

**Macclesfield Harriers and Athletic Club**  
**Rules and Constitution 2015**

1. **TITLE** – the club shall be called Macclesfield Harriers & Athletic Club and shall be affiliated to the National Governing Body.
2. **CLUB COLOURS** – the colours of the club shall be a maroon vest with a silver diagonal.
3. **OBJECTIVE** – to promote and participate in all branches of athletics and to provide suitable training, accommodation, coaching and competition for all members.
4. **HEADQUARTERS** – Macclesfield Athletics Track, Macclesfield Leisure Centre, Priory Lane, Macclesfield, Cheshire. SK10 4AF
5. **MEMBERSHIP** – Open to all over 9 years of age, either as a competing or non- competing member. Application for membership shall be on the official form, complete with all relevant details, signed by the applicant/ guardian, and with the appropriate fee.

All competing members shall be amateurs as defined by the UKA rules for Competition

6. **MANAGEMENT** – the club shall be managed by the elected officials and officers (the management committee). This comprises the 4 officials (chair, vice chair, treasurer, and secretary) plus other officers, ALL of whom shall be elected at the Annual General Meeting. This management Committee shall be empowered to elect further officers from time to time, as circumstances dictate.
7. **MANAGEMENT MEETINGS** – main management Committee Meetings shall be held at least every 3 months in any given year. It may be necessary for sub-committees to meet more often, the frequency of these meetings being decided by the sub-committees.
8. **ANNUAL GENERAL MEETINGS** – these shall be held each calendar year at a time and place fixed by the Committee for the following purposes:
  - a) To receive from the Treasurer the report, balance sheet and statement of accounts for the preceding financial year.
  - b) To receive the Chairman’s and the Secretary’s reports for the preceding year.
  - c) To elect the Chairman, Vice Chairman, Secretary, Treasurer, and Committee, as stated in rule 6, for the coming year.
  - d) To appoint a qualified accountant to review the accounts for the year.
  - e) To deal with any specific issues notified by the Committee or raised by the members as detailed below.
  - f) Notice of the AGM shall be posted on the club’s website and shall be published in the club’s magazine at least 28 days before the meeting is due to be held.

If any member wishes to move a resolution or to submit nominations of officials at the AGM, the member shall give notice thereof in writing or electronically to the Secretary not less than 21 days before the meeting. The Secretary will then issue the detailed agenda for the AGM prior to the meeting.

9. **EXTRAORDINARY GENERAL MEETINGS** – these shall be called by the Secretary provided that the reasons shall be stated in writing or electronically by at least 20 members over the age of 14 who shall each sign the motion and forward it to the Secretary at least 28 days before the meeting is to be held.

The Chairman is entitled to call an Extraordinary General Meeting in consultation with the Secretary in certain circumstances.

10. **QUORUM** – for Committee Meetings – this shall consist of a min. of 5 members, 2 of whom shall be club officials; plus at least 3 other officers. For the AGM it shall consist of at least 20 members, present and eligible to vote.
11. **VOTING** – this shall be by show of hands (or by ballot in the event of more than one nomination for officials) at the AGM. In the event of a tie the Chairman shall have the casting vote. Only paid up, first claim members, aged 14 years or over shall be eligible to vote.

**12. FINANCE** – The financial year runs from 1<sup>st</sup> January to 31<sup>st</sup> December:

- a) An annual subscription will be levied on all members.

The amount of the subscription shall be set by the Committee each year and agreed at the AGM. In cases of severe financial hardship representation may be made to the Membership Secretary. Confidentiality shall be respected at all times.

For competing members an additional levy to the appropriate national body may be required.

- b) All monies belonging to the club shall be paid into an appropriate bank account : the account being entitled Macclesfield Harriers and Athletic Club.
- c) All purchases made on behalf of the club shall be made only after agreement in the normal Committee procedure by at least a quorum as defined in rule 10; with the exception of standard stock items.
- d) The Treasurer, and two other authorised signatories are allowed to sign cheques on behalf of the club up to a limit of £450 (amount to be reviewed annually at the AGM). For amounts above £450, all cheques must be signed by at least 2 of the authorised signatories.
- e) The Treasurer's accounts shall be reviewed by a qualified accountant appointed at the AGM. The qualified accountant shall not be a member of the Management Committee.
- f) Other accounts as deemed necessary by the Committee may be set up in order to accommodate the needs of any sections of the club.
- g) In the event of impending dissolution of the club, an Extraordinary General Meeting shall be held in order to determine the distribution of the club's assets to organisations with similar aims.

**13. TERMINATION OF MEMBERSHIP** – the Management Committee, after due consideration, shall terminate the membership of any member for:

- a) Any conduct likely to bring the club into disrepute.
- b) Failure to adhere to any rules of the club.
- c) Six months in arrears of subscriptions.

Notice of termination in writing or electronically must be sent to such member at their last known address.

In the case of non-payment of subscriptions as defined here the national authority shall be notified of that individual's name and address which may prevent the member from joining another club.

**14. RESIGNATION** – a member intending to resign and join another club as a first claim member shall give notice in writing or electronically to the Membership Secretary and the membership shall terminate from the date of receipt of the notice. In addition the appropriate notice of first claim club change will need to be completed.

It may be necessary for the Secretary to write to the ex-member's new club in order to assure that club that all membership fees were paid up at the time of resignation. There will be no refund of subscriptions.

**15. AFFILIATION** – the Management Committee shall decide to which bodies, leagues, or associations the club shall be affiliated.**16. ALTERATIONS TO THE CLUB RULES AND CONSTITUTION** – these rules can only be altered by serving a written notice upon the Secretary setting out the rules to be altered, deleted or added, giving the names of the proposer and the seconder who shall sign the notice. These rules can only be altered at the AGM or at the EGM convened under rules 8 and 9 and they require a simple majority vote from members present.

