

ORANGEGROVE A.C.



## Orangegrove Athletics Club Constitution

### The club image and outlook

- Article 1:** The name of the club is Orangegrove Athletics Club [hereafter referred to as OAC]
- Article 2:** The club motto is Concordia Res Parvae Crescent, [in English 'work together to accomplish more'] and shall appear where possible in its Latin form on all OAC branded materials.
- Article 3:** The club colours shall be black silver and orange, and the club emblem shall be the image of a stag.
- Article 4:** The club vest shall be of the club colours and bear the club emblem as outlined in Article 3 of this Constitution and where possible club shorts and or bottoms shall be predominantly black.
- Article 5:** The club objective shall be to promote all the disciplines of athletics, and to encourage an environment of enjoyment and continuous improvement at all levels.
- Article 6:** The club shall not discriminate against anyone based on age, gender, ability, ethnicity, nationality, disability, religion or sexual orientation.
- Article 7:** OAC shall be affiliated to Athletics Northern Ireland and be bound by its rules and regulations.
- Article 8:** Applications for membership of OAC shall be open to everyone and anyone in accordance with Articles 5 and 6 of this constitution.

**Article 9:** A candidate for membership must first fill out the OAC Membership Application Form. This form shall then be submitted to the Committee for approval. The Committee will review the application and may attach conditions of membership on an individual basis and only where deemed appropriate. Upon approval of membership, the candidate becomes a full member of OAC, and is subsequently required to uphold the Constitution and Code of Conduct, and to promote the club objectives as outlined in Articles 5 and 6 of this Constitution.

**Article 10:** Each member of OAC shall be required to pay an annual club membership fee to be decided upon by the committee in consultation with all members at a club meeting.

**Article 11:** Membership shall be divided into six classes:  
[a] Senior Competitive  
[b] Non - Competitive [or recreational]  
[c] Associate Members  
[d] Second Claim Club (UKA RULES FOR COMPETITION rule 3 & rule 5)  
[e] Junior Competitive  
[d] Junior Non-Competitive [or recreational]

**Article 11.1:** The Senior Competitive class shall consist of those members above the age of 18 who are interested in competing for OAC. Senior Competitive members shall be required to attend the official Senior Competitive Training Sessions. Senior Competitive members hold full voting rights.

**Article 11.3:** The Non - Competitive class shall consist of those members above the age of 18 age who hold full membership of OAC and wish to train recreationally, or for personal goals, but do not wish to compete. Non - Competitive members hold full voting rights.

**Article 11.4:** The Associate Members class shall consist of those members of any age who hold full membership, wishing to contribute to the life and aims of the club but who do not wish to partake of the physical training aspect of OAC. Associate Members hold limited voting rights. Associate Members may vote on motions of Type 1 and 2 as outlined below, but may not vote on motions of Type 3 as outlined in Article 45 of this constitution.

**Article 11.5:** Any person who holds full club membership can become part of either the Non- Competitive class or the Associate Members class at their own discretion.

**Article 11.6:** Any member wishing to become part either of the two competitive classes[a]

and [b] outlined above may do so at their own discretion, but must consult both the Club Coach and the Club Captain for advice regarding the transition, Advice given by the Club Coach and Club Captain is not binding. The only restriction on entry to the two competitive classes shall be age appropriate and the conditions of membership where applicable.

**Article 11.7:** The four competitive classes [a] [c] [d] and [e] outlined above shall be divided further by gender.

**Article 11.8** Second Claim Club members shall have limited voting rights. Second Claim Club members may vote on Type 3 motions matters concerning competition and training matters as outlined in Article 45 of this constitution. Second Claim Club Members (in line with UKA Rule 3 and Rule 5) shall, be permitted to have membership rights for, social, coaching and for competition reasons. Competitions (in line with UKA rules) that permit an athlete to compete for that Club in competitions which specifically state in its rules that its competition is open to Second Claim members as members of a composite Team. Such an athlete is hereafter defined as a Second Claim Club member.

**Article 11.9** The Junior Competitive class shall consist of those members below the age of 18 who are interested in competing for OAC. Junior Competitive members shall be required to attend the official Junior Competitive Training Sessions.

**Article 11.10** The Junior non – Competitive class shall consist of those members below the age of 18 age who hold full membership of OAC and wish to train recreationally, or for personal goals, but do not wish to compete.

**Article 12:** Personal disputes between members must be kept personal and must not become club issues in order to maintain the cohesion and unity of OAC.

**Article 13:** Any member who knows of another member having broken the OAC Code of Conduct or the OAC Constitution has a responsibility to inform a member of the Committee regarding this.

**Article 14:** All members must sign the OAC Code of Conduct.

**Article 15:** All members of good standing are eligible to be considered for election to the OAC Committee to which they are entitled. This will also include those members who have attached conditions of membership that permits eligibility for election. Unfortunately, if any member has attached conditions of membership that prevents eligibility for election, they will not be considered.

**Article 16:** The CommitteeThe committee shall consist of the following persons:

- Chairperson
- Vice Chairperson
- Secretary
- Membership Secretary
- Treasurer
- Senior Club Coach
- Female Club Captain
- Male Club Captain
- Junior Representative

The following persons have the right to attend all committee meetings, but there is no requirement to be present at the committee meetings to hold these positions: -

- Kit Secretary
- Social Media Manager
- Vice Treasurer

**Article 17:** The Chairperson shall be responsible for chairing general club meetings and OAC Committee meetings. The Chairman shall also be responsible for representing the club externally, ensuring that the club objectives detailed in Article 5 and 6 of this Constitution are upheld. The Chairperson shall call a general meeting of the club as required. Any member elected to the position of Chairperson will have been considered to have forfeited their voting rights for the duration of their tenure. In the event of a deadlocked vote, the Chairperson may be bestowed with a casting vote if either the Committee or the general membership deems it appropriate. All members in accordance with Article 15 are eligible to stand for the position of Chairperson and to vote to elect this position.

**Article 18:** In the event of the Chairperson being unable to fulfill their responsibilities, the Vice Chairperson shall assume the role and responsibilities of the Chairperson. When not acting in the place of the Chairperson, the Vice Chairperson shall sit on the Committee with full voting rights. When acting as the Chairperson, the Vice Chairperson shall temporarily relinquish their voting rights for as long as they are fulfilling the role of the Chairperson. In the event of the Chairperson having either vacated their seat or terminated their OAC membership, the Vice Chairperson shall be deemed to be duly elected as the Chairperson until the next AGM. The position of the Vice Chairperson may then be filled at the discretion of the Committee until the next AGM. All members in accordance with Article 15 are eligible to stand for the position of Vice Chairperson and to vote to elect this position.

**Article 19:** The Secretary shall assume all duties undertaken by the Committee Clerk. The Secretary shall be responsible for the administration and running of OAC. The Secretary shall be responsible for all communications between the club and external institutions, as well as internal communications; The Secretary shall be responsible for recording the minutes of all meetings, and maintaining those records for later scrutiny. At the AGM, it shall be the responsibility of the Secretary to present an overview of the previous year. The Secretary shall have full voting rights at both Committee and general meeting level. All members in accordance with Article 15 are eligible to stand for the position of Secretary and to vote to elect this position.

**Article 20:** In the event of the Secretary being unable to fulfill their responsibilities, the Membership Secretary shall assume the role and responsibilities of the Secretary. In the event of the Secretary having either vacated their seat or terminated their OAC membership, the Membership Secretary shall be deemed to be duly elected as the Secretary until the next AGM. The position of Membership Secretary may then be filled at the discretion of the Committee, in accordance with Article 15. until the next AGM. The Membership Secretary shall have full voting rights at both Committee and general meetings level. All members in accordance with Article 15 are eligible to stand for the position of Membership Secretary and to vote to elect this position.

**Article 21:** In the event of none of the Committee members referred to in Articles 17, 18, 19 and 20 being available for a meeting, the remaining Committee members may co-opt another member in accordance with Article 15 to serve as either Acting Chairperson or Acting Secretary for the purposes of the meeting, subject to the approval of the OAC members. The Acting Committee members will not be entitled to vote at the Committee level, but will both retain their voting rights at general club meeting level.

**Article 22:** The Treasurer shall be responsible for the effective management of OAC funds. The Treasurer shall manage the OAC bank accounts, and be responsible for organising any fund raising initiatives for the club or charity initiatives on the clubs behalf. Should a subcommittee be created which is concerned with anything financial, the Treasurer will be the head of that subcommittee, if the position of Treasurer becomes vacant, the remaining members of the Committee may duly appoint a new Treasurer in accordance with Article 15, until the next AGM subject to the approval of the club membership. The Treasurer shall have full voting rights at both Committee and general meeting level. All members in accordance with Article 15 are eligible to stand for the position of Treasurer and to vote to elect this position.

**Article 23:** In the event of the Treasurer being unable to fulfill their responsibilities, the

Vice Treasurer shall assume the role and responsibilities of the Treasurer. In the event of the Treasurer having either vacated their seat or terminated their OAC membership, the Vice Treasurer shall be deemed to be duly elected as the Treasurer until the next AGM. The position of Vice Treasurer may then be filled at the discretion of the Committee, in accordance with Article 15. until the next AGM. The Vice Treasurer shall have full voting rights at both Committee and general meetings level. All members in accordance with Article 15 are eligible to stand for the position of Vice Treasurer and to vote to elect this position.

**Article 23.1:** Designated Safeguarding Officer (DSGO) shall be responsible for acting as the first point of contact for Orangegrove AC on issues of Child Protection, both internally, and for members of the public and other external contacts; Maintaining and updating the policies relating to child protection; Advocating the importance of Child protection and promoting best safeguarding practice; securely storing records of any child protection concerns.

**Article 24:** The Senior Club Coaches shall be responsible for the establishment of training schedules for Senior Competitive classes. The Club Coach shall oversee all training sessions and act as advisor to all members. The Club Coach shall be responsible for organising the Non - Competitive Class training in an atmosphere of encouragement and personal achievement. In the event of the Senior club coach having, either vacated their seat or terminated their OAC membership, the position of Senior coach may then be filled at the discretion of the Committee, in accordance with Article 15. until the next AGM. Only the Senior Club Coach shall have full voting rights at both Committee and general meeting level. All members of good standing from within the Senior Competitive class are eligible to stand for a position of Club Coach. However, due to the nature of the position, such a candidate must be shown competent to fulfill the requirements of the position in the eyes of the Committee before their candidacy is accepted. Once elected, the Club Coach shall be encouraged to partake in an official coach training programme for the benefit of the club and its members. Such an initiative is to be subsidized as far as is possible through the OAC funds, according to the discretion of the Committee. All senior members are eligible to vote to elect this position.

**Article 24.1:** The Junior Club Coaches shall be responsible for the establishment of training schedules for the Junior club. The Club Coach shall oversee all training sessions and act as advisor to all members. The Club Coach shall be responsible for organising the training in an atmosphere of encouragement and personal achievement. Due to the nature of the position, such a candidate must be shown competent to fulfill the requirements of the position in the eyes of the Committee before their candidacy is accepted. Once elected, the Club Coach shall be encouraged to partake in an official

coach training programme for the benefit of the club and its members. Such an initiative is to be subsidized as far as is possible through the OAC funds, according to the discretion of the Committee. All senior members are eligible to vote to elect this position.

**Article 25:** The Club Captain shall be responsible for the organisation of the senior class members for competition purposes. It shall be the responsibility of the Club Captain to arrange teams for competitions and categorizing those teams by ability. The Club Captain must set himself or herself as the model member of OAC, leading and encouraging other members by their example. As such, the Club Captain would be expected to attend a majority number of senior competitive training sessions, unless prevented from doing so by extenuating circumstances. Also, it is advisable that the Club Captain would take a role in encouraging the senior members. The Club Captain shall be elected from the members of the Senior Competitive class. Only members are eligible to vote to elect this position.

**Article 26:** No Committee member shall hold more than one position, however where circumstances prevail existing Committee members can hold a maximum of two positions until all positions are filled.

**Article 27:** Any Committee member who has been deemed through majority vote of the other Committee members [including the Chairperson if they are not the member under review] to have broken Constitutional regulations or the OAC Code of Conduct will automatically lose their seat on the Committee and will not be eligible for election to the Committee in any position in the next occurring election.

**Article 28:** The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

**Article 29:** The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business

## **The AGM and Election Procedures**

**Article 30:** To become a candidate for election to any of the positions on the Committee, a member must first submit a Committee Election Application form. This form must bear the name of the potential candidate and the position they intend to run for, in addition, the form must have the signature of someone other than the candidate to propose their nomination, and a person who is neither the proposer nor the candidate themselves to second the nomination. The proposer and seconder must be themselves eligible to vote for the position

the candidate is running for.

**Article 31:** Any sitting Committee members may nominate themselves for the position they currently hold without a proposer or seconder. If, however, a sitting Committee member wishes to run for a different Committee position, they must have their application co-signed by the member who currently holds that position, or apply as outlined in Article 28 of this Constitution.

**Article 32:** No candidate shall be permitted to run for more than one position at any given election.

**Article 33:** All election candidates must be members in good standing and be in accordance with Article 15. Members who have fees outstanding, or who are currently subject to disciplinary measures, shall not be deemed to be in good standing and are therefore ineligible to stand for election.

**Article 34:** All applications for election to the Committee must be submitted to the Secretary no less than twenty one days before the date of the AGM. Any applications received after this date will be considered null and void, unless there are no candidates for that position.

**Article 35:** It shall be the responsibility of the Secretary/Junior Club Secretary to compile the list of candidates and ensure the good running of the election procedure.

**Article 36:** In the event that there is only one candidate for the particular Committee position, that candidate may be considered duly elected without the need of an election to take place.

**Article 37:** Election shall be by secret ballot method. After the presentation of the Annual Financial Report by the Treasurer and the Annual Report by the Secretary, all positions on the Committee will be declared vacant, with the exception of the Clerk. Elections shall then take place one at a time for each position in the order they appear in Article 16 of this Constitution. The Clerk shall count the votes in each election, ignoring any spoiled votes, and declare the position filled by the successful candidate. Upon the election of the Treasurer, the position of the Clerk will be declared vacant and the newly elected Chairperson will assume the responsibilities for counting this vote. Upon the election of the Clerk, the newly elected Clerk will resume election responsibilities for the remaining vacant positions.

**Article 38:** The election of the OAC committee and junior committee shall take place once a year at the club AGM.

**Article 39:** The AGM shall be held on or before the 1st December, but no sooner than ten



months after the last AGM.

**Article 40:** The Secretary shall inform the members of the date of the AGM no later than twenty-eight days beforehand.

**Article 41:** The AGM shall have a quorum of fifty-one percent of the total number of senior members who currently hold full club membership.

**Article 42:** The Committee shall meet as often as is considered necessary, but no less than six times per year. There shall be a quorum of 50% of voting members.

**Article 43:** General meetings shall take place in accordance with Article 17. There shall be a quorum of thirty present of the total number of senior members who currently hold full club membership.

**Article 44:** Any member in good standing may propose a motion for discussion at the general meeting in writing seconded by another member in good standing. Committee members may propose a motion for discussion without a seconder. All proposals for motions must be submitted to the Secretary no later than seven days before the date of the general meeting. Any motions submitted after this time shall be deferred until the next meeting.

**Article 45:** Motions shall be in three types:  
1) Type 1 motions shall be matters concerning the direction of club policy.  
2) Type 2 motions shall be matters concerning club finances  
3) Type 3 motions shall be matters concerning competition and training matters

**Article 46:** Motions shall be discussed in an open floor format after the presentation of the motion by the proposer. All comments are to be made through the Chair. At any time, any member may propose that the motion be put to vote. If the members are in agreement, the motion is moved forward to voting stage. A vote for, against and abstention counts shall be taken by show of hands.

**Article 47:** All motions must comply with the Constitution, the Code of Conduct, and the rules and regulations of Athletics Northern Ireland. Any motion which does not comply with these three shall be considered null and void, regardless of the outcome of the vote.

## Club Discipline

- Article 48:** Any member found to have broken the OAC code of conduct shall be invited to meet with the Committee to give their account.
- Article 49:** The Committee shall determine whether or not a rule has been broken, and decide which punishment is appropriate.
- Article 50:** Punishments shall take the following forms:
- 1) Suspension of voting rights for a period of time agreed by the Committee, no less than one-month and no more than four months.
  - 2) Suspension of a Competitive class member from competing in a number of competitions agreed by the committee, no less than one competition and no more than five competitions.
  - 3) Complete revoking of Competitive class membership.
  - 4) Cancelling of club membership. [This decision can only be taken by unanimous vote of the Committee members]
- Article 51:** Any club member subjected to disciplinary proceedings shall not be considered as either being in good standing or as holding full membership for as long as the disciplinary proceedings continue.
- Article 51.1:** All disciplinary measures will be carried out in line with the club disciplinary rules.

## Calling an Extraordinary General Meeting

- Article 52:** An Extraordinary General Meeting [EGM] can be called through a vote of Seven Committee members, or through a motion carried in a general meeting by a counted majority of sixty six percent.
- Article 53:** Once called, the EGM must be held no later than 14 days later.
- Article 54:** The EGM will require a quorum of seventy percent of the total members who hold full membership.
- Article 55:** Each EGM shall be limited to one issue. The resolution behind the EGM will require a counted majority of sixty six percent to be passed.

## **Amendments to the Code of Conduct and Club Constitution**

- Article 56:** The Code of Conduct may be amended by tabling a motion to that effect at a general Committee meeting. For the amendment to be accepted, all the Committee in attendance must pass it.
- Article 57:** The club constitution may only be amended by tabling a motion to that effect at a general Committee meeting. For the amendment to be accepted, all the Committee members in attendance must pass it.
- Article 58:** No amendments to either the OAC Code of Conduct or the Constitution may conflict with the rules and regulations of Athletics Northern Ireland.
- Article 59:** Orangegrove Athletics Club will, if deemed appropriate by a unanimous vote of the Committee members, seek to combine resources with other Athletics Clubs, for sole purpose of participation in athletics events i.e. Club Team Trophy. This must not conflict with the Orangegrove Club Constitution, Orangegrove Codes of Conduct, Orangegrove Club rules, the regulations of Athletics Northern Ireland and must be in line with any previously agreed Orangegrove Club Development Plan.

## **Addendum A - The Chairman's List**

- A. A Chairman's List of OAC personnel who dedicate a substantial amount of their own free time, to the benefit of the members and the Athletics' Club in general shall be maintained by the Committee.
- B. This list can be amended at any general Committee meeting, only with the consent of every committee member present.
- C. Members of the General Committee are permitted to be on the Chairman's List.
- D. Any member on the Chairman's List shall be offered the following incentives: -
  - 1. Member shall be given the option not to pay annual club fees, except for the £10 ANI registration fee
- E. If a member relinquishes his/her position and no longer meets the criteria set out in section A.
  - 1. That member will pay the full membership fees if remaining part of the club.
- F. A member on the Chairman's List may be invited to attend a Committee meeting but will have no voting rights.
- G. The following members are currently on the Chairman's List -

**To be continually Reviewed by the Club Committee - March 2016 to Include all Club Coaches and Committee members**

## **Addendum B - Sub-committees**

- A. It is recognized that Orangegroove Athletics Club is continuing to develop at a rapid pace and that additional members may assist the general Committee, per Article 39 of this Constitution.
- B. The Committee has the power to vote to have a sub-committee where such a committee is necessary to assist with additional duties necessary for the continuing development of the club.
- C. Sub-committee can only be set up at a Committee meeting, only with the consent of every committee member present.
- D. Sub-committee may be deemed no longer necessary and disbanded by the general Committee, only with the consent of every committee member present.
- E. A Sub-committee may be made up from OAC members in good standing in accordance with Article 31.
- F. A Sub-committee member may be invited to attend a general committee meeting but shall have no voting rights.