

KENT ATHLETIC CLUB

Constitution and rules

Rule 1: TITLE and LOCATION

The club shall be called Kent Athletic Club (herein after referred to as "the club") and the headquarters shall be situated for the time being at Ladywell Athletics Track, Catford, London, SE6.

Rule 2: OBJECTS

The object of the club shall be to encourage, promote and develop athletics.

Rule 3: CLUB COLOURS

The club colours shall be navy blue. They shall be worn as navy blue vest, with club badge (the white horse of Kent) worn on the left breast. Members shall be expected to wear club colours in all competitions and must do so for club championships as in rule 12. The club name and logo can only be used with the authority of the committee.

Rule 4: AFFILIATIONS

The club shall be affiliated to the England Athletics, the South of England Athletic Association, the Kent County Athletics Association (or their successor national regional and county governing bodies) and such other bodies as the Committee feels appropriate.

Rule 5: OFFICERS AND MANAGEMENT

The management of the club shall be vested in the committee elected at the annual general meeting (agm). A simple majority at the agm shall elect all officers and committee members and a member shall not be elected president for more than three years in succession and then after cannot be president for a period of at least three years. In order to form a quorum not less than five members, including at least two of president, secretary, treasurer or membership secretary, should be present at committee meetings. The number of meetings held during the year must be at least nine. The committee shall have power to co-opt up to four persons as and when necessary. The committee may set up and dissolve sub-committees as it sees fit, and set their responsibilities, membership and duration

The committee posts are as follows:

President (and chairperson)

Secretary

Treasurer

Membership secretary

Social secretary

Coaching secretary

Communications manager

Track – men

Track – women

Road – men

Road – women

Cross country – men

Cross country – women

Welfare officer

Juniors Secretary

Track Administration Officer

Three ex presidents

Two other posts without portfolio

The committee can create other non-committee posts to assist with the running of the club. These might include but not be restricted to:

Trophies secretary
Road, track and cross country captains/managers
Website manager
Records secretary
Vets managers men's and women's
Club championships organiser
Kit manager
Officials Secretary

These posts will be filled at the agm by the same process as committee posts.

Committee and non-committee posts should be occupied for full business year(s) and except in exceptional circumstances (health, relocation) resignations should be in the two months before the agm. If an officer resigns the committee can in the first instance co-opt somebody into that role. If the resignation happens three months or more before the agm all members will be notified and asked if they wish to apply. The committee will decide who to appoint.

Members may hold more than one post, but only one vote on committee

The secretary will circulate written minutes of the previous committee meeting to all committee members at least two weeks before each meeting and will publish a summary on the club website

The post of president is only open to first claim members

A maximum of two members, having requested and with the approval of the chair, are entitled to attend committee as observers.

Rule 6: MEMBERSHIP

The club shall consist of ordinary members, honorary life members and volunteer members. The minimum age of membership shall be children in school year 6.

A member in arrears of subscriptions shall not be eligible to vote at an agm or extraordinary general meeting (egm) nor be eligible for any awards.

A candidate for club membership must complete the online application form. If and when the application is approved by the membership secretary the applicant can then complete the process and pay the relevant fee. If the applicant does not have access to the online membership system then an application can be made by completing a paper form. All membership applications will be considered by the committee.

Lapsed members re-admitted to membership shall be classed as new members.

Honorary life membership may be bestowed on first claim members deemed to have rendered long, exceptional and meritorious service to the club, subject to the person nominated receiving at least 75% of the votes recorded at the agm. Any such nomination must be made to the committee in writing and provided the committee approves it, it shall be included in the agenda for the ensuing agm.

Honorary life members may attend and vote at agms and egms but will pay no subscription to the club.

Second claim members have all rights (except those restriction mentioned above) afforded to first claim members, (within the restrictions laid down by the national governing body.)

Volunteer members shall pay no subs and may not be an active athlete.

Rule 7: RESIGNATION

A member who wishes to withdraw from club membership shall give notice in writing or by email to the secretary and the resignation, if accepted, shall be operative from the date of receipt by the secretary. The committee shall consider such an application and may refuse or delay it if the member is considered to be under liability (financial or otherwise) to the club.

A member not having tendered her/his resignation by the 1st April in any year shall remain liable for the subscription due on that date. A person only ceases to be a member when they resign or are struck off by the committee. Members in arrears will be informed in writing that they will be struck off if the arrears are not paid.

Rule 8: GOVERNANCE

The committee will review the club constitution and rules annually.

The committee will create, publish, keep current and notify members of revisions to policies and processes concerning, but not restricted to:

- How it handles personal information
- Welfare and well being to include grievances, complaints, safeguarding and child protection, and health and safety
- A code of conduct for athletes and coaches
- Disciplinary action
- Equality and diversity

Rule 9: SUBSCRIPTIONS

The club year shall start on the 1st April and any subscriptions shall be due on that date each year. The level of subscriptions shall be decided at the agm and shall remain in force until altered.

Any member joining the club after the 31st December shall pay the full yearly subscription but this shall cover the fees for the next financial year as well.

Subscriptions are payable on election.

An additional fee to join the club ('joining fee') shall be set at the agm, which shall include a club vest.

Those in full time education or the unwaged will pay a reduced subscription. The committee reserves the right to use its discretion in individual cases of hardship.

Ordinary membership for life can be paid by a single payment of 10 times the current highest subscription rate. This is not refundable in part or in whole.

Rule 10: ANNUAL GENERAL MEETING

The Club Annual General Meeting shall be held each year in November (or as near as can be arranged). The agm shall:

1. Receive and consider:

- a) The secretary's and treasurer's reports and any other reports to hand
- b) The income and expenditure accounts and the audited balance sheet for the year ended 30th September.

2. Elect club officers, committee and auditors for the ensuing year.

3. Deal with any resolutions and other items submitted for consideration in writing to the secretary not later than 30th September prior to the agm by at least two club members, or the committee.

The secretary will give all members two month's notice of the date of the agm and circulate the agenda two weeks in advance of it, listing committee and non-committee posts where they are nominations or vacancies.. Only at an agm (or extraordinary general meeting (egm)) can the club constitution and rules be altered and then only at the assent of at least

two thirds of those present and voting. Each member aged 18 and over shall have one vote at a general meeting; a parent or guardian may vote for members aged under 18. Votes can only be cast in person, ie they cannot be cast by a proxy. The quorum for the agm. shall be 1/6 of the membership or 30 members, whichever is the lower. A decision taken at an agm or an egm shall be of greater authority than that of the committee.

Rule 11: EXTRAORDINARY GENERAL MEETING

The secretary shall, on receipt of a request signed by 30 members, or from the committee, or from the president, call an extraordinary general meeting within 21 days of receipt of such notice. He/she shall then give at least 7 day's notice in writing to all members. The business of such a meeting shall be confined to the matters laid down in the notice of the meeting. Club members must be present in person or electronically to be eligible to vote ie votes cannot be made by a proxy. The quorum for an egm shall be 30% of members. A majority vote for any changes in rules or policies shall be at least two thirds of those members present at the egm.

Rule 12: CLUB CHAMPIONSHIPS

12.1 Club Championship awards can be awarded to first or second claim members whose membership subscriptions are up-to-date at the time of participation in the club championship race.

12.2 In order to be eligible for a club championship award, members must:

12.2.1 Have a bona fide race entry in their own name.

12.2.2 Compete wearing official Kent AC kit.

12.2.3 Have declared Kent AC as their club in their race entry

(where applicable).

12.3 The committee shall decide and publish the dates, venues, and events that will form club championships, and also decide on the form of the award.

(Note: At the time of writing:

The Senior(s) and Master(s) Club Championship events are Track (800m, 1500m, 3000m, 5000m, 10000m), Road (5km, 10km, Half-Marathon, Marathon).

The Junior Club Championship event is the Mini London Marathon.)

12.4 Club championship awards will consist of senior(s) and master(s) awards in separate male and female competitions.

12.5 The club will award master(s) awards at 10-year intervals (M40, M50, M60, M70, M80, etc...) and (W35, W45, W55, W65, W75, W85, etc..).

12.6. Master(s) will be eligible to compete for awards only in both the senior(s) category and their own age group category. A maximum of two awards per event can be awarded to an individual athlete.

12.7 Junior(s) may compete and be eligible for awards in senior(s) Club Championships in accordance with UKA Rules of Competition (notably Rule 107).

12.8 Junior awards will be presented at U13s, U15s and U17s age groups in separate male and female competitions.

12.10. There is no minimum number of starters required for awards to junior(s), seniors(s) or master(s) categories.

12.11. Club championship awards will be awarded either at a formal club presentation or directly after the club championship race,

12.12 Exceptions to rule 12.2.2 are

12.12.1 In the marathon club championships, a registered charity vest is an acceptable substitute for Kent AC kit.

12.12.2 In the Mini London Marathon, juniors must wear their provided borough t-shirt.

12.12.3 A sponsor's vest is acceptable if the members is an invited athlete on an elite start and the vest is neither obscene nor offensive

Rule 13: EXPENDITURE LIMIT

Any expenditure on behalf of the club must be approved by the committee.

Rule 14: OTHER MATTERS

All complaints and suggestions concerning the running of the club shall be made in writing to the secretary, who will place them before the committee at its next meeting. Complaints regarding standards of behaviour or conduct by other members of the club should be made in accordance with the Complaints and Grievance Procedures (as set out in the Kent AC Welfare Policy).

Rule 15: SECRETARY

In the event of the club not having an secretary or he/she being unable to fulfil their function (e.g. ill health) then in all the above rules insert president, or a person nominated by the committee, wherever the secretary appears in these rules, until a replacement is found – see rule 5.

Rule 16: ACCEPTANCE OF RULES

A copy of these rules shall be given to each member when they join and payment of his/her subscription shall be deemed as acceptance of these rules for all purposes. All members are required to abide by club rules.

Rule 17: DISSOLUTION / AMALGAMATION

- a) Upon dissolution of Kent Athletic Club all Net Assets would be transferred to Kent County AA for the benefit of athletics
- b) In the event of an amalgamation of Kent Athletic Club with another club all net assets would be transferred to the new combined club or to Kent County AA for the benefit of athletics. The choice of these two options would be decided by a two thirds majority at a General Meeting.

Revised November 2024

Adopted at AGM 26 November 2024