



**NICSAC**

NORTHERN IRELAND CIVIL SERVICE ATHLETICS CLUB

CONSTITUTION

(Version 7, Amended April 2018)

## 1. CONSTITUTION

- 1.1 The Club shall be called the Northern Ireland Civil Service Athletics Club (NICSAC) and known as the Athletics Club. The purpose of this constitution is to outline all club management requirements and rules as well as to set clear direction for club executives and members. The Athletics Club is a 'closed club' open only to:-
- public servants or ex-public servants who are members of the NI Civil Service Sports Association (NICSSA)<sup>1</sup>. Such members will be known as Full Members, and
  - the spouse, partner, family member or friend of a Full member who is a Junior, Student, Joint or Joint Senior member of NICSSA and is sponsored by a Full member. Such members will be known as Associate members. In the case of Joint and Joint Senior categories the Associate member will partner their sponsoring Full member for Joint NICSSA membership.
- 1.2 The objects of the Athletics Club are to encourage and promote:
- the health, fitness and well-being of public servants through running activities;
  - establishing a running presence in the NI running community through participation in, and organisation of, running events; and
  - representing the NI Civil Service and its Sports Association at wider UK CSSC running events and international marathons.
- 1.3 The Club will be mindful of the need to carry out these functions in a manner which promotes equality of opportunity between:
- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - Between men and women generally;
  - Between persons with a disability and persons without; and
  - Between persons with dependents and persons without.
- 1.4 The headquarters of the Club shall be the Maynard Sinclair Pavilion at Stormont, in the County of Down.
- 1.5 The Club shall be affiliated to the Northern Ireland Civil Service Sports Association (NICSSA), the governing body for all NI Civil Service Sports Clubs.
- 1.6 The Club shall be affiliated to the Athletics NI, the governing body for Athletics in Northern Ireland, as a 'closed club'.
- 1.7 The club colours shall be white vest with blue and yellow side panels and blue shorts. These colours are registered with Athletics NI. Members competing or club officials attending and

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<sup>1</sup> Note 6.1 exception – Honorary Life Members

wearing club colours at events will be considered to be representing the club and the Public Service and must behave accordingly to avoid bringing either into disrepute. Failure to do so may be considered a disciplinary matter. Members competing at events must follow UK Athletics Rules for competition No 17 clothing.

- 1.8 The Club shall not be dissolved except by the consent of 50% of the voting members, such consent to be testified by their signatures to a resolution providing for such dissolution. Alternatively, dissolution may occur if the club fails to meet the governance requirements of the NICSSA for affiliated clubs e.g. in the event it cannot form a basic Management Committee (Chairperson, Honorary Secretary, Honorary Treasurer).
- 1.9 The Honorary chairperson, supported by a Management Committee, will have ultimate responsibility for ensuring the appropriateness of the NICSAC Constitution along with its policies and procedures and that they are carried out in accordance with the rules of the associated governing bodies.

## **2. MANAGEMENT COMMITTEE**

- 2.1 The affairs of the Athletics Club shall be managed by a committee, which shall be called the NICSAC Management Committee. The NICSAC Management Committee will be elected or approved annually by the AGM.
- 2.2 The NICSAC Management Committee will consist of the office bearers or Executive Officers of the Athletics Club and will contain the following: Chairperson; Deputy Chairperson; Secretary; Treasurer; Events Officer; Communications Officer and one other member. Only fully paid up Full members may hold office in the Athletic Club Management Committee.
- 2.3 Additional Full members can be co-opted onto the Management Committee to the position of office bearers by the Management Committee. The NICSAC Management Committee must at least consist of a quorum of Chairperson, Secretary and Treasurer, or persons so acting, at all meetings and at all times to be considered valid. The failure of the Management Committee to function should immediately prompt an Exceptional General Meeting within 10 working days. Failure to find a basic Management Committee at EGM will require written notification within a further 20 working days to the NICSSA as part of the process of dissolving the Club.
- 2.3 The Chairperson shall preside at the Annual General Meeting, and Extraordinary General Meetings.
- 2.4 The Chairperson shall chair all Management Committee meetings.
- 2.5 The Deputy Chairperson will act as Chairperson in the event of the chairperson's unavailability.
- 2.6 The Honorary Secretary shall undertake all general correspondence, summon all meetings, keep an accurate record of all Management Committee meetings, meetings of the Annual General Meeting and Extraordinary General Meetings. They will maintain the Clubs

membership records in line with Data Protection requirements, and the execution of all administrative work, other than finance. The Honorary Secretary will provide a copy of all records to any member or the NICSSA on receipt of a written request.

- 2.7 The Honorary Treasurer shall keep an accurate record of all monies received and disbursed, and shall be empowered to lodge all monies received to the credit of the Club in a bank / building society approved by it, and be a signatory (along with the Chairperson and Honorary Secretary) for cheques issued on behalf of the Club. The Honorary Treasurer will be responsible for providing financial forecasts and copies of accounts to the NICSSA annually or on request. The Honorary Treasurer will also be responsible for ensuring all 'Impress' monies are appropriately claimed from the NICSSA if required. They are also responsible for all other club assets where a financial or replacement value is inherent. The Honorary Treasurer is responsible for submitting an 'end of year' account at the AGM. Copies of Accounts can be provided to any member at any time on receipt of a written request. Details of all membership numbers will be held by the Honorary Treasurer.
- 2.8 The Events Officer, will perform duties for the Club in organising events to promote it in support of the constitutional objects of the club and in accordance the decisions of the Management Committee or AGM. In NICSAC or wider CSSC events, the Events Officer will propose criteria for team selection and team captains to be agreed by the Management Committee. The Events Officer will also provide the focal point for all Club and CSSC competitions as well as calendar events, including overseas events, being organised by the Athletics Club and provide a prospectus of all at the AGM or to any member on written request. A subgroup of the Management Committee may be formed by the Events Officer to organise a specific event.
- 2.9 The Communications Officer will be responsible for the wider publication and promotion of the Athletics Club in support of the constitutional objectives and in accordance with the decisions of the Management Committee. They will work closely with the Events Officer in carrying out this role in relation to specific events.
- 2.10 The additional Committee member will act on a temporary basis for any member of the Committee, except the Chairperson, on the discretion of the Chairperson or Deputy Chairperson. This 'sweeper' role will be familiar with all other roles and be able to step in to them at the request of the Chairperson.
- 2.11 A sub-group may be chaired by any member of the Management Committee. The chair must report on the sub-group to Management Committee.

### **3. ANNUAL GENERAL MEETING**

- 3.1. The Annual General Meeting of the Club shall be held at such time and place as the Management Committee shall determine.
- 3.2. The Honorary Secretary shall convene an AGM by notice to all members in writing. Notification should include an Agenda and previous AGM papers. However, non-receipt by

any person entitled to receive such notice shall not invalidate the proceedings of the meeting concerned. Notice is deemed to be served after despatch either by email or post. At least 21 days notice of the meeting shall be given to each member.

- 3.3. Ten Full members shall constitute a quorum. If a quorum is not assembled within half an hour of the time on the notice of the meeting, the meeting shall be adjourned until it can be rearranged. After being rearranged if a quorum is still not present at that second meeting, those members who are present shall be deemed to be a quorum and capable of transacting business.
- 3.4. In the absence of the Club Chairperson the Deputy Chairperson shall chair the meeting.
- 3.5. All motions must be with the Honorary Secretary at least 5 clear working days prior to the meeting.
- 3.6. All motions must be proposed and seconded at the meeting.
- 3.7. The business to be transacted at each Annual General Meeting shall be:
  - To approve the minutes of the previous Annual General Meeting
  - To receive the ' year end' reports of the office bearers of the Club
  - To receive proposals and decisions on Club apparel.
  - To elect the following office bearers and Management Committee
  
  - Members for the following year:
    - Chairperson
    - Deputy Chairperson
    - Honorary Secretary
    - Honorary Treasurer
    - Events Officer
    - Communications Officer
    - 1 Club representative to the Management Committee.
    - Management Committee Members
  
  - Presentation of Cups & Awards.
  - Reports of future planned events and developments.
  - Any business, within the appropriate timescales, notified by members in response to the notice calling the meeting.
  - Any other business which may be transacted with the consent of the Chairperson at the AGM.

#### **4. EXTRAORDINARY GENERAL MEETING**

- 4.1 On receiving a requisition signed by 50% or more fully paid up Full members, or if the Management Committee so directs, the Honorary Secretary shall call an Extraordinary General Meeting, which must state the object for which the meeting was called.

- 4.2 The quorum and all related rules and time scales shall be the same for an Annual General Meeting.
- 4.3 The Honorary Secretary shall convene an EGM by notice to all members in writing. However, non-receipt by any person entitled to receive such notice shall not invalidate the proceedings of the meeting concerned. Notice is deemed to be served 24 hours after despatch either by email or post.

## **5. VOTING**

- 5.1 Members with voting rights wishing to vote at the meeting must do so in person at the AGM or EGM.
- 5.2 Each voting member present, and entitled to be so, at any meeting of the Club, shall have one vote. In the case of equality in voting the Chairperson shall have a casting vote.
- 5.3 Voting at all meetings shall be by a show of hands or any other appropriate method decided by the members present.
- 5.4 All propositions, or amendments thereof, or election of office bearers, upon which the meeting votes, shall be decided by a proposal and seconding or by a simple majority.
- 5.5 Only one amendment to a proposition shall be accepted by the Chairperson, and if defeated, another can then be made. However, should an amendment be passed, it shall be put as a substantive motion, to which another amendment can then be accepted.
- 5.6 The following resolutions or amendments thereto shall be passed only with the concurrence of a majority of the members present, entitled to vote and voting:
- Altering or rescinding any resolution passed by the Management Committee
  - Altering or rescinding rules or proposing new rules of the Club.
- 5.7 A meeting shall not be properly constituted unless the required quorum of those entitled to vote is present and, if in the course of a meeting the attendance falls below that quorum, the Chairperson shall immediately adjourn or close the meeting.

## **6. MEMBERSHIP**

- 6.1 A person shall be eligible for membership and voting only if they have paid, to the satisfaction of the Honorary Treasurer, all monies due to the Club. Exceptionally, where the AGM has awarded Honorary Life Membership, both club fees and NICSSA membership requirements will not apply. However Honorary Members will not be able to stand for election or to hold any offices within the club. Associate members will not be eligible to vote at the AGM, EGM or other constitutional meeting; they will not be eligible for election to the club management committee or sub groups.

- 6.2 A voting member must also be a current and fully paid up member of NICSSA.
- 6.3 All persons wishing to join the Club must first submit an application form to the Honorary Secretary, which is subject to acceptance by the Management Committee at a properly convened meeting.
- 6.4 The Club committee shall have the power to suspend any member whose subscription is six months in arrears provided a month's notice in writing shall have been sent to such member by registered letter, addressed to his/her last known address, informing him/her of the proposed action of the committee. The name and address of any person so suspended from a club shall be sent to the Honorary Secretary of the ANI.

## **7. ATHLETICS CLUB GOVERNANCE**

- 7.1 The governance and policies of the NICSAC shall be managed and directed by the NICSAC Management Committee. The quorum for the Management Committee is three persons. The Management Committee will adhere to the following practices:
- a. Meetings of the Management Committee shall be held as required but not less than three times per year. Additional special meetings of the Management Committee shall be called at the direction of the Chairperson or Honorary Secretary, or on receipt of a written request from not less than four members of the Committee, and not less than seven days notice shall be given thereof. All meetings will be recorded.
  - b. The Management Committee shall have the power to deal with any matter arising out of the Athletics Club, including final selection for events.
  - c. In terms of governance of issues such as misconduct, disciplinary offences or other failings, the Athletics Club will defer to all rules and regulation of the NICSSA and/or Athletics NI. All outcomes will be enforced by the Management Committee. In the event they involve the Management Committee the Chairperson shall implement outcomes.
  - d. Any member of the management committee can be removed by a vote of no confidence carried by the majority of all committee members present.
- 7.2 NICSAC Accounts shall be presented at management meetings as well as annually submitted to the AGM. They must be audited by Auditors approved by the Management Committee who must be independent of the Athletics Club.
- 7.3 The banking accounts of the Club will be kept at such Banks / Building Societies, and operated upon by such signatories as authorised by the Management Committee.
- 7.4 The level of annual subscription for members shall be recommended by the Honorary Treasurer to the Management Committee and proposed for approval at the Annual General Meeting.
- 7.5 All members paying membership after the mid point of the year cannot be guaranteed Athletics Club apparel for that year.

- 7.6 A member may resign their club membership at any time by giving notice in writing to the Honorary Secretary. However, no part of their subscription for the current year is refundable unless a written request is received by the Honorary Secretary and endorsed by the Management Committee.
- 7.7 In the event of the dissolution of the Athletics Club for any reason the Club Treasurer will transfer any remaining financial assets along with a full set of 'year to date' accounts to the NICS Sports Association. Likewise any deficit will be notified in the same way.

## **8. CHILD PROTECTION**

- 8.1 In keeping with the club's Child Protection Policy, the club shall allocate to at least one member of the Management Committee a remit for Child Protection. This will include ensuring an appropriate policy is in place and liaising with relevant agencies when necessary and bringing to the attention of the Management Committee any incidents or information deemed necessary.
- 8.2 The Management Committee will appoint an Official Photographer and ensure they are clearly identifiable at events.
- 8.3 All publicity and publication of photographs from events will adhere to the NICSAC Child Protection policy.

## **9. DISCIPLINE**

- 9.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures. The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.
- 9.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 9.3 The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 9.5 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

## **10. ALTERATION OF NICSAC CONSTITUTION**

- 10.1 This constitution shall be known as the NICSAC Constitution, and shall not be altered or rescinded, or new rules added thereto except by the Annual General Meeting, or an Extraordinary General Meeting convened for the purpose.
- 10.2 Notice of any proposed alteration or new rule must be sent in writing to the Honorary Secretary at least 14 days before the Annual General Meeting at which it is desired to have the motion considered, or in the case of an Extraordinary General Meeting. The Honorary Secretary shall lay proposals before the Management Committee at least 7 days before the meeting.
- 10.3 Proposals to alter or rescind existing parts of the Constitution, or add new rules shall not be passed without the assent of the majority of those being present who are entitled to vote. Amendments shall be allowed at such meetings but must receive a similar majority.
- 10.4 These rules supersede all previously existing rules.