

SAMPLE CASC CONSTITUTION

1. Title

a. The Club shall be known as A.N.Other Running Club (hereinafter to be referred to as "the Club").

2. Objectives

a. The objectives of the Club shall be:

b. To encourage the practice, promotion, development and participation of amateur athletics in A.N.Other town and the wider community.

c. To provide training and coaching for members.

d. To organise open, club, and club handicap running races.

e. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.

f. The Club shall cater for the following athletics disciplines: Road Running, Track Running, Cross-Country Running, Fell Running, and Race Walking.

g. The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.

3. Membership

a. Membership of the Club shall be open to persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Children under the age of 16 attending training, races or any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them. For young people age 16 or 17, a parent or guardian is to be entirely responsible for their attendance at all club activities.

b. Each membership application must be made by on-line electronic submission using the web site application form. Each candidate for membership must be proposed, seconded and elected or otherwise at a properly convened meeting of the Committee. The appropriate subscription must accompany the application for membership.

c. Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

d. Any member wishing to resign from the Club must do so in writing or by email to the Secretary before the 1st January, failing which, they may be liable for the ensuing year's subscription.

e. Resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if

the member is financially indebted to the Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.

f. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.

4. Subscriptions

a. Annual subscriptions shall become due for payment on 1st January each year, with the amounts being determined by the AGM.

b. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

c. The initial joining fee shall include an additional payment to cover the cost of club kit, the amount of which will be reviewed periodically by the Committee.

d. Members under 18 (subject to 3a) shall pay half rate subscriptions.

e. Members joining after the 15th November shall be deemed to have paid their subscription for the following year.

f. Any member failing to make payment by 31st March shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.

5. Management

a. The management of the Club shall be vested in a Committee that shall consist of the Chairman, Treasurer and Secretary who shall be Officers of the Club together with a maximum of ten other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.

b. Five elected Committee members are required for a quorum for a Committee meeting to take place providing the Chairman or Secretary is also present.

c. The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.

d. The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.

e. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.

6. Annual General Meeting

- a. The AGM shall be held in the months of January or February as dictated by the practical circumstances applicable at that time.
- b. At the AGM the meeting will:
 - i. Receive the annual report of the Secretary.
 - ii. Receive the financial statements and the Treasurer's report.
 - iii. Elect the officers and the Committee for the ensuing year.
 - iv. Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
 - v. Transact any other notified business.
- c. At least 21 days notice shall be given to members of the date, venue and agenda items for the AGM.
- d. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

7. Extra-Ordinary General Meeting

- a. An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petition the Secretary in writing.
- c. Three weeks notice of an EGM must be given to the all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted.
- d. Procedures for voting shall be as used for the AGM.

8. Finance

- a. The financial year of the Club shall end on 31st December.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, one of whom will be the Treasurer and the other either the Chairman or Secretary.
- c. Expenditure above agreed budget levels may only be authorised at a Committee meeting.

9. Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c. The Club may also in connection with the sports purposes of the Club:
 - i Sell and supply food, drink and related sports clothing and equipment.
 - ii Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 - iii Pay for reasonable hospitality for visiting guests;
- d. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- e. The Committee will have due regard to the law on disability discrimination and child protection.

10. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i To another Club with similar sports purposes which is a registered charity and/or
 - ii To another Club with similar sports purposes which is a registered CASC and/or
 - iii To the Club's national governing bodies for use by them for related community sports.

11. Alterations to the Constitution

The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

5. Priority

a. Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

6. Revision History

a. This Constitution was formerly adopted at the AGM held on xxxxx and replaces the club's original Constitution used since its formation in xxxxx.