

TOTLEY ATHLETIC CLUB CONSTITUTION

1 NAME

The name of the club shall be Totley Athletic Club and it shall be affiliated to Northern Athletics or its successors, and to such other athletic bodies as the Management Committee consider appropriate in order to carry out the objects of the club.

2 OBJECTS

Totley AC is a fell and road running club that aims to provide competitive and participative opportunities for all abilities. Our membership includes social, competitive, elite and representative level runners. We pride ourselves as a friendly and inclusive club that makes everyone feel welcome from all backgrounds. Our enthusiasm for running on the fells of the Peaks and roads of the City is matched by a desire to promote a vibrant social element, to make us a friendly face to running in Sheffield. In order to achieve these objectives the club will organise races, lead club runs, maintain a club website, and organise social events.

3 MEMBERSHIP

Membership shall be open to any person completing a membership application form and paying the relevant subscription as determined by the Annual General Meeting of club members.

Types of membership

- Individual membership, minimum age 18.
- Joint membership, to include a maximum of two adult members. Each adult is treated as an Individual member.
- Associate membership.

Life memberships were created in 2008 to enable fundraising to refurbish the Totley Sports and Social Pavilion. Life members are therefore exempt from annual subscriptions, but are considered equal and equivalent to Individual members. Same applies to Honorary members.

Associate memberships were created in 2025 to enable ex-members who can no longer run with the club to stay involved on a social basis only for an annual fee of £1. They have no right to vote or stand for elected positions.

4 OFFICERS

The elected officers of the Club shall be as follows:

- President (Race series)
- Chair (Management and Governance)
- Treasurer (Management and Governance)
- Secretary (Management and Governance)
- Communications Coordinator (Comms)
- Participation Officer (Participation)
- Social Secretary (Social)

All Officers will oversee a sub-committee (in brackets) made up of non-elected roles. See Appendix. However, 2 elected non-committee roles will include the Welfare Officers and the Captains.

5 ELECTION OF OFFICERS

All Officers shall be elected at the Annual General Meeting of the club, from, and by, the full members of the club.

All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Members and must be seconded by another Member. In the absence of nominations prior to the meeting nominations may be taken from the floor. All nominations shall have the consent of the nominee.

6 THE COMMITTEE

The affairs of the Club shall be controlled by the Committee comprising the officers of the club. The Committee shall meet no fewer than six times per year. It may appoint sub-committees.

The duties of the Committee shall be:

- a To control the affairs of the club on behalf of the Members.
- b To keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by Members and shall be examined and reported upon by an independent accountant or other suitably qualified person before every Annual General Meeting. The club shall maintain a bank current account and any other accounts reasonably required, and the following Officers shall be authorised to sign club cheques: two from the Treasurer, President, Membership secretary and any other officer that the Committee appoints.
- c To co-opt additional members of the Committee as the Committee feels is necessary. Co-opted members shall be entitled to a vote on the Committee and shall hold office for the period of co-option.
- d To actively pursue the objects of the club and anything incidental thereto.
- e To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote. The Committee shall not use club money for any financial benefit to a member or members of the club to the exclusion of other club members, but this proviso shall not exclude prizes from lotteries or raffles organised to raise money for the club or for charity, nor shall it exclude reasonable race prizes and other fair competition or race category awards open to all eligible club members. Totle Athletic Club is a "Not-for-profit" organisation.

A quorum for the Committee shall be five officers of the club. Full members who are not officers may attend and speak but may not vote.

7 ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of January (or within one month of the end of the Club Financial Year) for the purpose of:

- a receiving the annual report of the Committee;
- b confirming the minutes of the previous Annual General Meeting and any other General Meetings;
- c receiving the accountant's report and the balance sheet;
- d electing the officers and Committee for the ensuing year;
- e electing an independent person to examine the accounts;
- f considering any amendments to the constitution rules of which due notice has been given to all members. Any proposed change to constitution rules by a member must be received at least 21 days prior to the date of the Annual General Meeting in order that all members have sufficient notice of the proposal;
- g fix subscription rates;
- h transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda;
- i such other business as by common consent of the meeting the Chair in his/her discretion admits.

At least 21 days' notice of the date, venue and agenda items for the Annual General Meeting shall be given to members. Members will receive notification of the Annual General Meeting by e-mail.

Each fully paid up Member present at the meeting shall have one vote.

At all General Meetings the chair will be taken by the Chair, or, in their absence, by a deputy appointed by the club or by Full Members attending the meeting.

A quorum for a General Meeting shall be ten Members and five Officers of the club including two from the Chair, Secretary and Treasurer.

Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a written poll.

8 CLUB COLOURS

The club colours are a green vest with white stripe. Club vests will be made available for members to buy. Members are required to wear club colours when participating in any official road, cross-country or fell race.

9 SUBSCRIPTIONS

The yearly subscription must accompany the application for membership and thereafter is due on 1st April each year. No refunds will be issued.

Non-payment of subscriptions

A member who has not paid the subscription by 1st May in the relevant year shall be automatically lapsed from the club. Such a person can re-join on subsequent payment of the subscription. Lapsed members details are automatically removed 3 months after end of the membership year.

10 RESIGNATIONS

Any member wishing to resign must do so in writing addressed to the Chair, Secretary or any other officer. The resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering.

11 SPECIAL GENERAL MEETING

A special general meeting shall be called by the Secretary or Chair within one month of the receipt of a requisition signed by at least 10 full members stating the purpose of the meeting. At least 21 days' notice shall be given to all members of the date, venue and purpose of a Special General Meeting; no other business shall be conducted at such a meeting. Members will receive notification of Special General Meetings and proposed amendments to the Constitution by e-mail. Those who wish to receive written notification must notify the membership secretary of this when they join or re-join the club.

12 DISREPUTE

A member who is found by vote carried at a Special General Meeting called in accordance with clause 11 to have behaved in a manner likely to bring the club into disrepute or cause substantial prejudice to it may be expelled from the club. Provided that:-

- a The resolution must be carried by 4/5ths of those attending and voting.
- b This is the only business at the meeting.
- c Before putting the motion to the vote the member shall have a full opportunity to address the meeting.

The member expelled may appeal by notice in writing sent to the Secretary of Northern Athletics (or its successor) within 14 clear days who shall within 14 days thereafter convene a meeting of the Chair (or in their absence the President) of Northern Athletics and two members who shall decide the appeal and shall not be required to give reasons. Following expulsion any subscription for the whole of that year that has been paid by that member shall be returned.

13 CONSTITUTION AMENDMENT

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting and voting, assuming that a quorum has been achieved. An abstention shall be recorded but shall not count as a vote.

14 DISSOLUTION

If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting and voting the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club. Abstentions shall be recorded but shall not count as a vote.

After discharging all debts and liabilities of the club, the remaining assets shall be paid to a charity or charities, the identity of which shall be determined at the dissolution meeting by simple majority voting.

15 DECLARATION

It is hereby certified that this document represents a true and most up to date version of the Constitution of Totley Athletic Club.

Signatures

Chair Edward Byard Date

Treasurer Paul Turner Date

APPENDIX COMMITTEE STRUCTURE

