

CONSTITUTION

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CONSTITUTION

Article 1: Definition and Terms

Definitions and terms used in the constitution –

- a. AGN – Athletics Gauteng North
- b. AGM.- Annual General Meeting
- c. ASA – Athletics South Africa
- d. ATHLETICS – includes all aspects of athletics i.e. Track and Field, Cross Country, Road, Coaching, officials administrators and Management
- e. MANAGEMENT – The management of the club according to Art.14 of the constitution.
- f. SGM – Special General Meeting as per Art.8 of the constitution
- g. MANAGEMENT COMMITTEE – The management committee of the club as per Art.8 of the constitution
- h. URGENT MATTERS – That is matters that, if decisions on them are delayed for more then 7 day, could have a negative impact on the club
- i. CONSTITUTION – The constitution of Centurion Athletic Club
- j. IAAF – The International Association of Athletics Federations
- k. SELECTION COMMITTEE – The selection committee of the club as per Art.23
- l. STANDING COMMITTEE – The coordinator of a standing committee is also ‘n permanent member of the management of the club i.e. the member for Road, Track and Field, Cross Country etc.
- m. AD HOC COMMITTEE – Committees compiled for a specific purpose i.e. compiling the annual program. The committee ends with the completion of the task.

Article 2: Name and Legal entity

1. The name of the Club is the
2. The club is a legal entity and can in its own name perform in its own name all activities normally by a legal person
3. The Club is without any profit motive and all funds received will be reinvested in its members

Article 3: Jurisdiction

The Club falls under the Jurisdiction of AGN and ASA

Article 4: Head office

1. The head office of the club will be in
2. Moving of the head office can only take place with approval of two thirds of the members of the club present at an AGM or SGM after proper notice in this regard has been given

Article 5: Membership

1. Membership of the club will be obtained by-
 - a. Apply on the prescribed form
 - b. Payment of membership fees
 - c. Acceptance as member by the management of the club
2. Membership is subject to the rules of the club, AGN and ASA
3. Management can end membership without giving reasons but must report to the AGM in this respect
4. Management can give membership to any person free of charge provided that it must be in writing and accepted the same way
5. Membership automatically ends if membership fees has not been paid at the end of January of the current year
6. Honorary membership could be granted to members or non-members that have provided an exceptional serves to the club as recognition for his/her contribution. Management will submit a proposal to the AGM for approval.

Article 6: Objective

1. The objectives of the club is-
 - a. To promote athletics in all its facets
 - b. To eliminate all forms of discrimination in the sport
 - c. To promote the club to the benefit of all its member
 - d. To protect the rights of members
 - e. To support members financially and any other way possible to enable them to improve their performances

Article 7: Structure

1. Control of the club is structured as follows-
 - a. The Annual General Meeting (AGM)
 - b. The management
 - c. The Management Committee
2. AD hoc committees could be formed to perform a specific task as identified by management and members of management, other club members or non-club members could be co-opted for that purpose

Article 8: Annual General Meeting(AGM)and Special General Meeting (SGM)

1. The annual General meeting forms the highest authority of the club and will be held at least ones a year, but not later than the end of May.
2. A Special General Meeting (SGM) of the club may be constituted-
 - a. As per a management decision, or
 - b. A request in writing, signed by at least seven members of the club, stating clearly what the objective of the meeting is going to be. The Secretary will then arrange for a SGM within twenty one days after such a request was received.

Article 9: Notice of Annual General Meeting:

1. The AGM will be constituted in writing by management, indicating the date, time and venue of the meeting. Such a notice will be sent to members at the latest four weeks before the date of the meeting. The notice will also request for nominations for the management positions to be selected and motions to be submitted.
2. All nominations and motions should reach the secretary at least two weeks before the meeting
3. The final notice of the AGM including the agenda, the minutes of the previous meeting and any motions received will be sent to members latest seven days before the meeting.

Article 10: Voting at meetings

1. Each member older then 13 years of age has one vote.
2. Each honorary member has one vote

Article 11: Quorum at meetings

1. At the AGM and SGM at least 15 members attending will form a quorum
2. At the management meetings at least 4 members attending will form a quorum
3. At any committee at least 2 members will form a quorum

Article 12: Procedures at meetings

1. At the AGM the Chairman, and if he is not available, the Vice-Chairman of the club will chair the meeting. If both are absent the meeting will select a chairman from the members present.
2. The agenda of the meeting will follow the sequence below
 - a. Establish if there is a quorum and constitute the meeting
 - b. Read and *confirm* the notice of the meeting
 - c. Establish that the minutes have been read and approval of the minutes. Both of the previous meeting and any SGM meetings held.
 - d. The submitting, discussion and approval of the annual report
 - e. The submitting and approval of the audited financial statements
 - f. The discussion and approval of motions that was submitted according to the prescriptions of the constitutions.
 - g. The awarding of colours
 - h. The election of the new management of the club
3. The agenda of the SGM will follow the sequence below
 - a. Read and confirming the notice of the meeting
 - b. The discussing of the matters that were submitted according to the prescribed procedure
4. No proposal or amendment on the agenda of the AGM or SGM could be withdrawn without the permission of the meeting. If the original instigator of the proposal is not present, any member at the meeting will have the right to take his position and will for that purpose have the same rights as the original instigator to promote and motivate the proposal.

Article 13: Voting procedures at meetings

1. All decisions to be voted for will be by the raising of hands except if requested by two or more members, or if the chairman takes such a decision, the voting will be by ballot papers. In the case of a tie in votes, the chairman will have the decisive vote.
2. The election of management will be by ballot papers and according to the following conditions.
 - a. Nominations must be in writing ,properly seconded and accepted by the nominee in writing
 - b. The position for which the candidate is nominated must be indicated.
 - c. If there is no nomination for a specific position, the person holding the position at present will automatically re-elected

Article 14: Management

1. The management of the club will manage club
2. The management will consist of
 - a. The chairman
 - b. The Vice Chairman
 - c. The Secretary
 - d. Four additional members
 - e. Co-opted members by management to take responsibility for specific tasks i.e. treasury, social, website and any other additions that is necessary for the smooth running of the club
3. The Chairman, Vice Chairman, Secretary and additional members are being elected at the AGM by the members of the club with voting powers.
4. Any positions that become vacant during the year will be filled by co-option by management

Article 15: Meetings of management

1. Management will meet at least ones a month unless an alternative decision is taken.
2. The secretary will see to it that proper notice of the meeting is given to all involved.
3. Four members will be a quorum
4. Voting will be by the raise of hands except if two members request voting by ballot paper
5. In the case of a tie of votes, the chairman will have the decisive vote.
6. Minutes will be kept of all meetings

Article 16: Powers and duties of management

Apart from any powers and duties granted to management in this constitution, the following additional powers, responsibilities and decisions will be performed by management-

- a. To fill any vacancy by co-option
- b. Arrange for the AGM
- c. Submit to AGM the audited financial and annual reports
- d. Take legal action on behalf or in defense of the club
- e. Arrange a club championships or any other meetings on behalf of the club
- f. Keep a register of performances of members of the club
- g. Co-opt additional members for specific tasks
- h. To arrange for disciplinary hearings and summons any person (club or non-club member) to give evidence in such hearings.
- i. To prepare an annual plan reflecting the year program and an income and expense budget
- j. Collect the budget of the standing committees for approval and inclusion into the budget of the club.

Article 17: Authority of management

Apart from the powers and duties indicated in Art.16 management has the authority to

- a. To compile a disciplinary committee as per *article 18* to investigate any complain brought before them
- b. To arrange for disciplinary hearings and summons any person (club or non-club member) to give evidence in such hearings.
- c. To open bank accounts and manage all financial aspects of the club
- d. To decide on and make payments of any honorariums as and when required. Such payment should be reported at the AGM
- e. Give financial support to club members where and when necessary. Particulars of financial support given will form part of the annual financial report at the AGM.

Article 18: Forfeit of position.

If a member of management did not attend 3 successive management meeting without a proper excuse, he/she will forfeit their position. This will be automatically and management will take action to fill the position as soon as possible by means of co-option. The member that lost its position can however appeal to management to reconsider its position by motivating its actions. This however should be done within two weeks after last of the tree meeting that he/she did not attend.

Article 19: Disciplinary action against members

1. Complaints received by management of any misbehavior of any member or action(s) that could bring the sport (athletics) in disrepute, should be investigated and if found, brought before the disciplinary committee for a disciplinary hearing.
2. The member involved will be informed within 14 days of such action to be taken place, what the complaints are and where and when his/her presence should be required for a disciplinary hearing.
3. The disciplinary committee will consist out of the chairman, the vice-chairman and a nominated member, known for his know-how in this respect. The nominated member will be identified by management.
4. The finding of the hearing will be conveyed to the member within 14 days and AGN will be informed of the finding.

Article 20: The management committee

1. The management committee will consist of-
 - a. The chairman
 - b. The vice chairman
 - c. The secretary
2. Urgent matter to be handled by the management committee would be those that can not wait until the next management meeting without having a negative effect on the running of the club. Decisions taken by the management committee should be submitted for approval at the next management meeting
3. Two members of the management committee will form a quorum.
4. The chairman has a ordinary and decisive vote
5. The management committee meets when the chairman or secretary identify a need for such a meeting

Article 21: Membership fees and registration of athletes

1. Membership fees will on an annual basis be fixed by management. Differentiated fees depending on specific circumstances will be considered by management.
2. All athletes above 13 years of age should be licensed. The cost of licensing will form part of their annual club membership fees.

Article 22: Rules for athletic meetings

All meeting presented by the club will be under the rules of AGN, ASA and IAAF

Article 23: Selection committee

1. The selection committee will consist of the Chairman, Coaches representative and the committee member involved (Road, Track & Field, Cross Country, etc.)

2. The selection committee will select its own secretary
3. The tasks of the selection committee
 - a. The selection of athletes, a team or teams to represent the club
 - b. Selection will take place at meetings specially arranged for that purpose by the convener. Two members will form a quorum.
 - c. The selection committee will also take responsibility to identify the trophy winners of the club.

Article 24: The colours of the club

The colours of the club will be as from time to time decided on by the management and approved at the AGM and AGN

Article 25: Financial controls

Financial control will fall under the management of the club. The management should see to it that-

- a) A proper set of financial records are kept and that all transactions are properly recorded.
- b) All documents are kept in a safe place
- c) A current account is opened at a commercial bank of standing and arrange and approve the necessary signatories for cheques to be signed. At least two signatories must sign each cheque.
- d) Surplus funds are invested in an interest bearing account to the best benefit of the club at a financial institution of standing. Withdrawals from these account will also require two signatories
- e) The audited financial statements be submitted to the AGM
- f) That the club stay within its budget, both at the income and expense sides

Article 26: Termination of the club

1. The club will be terminated when –
 - a. the members take an anonymous decision to terminate the club at a SGM or
 - b. if the club can financially not survive or
 - c. when there are no members left in the club
2. Upon termination all the assets of the club will be transferred to AGN

Article 27: Changing the constitution of the club

1. Changes to the constitution of the club can only take place if sanctioned by a two third majority at an AGM after proper notice has been given
2. The notice must clearly indicate which article of the constitution will be changed and what will be included (new) and what will be excluded (old)
3. Any changes to the constitution become effective immediately.
4. Any addendums to the constitution reflects operational aspects and as such do not form an integral part of the constitution and could be adjusted by management should the need arises.

This constitution is approved is approved on the AGM of.....

At.....

Signed-

Chairman.....Date.....

Secretary.....Date.....

Office Bearers

Chairman:

Contact Details: Tel -

Fax-.....

Cell-

Email-

Deputy Chairman:

Contact Details: Tel -

Fax-.....

Cell-

Email-

Secretary:

Contact Details: Tel -

Fax-.....

Cell-

Email-