

HADDINGTON EAST LoTHIAN PACEMAKERS

CONSTITUTION

1. NAME.

The name of the club shall be :

‘ HADDINGTON EAST LoTHIAN PACEMAKERS’ hereinafter referred to as HELP or the Club.

2. AIMS and OBJECTIVES:

The aims and objectives of HELP shall be as follows;

- a) To provide opportunities and encouragement to people in Haddington and East Lothian to participate in all forms of amateur athletics as defined by the rules and regulations of Scottish Athletics Ltd and UK Athletics.
- b) To help to provide locations in the above areas where people can meet and participate in such activities.
- c) To provide opportunities for competition to the members at both local, national and international level as appropriate for the members.
- d) To provide opportunities for training and coaching of members and opportunities for gaining relevant qualifications for both coaches and officials in athletics at all levels.
- e) To participate in the East Lothian Athletics Development Group with other Athletic Clubs in the area for the development and promotion of athletics.
- f) To promote through various fund raising activities charitable causes collectively and by individual members at local, national or international levels.

3. MEMBERSHIP.

- a) Membership shall be open to all those wishing to promote the aims of the Club and are amateurs according to the definition of UK Athletics.
- b) Application for membership shall require completion of the formal membership application form and will be considered by the Executive Committee of the Club.
- c) All members, save Honorary Members, shall be required to pay annually the Club fee decided at the Annual General Meeting. Fees will cover a period from 1st October to 30th September each year. Members who do not pay their annual subscription within the current year shall be deemed in arrears until receipt of the resignation from the club is received and shall be liable for any outstanding subscriptions due.
- d) The Club may from time to time elect Honorary Membership to a member in recognition of their contribution for furthering the aims of the Club
- e) Categories for membership shall be i.) Adults over 18 years of age; ii.) Juniors over the age of 7 years and under 18 years.
- f) There shall be two categories for membership. i.) Competitive Members who will affiliate to the SAL ii.) Social Members who do not wish to compete in Championship or team events, but will be required to pay the non affiliated fee for any event in which they do compete.
- g) The Club shall also provide membership opportunities for people with a disability to participate in athletics.

- h) Members who participate in activities with junior members as either coaches or helpers will be required to comply with the Disclosure Scotland regulations.
- i) All members of HELP shall be required to accept the terms of the Club constitution and are required to comply with the rules laid down by Scottish Athletics Ltd and UK Athletics and any additional rules that may be adopted from time to time by the Club.

j.) H.E.L.P. CLUB COLOURS.

The colours to be worn by HELP Club members in all Championship or competitive events are :

Vest – Red (top) and White (bottom) halves with club logo. Shorts - Red

4.MANAGEMENT

- a) The affairs of the Club shall be managed by an Executive Committee which shall consist of the following Officers elected annually at the Club Annual General Meeting.
Chair; Secretary; Membership Secretary; Treasurer; Men's Captain; Women's Captain; Junior Section Convenor/Child Welfare Officer.
- b) The Executive Committee shall have power to co-opt as necessary in the execution of its duties such additional member to either fill a vacancy or perform a specific duty required by the Committee. Such members will only serve until the following AGM.
- c) The Executive may appoint and co-opt members to form sub-committees to assist in the execution of its duties. (i.e. Event organisations). Such Sub Committees and their decisions shall be subject to the approval of the Club Executive Committee.
- d) Officers and Co-opted members shall be bona fide Club members.
- e) The Executive Committee and any sub-committee shall meet as often as necessary to fulfil their duties. The Executive Committee shall meet no less than four times a year.

5. ANNUAL GENERAL MEETING

- a) The HELP Club shall hold an Annual General Meeting open to all members each September/ October to conduct the following business:
 - i.) Approve the minutes of the previous year's Annual General Meeting.
 - ii.) Receive reports from; The Chair; Men's Captain; Women's Captain; Junior Section Convenor and Membership Secretary
 - iii.) Receive a report from the Treasurer and approve the annual audited accounts.
 - iv.) Elect the Executive Committee.
 - v.) Appoint Auditors for the Club Accounts.
 - vi.) Consider Changes to the Constitution.
 - vii.) Make Annual Awards to Members.
 - viii.) Deal with Any Other Competent Business.
 - ix.) Receive Information and Notices as appropriate.

- b) Club Members shall be notified of the date time and agenda items of the Annual General Meeting by the Secretary at least 21 days before the meeting.
- c) Notice of any changes to the Constitution of the Club must be given in writing to the Secretary at least 14 days before the AGM.

6. SPECIAL GENERAL MEETINGS.

- a) A Special General Meeting of the Club may be called on application to the Secretary providing it is supported by at least 20 bona fide members and should identify the specific purpose and nature of the business required to be discussed. The Executive Committee shall also have the power to call a Special General Meeting if required.
- b) On receipt of such an application the Secretary shall agree to convene such a meeting within 40 days and notify all members at least 21 days ahead of the date, time and place for such a meeting and the nature of the business for discussion
- c) All decisions taken and approved at such a Special General Meeting shall be binding on the Executive Committee and Club Members.
- d) All meetings shall be led by the Chair of the Club or in their absence a nominated member agreed by simple majority voting if necessary.

7. VOTING.

- a) With the exception of changes to the constitution or the consideration of the dissolution of the Club as provided for in Clause (12) a decision put to the vote shall be resolved by a simple majority of those voting.
- b) Changes to the constitution and the decision to dissolve the Club shall require the approval of a two-thirds majority of those present and eligible to vote.
- c) The Chair shall hold a deliberative vote and may exercise a casting vote in the event of a tie.
- d) Voting shall be confined to paid up members present at the meeting. There shall be no provision for a proxy vote.

8. QUORA

The quorum at General Meetings shall be 20 bona fide members and in Executive meeting 4 members present.

9. MINUTES OF MEETINGS.

All meetings of the Club whether General or Executive shall require a written record of the content and decisions taken. Such minutes of meetings shall be submitted at the following meeting. A signed copy of those minutes shall be held on record as reference and can be available to any member to see on request to the Club Secretary. Minutes of all Executive Meetings shall be-available to the AGM. Minutes or records of all meetings shall be retained for reference.

10. FINANCE AND ACCOUNTS.

- a) All monies raised by the club including subscriptions, donations, grants or monies from events shall be held in a nominated Bank Account approved by the Executive Committee. Such account shall only be opened or closed on the authority of the Executive Committee and operated on the signatures of two nominated Office bearers one of whom must be the Club Treasurer.
- b) The Treasurer shall ensure all income and expenditure is recorded properly.
- c) Present a report to each meeting of the Executive Committee;
- d) Present annual accounts for the Annual General Meeting and submission to the Club's Auditors.
- e) Keep a record of the Club's assets including equipment and property.
- f) All monies belonging to the Club shall be used for the benefit of the Club and its members or for identified and agreed charitable purposes.
- g) The financial year of the club shall be from 1st September to 31st August.
- h) The Club's accounts shall be audited by an appropriate person who is suitably qualified and or experienced and elected at the AGM.
- i) All adult Members of HELP shall be considered jointly responsible for the financial liabilities of the Club.

11. RULES AND REGULATIONS.

- a) Club members shall be governed by the Rules and Regulations for competition as set out by Scottish Athletics Ltd and UK Athletics.
- b) Any member considered to be in breach of Rules and Regulations where by their behaviour or misconduct is contrary to this Constitution or standards set by UK Athletics shall have the matter considered initially by the Club Executive Committee and if deemed guilty may be cautioned or expelled or the matter referred to Scottish Athletics Ltd or UK Athletics. Any Person so dealt with will have the right to appeal and the matter to be dealt within two weeks of the decision.
- c) The HELP Club Executive shall be empowered to introduce such rules and regulations as are deemed necessary to govern the activities of the Club.

12. DISSOLUTION

- a) A decision to dissolve the Club shall only be taken at a General Meeting of the Club members and shall require the approval of two-thirds of those members present and eligible and entitled to vote.
- b) In the event of a General Meeting not being quorate (ie 20 members) the Secretary shall notify all paid up members and the Club may be dissolved if two-thirds of the paid up members approve.
- c) In the event of the dissolution of the Club any assets shall not be distributed amongst the members. The Club's assets shall be disposed of as determined by the General Meeting of Members or as determined by the Executive Committee. Where appropriate in consultation with the East Lothian Athletics Development Group.

This Constitution of HELP was discussed and adopted at the AGM on 4th October 2006 and was further discussed, amended and adopted at the AGM on 28th November 2007.

Alexander Wallace Chair HELP; Paddy McDonald Secretary HELP.