpose.

All members of the Club (Hon. Coach Members excepted) whose subscriptions are fully paid, shall be entitled to: propose, and vote on, motions at the A.G.M. or Special General Meeting; stand for office within the Club; nominate and vote for any of the Officers and Council Members as defined in accordance with Rule 5, to be received by the General Secretary at least 14 days before the date of the Annual General Meeting.

- 12. A Special General Meeting must be called by the Hon. General Secretary within 14 days of receipt by them of either, a decision by the General Council to call such a meeting, or a requisition in writing signed by 20 members accompanied by a deposit of £5.00, stating the business to be brought before such a Meeting. Only that stated as the originating business may be considered by the Special General Meeting. No other business may be considered at such a Meeting. The deposit shall be returned if the members present at the Special General Meeting decide there was reasonable cause for such a Meeting being held.
- 13. No alteration or addition may be made to the Rules of the Club except at the Annual General Meeting, or Special General Meeting called for that purpose. Notice of any proposed amendments must be given as provided in Rules 11 and 12 above. Such alteration or addition to become operative from the date of that meeting.
- 14.
  - (a) That each member shall be provided with a copy of the Rules by which he/she shall be bound, or by any subsequent alteration. The General Council may expel from the Club any member who they may deem guilty of conduct detrimental to the interests of the Club, or to Amateur Athletics generally. Any such member giving notice within seven days of the receipt by him/her of a Notice of Expulsion may claim the right of appeal to a Special General Meeting of the Club which must be held within 14 days of the receipt of the appeal by the Hon. General Secretary. A simple majority of those voting in favour of the expelled member at such a Meeting will be necessary to achieve reinstatement of membership.
  - (b) The General Secretary shall have the power to suspend any member of the Club who is considered to be guilty of conduct detrimental to the interests of the Club or to Amateur Athletics generally. The decision to suspend any member from the Club will stand until it is revoked under Rule 14 (c), (d) or a decision can be made at the next meeting of the General Council where the matter will be discussed and a decision made as prescribed in Rule 14(a). Notice of suspension must be made by the General Secretary, only, in writing within three days of a verbal notice of suspension or from the suspension taking effect.
 

Any member suspended from the Club shall be excluded from all rights and privileges of membership for the duration of the suspension. The Club shall not take responsibility for any momentary loss or exclusion from competition incurred due to inability to partake in any event due to the suspension imposed. Should an expulsion, as set out in Rule 14(a), following a suspension not occur the member shall be entitled to one month's reimbursement of his/her subscription for every twenty one days suspension served.
  - (c) Should the General Secretary consider, at any time, that the suspension is no longer justified or it's continued implementation not to be in the best of the Club or Amateur Athletics generally it may be revoked. At this time the General Secretary will notify the member in writing and make a full report to the General Council.
  - (d) Any member suspended, as prescribed in Rule 14(b), by the General Secretary shall have the right to appeal, in writing, to either the Chairman or the President to have the suspension lifted.
- 15. The General Council shall decide any questions as to the interpretation of these Rules and deal with any matters not definitely provided for within.
- 16. All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.
- 17. Upon the dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's Area Governing Body, the Trustees of the Club to be authorised to make that decision.

Julie Rayfield

**Chairman**

**September 2022**