**HERTS PHOENIX AC CONSTITUTION**

**1. Objects**

The Club shall be called Herts Phoenix Athletic Club and shall have as its objects the advancement of athletics in the locale by the training of athletes, coaches and officials and the participation in all branches of athletics including Track and Field, Cross Country, Road Racing, Race Walking and Sports Hall.

**2. Membership**

(a) Membership is open to everyone aged 9 years and over subject to the continuing approval of each applicant by the Committee at its first meeting after receipt of the appropriate membership subscription.  
(b) Applicants may apply for first or second claim membership as defined in the rules of UK Athletics or its successors, or non-competing membership.  
(c) The Club may appoint honorary life members, who must be nominated unanimously at a meeting of the Committee and approved at an Annual General Meeting by two-thirds of those voting.  
(d) Membership may be terminated by the Committee at any time, or at renewal, following four weeks written notice outlining the reasons for this decision.

**3. Officers**

(a) Officers of the Club shall be paid-up members of the Club who will have attained the age of 18 at the date of their election or appointment. Second claim members are not eligible to be Officers of the Club.   
(b) The Officers of the Club shall be the Chairman, a Vice-Chairman responsible for liaising with the Gosling Sports Park training base, a Vice-Chairman responsible for liaising with the Wodson Park training base, a Secretary and a Treasurer.  
(c) The Officers of the Club shall be elected at an AGM for a period of three years and may offer themselves for re-election.  
~~(d) The Secretary and Treasurer shall be elected annually at the AGM and shall hold office until the conclusion of the following AGM. They shall be eligible for re-election.~~  
(e) Officers may be nominated for election either by the Committee, or by a notice signed by any three paid-up members qualified to vote as defined under clause 6 (e).   
(f) Other posts may from time to time be created and appointment made to them by the Committee as seems appropriate to the Club’s efficient operation.  
(g) An Officer who ceases to be a full member of the club shall automatically vacate office.

**4. Committee**

(a) Committee Members shall be paid-up members of the Club who will have attained the age of 18 at the date of their election or appointment. Second claim members are not eligible to be Committee members.  
(b) The Committee shall consist of the Chairman, two Vice-Chairmen, Secretary and Treasurer, and a further five members of the Club, elected annually at the Annual General Meeting. The maximum number of Committee members shall be 12, including cooptees  
(c) The quorum of the Committee shall be five Committee members.  
(d) The Committee has powers to coopt and coopted members have full voting powers.  
(e) (f) The day to day running of the Club shall be carried out by the Committee within the rules of UK Athletics or its successors.

(g) Committee meeting dates will be published on the club website and all club members are welcome to be present. If sensitive content needs to be discussed, club members can be asked to leave at the committee’s discretion. If a club member has a specific issue to raise then they must notify the Club Secretary 14 days prior to the meeting to to have it added to the agenda.

(h) Minutes of every committee meeting will be published on the club website, but sensitive content can be omitted at the committee’s discretion.

(i) Committee members wishing to be re-elected must attend a minimum of four meetings during the year of their election.

**5. Honorary President**

The Committee may appoint an Honorary President of the Club and such appointment shall be renewable annually.**6. Annual General Meeting**

(a) The Annual General Meeting (AGM) shall take place each year before the end of March.  
(b) The business of the AGM shall be as follows:  
1) Apologies for absence  
2) Minutes of the last meeting  
3) Matters arising  
4) Report of the Secretary  
5) Report of the Treasurer  
6) Receipt of the audited accounts and appointment of auditors  
7) Reports of Team Managers where appointed  
8) Election of Officers and Committee Members  
9) Alterations to the Constitution  
10) Other Items notified for consideration  
11) Any Other Business at the discretion of the Chairman

(c) Nominations for Officers or Committee Members or notice of proposed alterations to the Constitution or notice of other items for consideration at the AGM must be received in writing by the Secretary at least 14 days before the meeting.  
(d) A notice announcing the AGM and the business to be transacted shall be posted on the Club’s website at least 28 days prior to the date of the meeting.  
(e) Only paid-up members of the Club aged 18 years and over are eligible to vote at the AGM. Second claim members are not eligible to vote at the AGM.  
(f) The quorum of the AGM is 15 paid-up voting members of the Club.   
(g) Where a change in the Constitution is proposed it may only be passed by at least a two-thirds majority of the votes cast. All other issues to be decided by a majority of the votes cast. In the event of an even split of the votes cast, the Chairman will have the casting vote.

**7. Extraordinary General Meetings**

(a) An Extraordinary General Meeting (EGM) may be called at the written request by 30 paid-up voting members of the Club to the Secretary, stating the business to be transacted.  
(b) The EGM must take place within 28 days of the receipt of the request.  
(c) A notice announcing the EGM and the business to be transacted shall be posted on the Club’s website at least 14 days prior to the date of the meeting. No business other than that in the notice may be discussed at the EGM.  
(d) Eligibility to vote, the quorum, and the majority required to change the Constitution are the same as for the AGM. All other issues to be decided by a majority of the votes cast. In the event of an even split of the votes cast, the Chairman will have the casting vote.

**8. Finance**

(a) The Treasurer and his/her nominees may carry out financial transactions on behalf of the Club. There must be two signatories on cheques although more than two people may be authorised by the Committee to sign.  
(b) The Treasurer shall produce an audited Annual Statement of Accounts for consideration at the AGM.  
(c) The Club’s Financial Year shall end on 31st December.

**9. Subscriptions**

(a) Annual subscriptions are due on 1st January.  
(b) Those competing for the Club must be paid-up members or honorary life members.  
(c) Subscriptions are set annually by the Committee.

**10. Removal from Membership**

(a) Members may be suspended or expelled from the Club in accordance with the rules of UK Athletics or its successors.  
(b) The Committee may suspend or expel any member whose conduct, in their opinion, is:  
(i) in breach of the Rules;  
(ii) considered to bring the Club into disrepute; or  
(iii) contrary to the best interests of the Club.  
(c) Members may have their membership terminated in accordance with 2 (d) above  
(d) In order to be passed, a resolution proposing the suspension or expulsion of a member under 10 (a), or the termination of membership under 2 (d), shall be decided by a majority of the votes cast by the members of the Committee present.  
(e) Before passing such a resolution, the Committee shall afford the member concerned an opportunity of explaining their conduct in writing, or in person, either alone or accompanied by one representative of their choice.  
(f) The suspended or expelled member appellant may appeal against the Committee’s decision before an Appeals Committee whose decision shall be final. This appeal shall be lodged within seven days of being notified of the Committee’s decision in writing with full details and any supporting evidence.   
(g) In such cases, the Committee shall appoint an Appeals Committee, which shall comprise an Honorary Life Member of the Club, the Club Chairman or a Committee Member and an ordinary member of the Club. The Appeals Committee shall hear any appeal against the decision of the Committee to suspend or expel a member. The Appeals Committee shall report within 28 days. The decision of the Appeals Committee shall be final and the member shall have no further right of appeal.

(h) Where members fail to pay the subscription, their names shall be removed from membership on 31st December of the year in which the fees were due and a record kept of non-payment should they seek to rejoin or join a different athletic club.

**11. Merger or Dissolution of the Club**

(a) A decision to merge the Club with another athletic club requires a two-thirds majority of votes cast at an AGM or EGM as for other constitutional changes.  
(b) A decision to dissolve the Club requires a four-fifths majority of votes cast at an AGM or EGM. In such an event the Club’s assets shall be sold and the proceeds given to an agreed registered charity and/donations made to organisations that would benefit athletics in the locality.