
KEIGHLEY & CRAVEN ATHLETIC CLUB CONSTITUTION

Club Name

The club shall be called Keighley & Craven Athletic Club.

Membership

Membership of the club is open to everyone. The club is a “Community Club”.

Membership shall normally be by subscription, due on January 31st each year, at a level voted for at the AGM.

The categories of membership are as follows:

- Honorary Life
- Full Senior
- Concessionary Senior (unemployed and full time students 17 or over)
- Junior U17 (including Junior Parent)
- Family
- Social
- Associate (includes school members, second claim members and members of other recognised sports clubs and organisations)

Membership of the club (apart from associate, social and junior parents categories) shall enable automatic registration with relevant regional and/or national Registration Schemes. The club shall have a junior, intermediate and senior section, categorised by the Under 13s, Under 17s and 17 and overs. The club shall also recognise all categories of Veterans.

All applications for membership will be reviewed by the Club Committee. Although the open nature of the club is emphasised, the committee reserves the right to refuse or defer membership where such membership is judged by a majority vote of the committee not to be in the best interests of the club.

All members agree to abide by the rules of athletics, cross country running, fell running, road running, race walking and by the rules of any other sport and/or specific event in which they participate. In addition, all members agree to represent and promote the club by exhibiting good sportsmanship in all events. All members shall at all times when representing the club in any way shall act so as not to bring the club, its committee, its members, its partners or the sport of athletics as a whole into disrepute.

In an open club which is proud of its wide range of membership there will inevitably be circumstances where personal differences arise either between club members or between club members and external individuals. In such circumstances, although the club and its members shall do all it can to resolve disputes and promote harmony, it shall remain the sole responsibility of the individuals concerned to sort out their differences in such a way so as not to bring the club, its committee, its members, its partners or the sport of athletics as a whole into disrepute.

Juniors and Child Protection

All coaches and helpers associated with junior and intermediate members shall be screened according to prevailing legal and governing body requirements and required to abide by the club's Child Protection Policy.

The club committee shall appoint a Child Protection Officer to implement the Child Protection Policy.

All coaches and helpers shall be encouraged to undertake relevant training in terms of specific events and in terms of generic skills.

Parents/guardians of any full junior/intermediate member under 17 shall automatically become a member of the club and have full rights on behalf of that junior member as long as that junior remains a member of the club.

Club Committee

The committee shall consist of the following annually elected posts:

- Chairperson
- Secretary
- Treasurer
- Up to six committee members

The committee shall meet once a month and minutes of all meetings shall be taken and produced.

The committee shall have the responsibility to ensure that the club is run in accordance with the Constitution and to take all reasonable measures to ensure that no member or potential member is prevented from participating in the club's activities.

The committee shall have the power to appoint club members to specific roles, and to co-opt other club members as necessary.

The following roles are defined, although the committee has the discretion to add/delete/amend such roles as appropriate (see also Club Handbook):

- Child Protection Officer
- Coaching Manager
- Communications & Publicity Officer
- Social Secretary
- Junior Section Manager
- Intermediate Section Manager
- Road Captain
- Cross Country Captain
- Track & Field Captain
- Fell Captain
- Ladies Captain
- Veterans Captain

There is no limit to the number of roles performed by one person.

The committee shall vote on a show of hands with a simple majority carrying the motion. In the event of an equal vote the Chairperson shall have the casting vote.

Extraordinary General Meetings

The committee shall have the power to take all decisions on behalf of the club, except for the following situations where an EGM shall be called:

- Demise of the club
- Merger of the club
- Insolvency of the club
- Change of Constitution

Members shall be given at least 7 days notice in writing of an EGM.

Voting at an EGM shall require at least 75% of those voting to be in agreement.

Annual General Meeting

The club shall hold an AGM in January each year for which members shall be given at least 21 days notice in writing.

The AGM shall receive:

- Apologies
- Minutes of the previous AGM
- Chairperson's Report
- Treasurer's Report

Copies of the above documents, along with the annual accounts, shall be circulated at least 21 days prior to the meeting, either electronically, in paper form or both.

The AGM shall be asked to propose and second motions to accept the reports and accounts, and voting shall be by a show of hands and a simple majority. Votes by members not present at the meeting can be taken into account if submitted in writing to the Secretary prior to the AGM.

The AGM shall also vote on:

- Level of Annual Subscription for all categories of member for the forthcoming year.
- Specific proposals tabled by members

Voting at the AGM on these issues shall be by a show of hands and a simple majority.

Honorary President

The Honorary President is expected to be an ambassador for the club in all respects.

The title of Honorary President shall be a lifetime award unless:

- The holder advises the committee that he/she is unable or unwilling to continue; or
- The holder behaves in a manner that in the view of the committee brings discredit to the club.

From 1st January 2002 any new Honorary President shall be elected at the AGM.

Club Discipline

Members who have not paid annual subscriptions by 31st January in the year that they are due are liable to receive a written reminder. Non-payment by 31st March in the same year renders that member liable to expulsion from the club.

The committee shall consider the behaviour of all members in line with the obligations of membership described above. Gross breaches of basic requirements such as child protection principles, or criminal behaviour, the taking of performance-enhancing drugs and/or bringing the club, its members, its committee, its partners and/or the sport of athletics into disrepute are liable to result in expulsion from the club, for such period as determined by the committee in a majority vote. Less serious offences shall be dealt with on their individual merits and actions/sanctions shall be determined by a majority vote. Persistent offences are also liable to result in expulsion from the club.

Dissolution of the Club

If, upon winding-up or dissolution of the club, and after the satisfaction of all debts and liabilities, there remains property and/or money and/or equipment, this shall not be distributed among members but shall be transferred for approved sporting and/or charitable purposes i.e. given or transferred to another CASC (including any formally and properly constituted successor organisation to the club), a registered charity or relevant sports governing body.