



CONSTITUTION FOR THE ESSEX BLADES ATHLETICS CLUB

1. **NAME** The club shall be called the Essex Blades Athletics Club.

2. **AIMS**

- To provide training, competition and social opportunities for our members who are runners, jumpers and throwers of all abilities.

3. **OBJECTIVES**

Our plan is to increase training opportunities to all members of the athletics club by including training sessions on campus for those who cannot make it to the local track. I wish to have two weekly training sessions running by the end of the 2019/20 academic year.

Increase the number of national competitors we take to our national competitions from the previous academic year.

Increase the social opportunities in the club, to at least 4 alcoholic events and 4 non-alcoholic events in the 2019/20 academic year.

4. **MEMBERSHIP**

- 1 Full membership of the club shall only be open to current University of Essex student and staff members. Staff are associate members and therefore they cannot run clubs or vote in elections. Full membership to the club is subject to also being a member of the Essex Blades.
- 2 The club shall be open to all persons, and all members shall be treated fairly and equally in accordance with the Students' Union Equal Opportunities Policy.
- 3 Associate Membership of the club shall be available to individuals upon receipt of the appropriate forms and fees in accordance with

the relevant regulations agreed by both the club's Executive Committee and the Essex Blades.

- 4 i. A General Meeting of the club shall be entitled to confer honorary membership to the Club in recognition of outstanding service or as a token of esteem. Such honorary members shall not be entitled to vote at any meeting nor be elected to any Executive office.
- ii. Proposals for candidates to receive honorary memberships can be made by any full member of the club. A two-thirds majority at any General Meeting shall be required to confer honorary memberships. Any successful candidates shall be informed by the President of the club in writing.

5 **THE COMMITTEE**

- 1 a The Committee shall consist of:
 - (i) The President/Chair
 - (ii) The Secretary
 - (iii) The Treasurer
 - (iv) The vice president
 - (v) The track and field captain
 - (vi) The cross country captain
 - (vii) The Social Secretary (x2)
 - (viii) The communications officer
 - (ix) The welfare officer
- 2 The Committee shall be elected annually under the terms of appendix A to this constitution.
3. The Committee shall be responsible to the members of the Club and for the day to day running of the club.
4. This shall not be an exhaustive list of the committee and the 'COMMITTEE' shall have the power to create roles as necessary.

6 **DUTIES OF COMMITTEE MEMBERS**

- 1 All committee members have the responsibility to act in the best interests of the members of the club as their elected representatives.
- 2 The PRESIDENT shall be responsible for the general day-to-day running of the club and shall be entitled to represent the Club at

all times in matters affecting its interests. This includes scheduling regular meetings of the committee and the club and communicating with relevant organisations. S/he shall be entitled to take the Chair at all meetings of the Club at which s/he is present.

- 3 The SECRETARY, unless other members be designated by the Committee, shall be responsible for assisting the President in the calling of meetings, the preparation of agenda for such meetings, the keeping and preparing of minutes for such meetings, the conduct of correspondence on behalf of the Club and keeping the VP Student Experience informed of the names and contact details of Officers of the Club and of any amendments to this constitution.
- 4 The TREASURER shall be responsible to the Committee for all the Club's expenditure. S/he shall be responsible for the Club's petty cash and shall prepare regular reports and estimates of expenditure under the general direction of the Committee at such times as shall be required by the Union's VP Student Experience. They shall be responsible for signing off expenses on behalf of the club.
- 5 The VICE PRESIDENT shall assist the president in any club related activity the president deems necessary. If the president is unable to carry out his duties then the vice president shall take over the duties on a temporary basis, until the president is able to take back his duties.
- 6 The TRACK AND FIELD CAPTAIN shall carry out all tasks associated with competitions and assisting in the organisation of home meets where applicable.
- 7 The CROSS-COUNTRY CAPTAIN shall carry out all tasks associated with cross country competitions and assisting in the organisation of local cross-country events where applicable.
- 8 The SOCIAL SECRETARY shall be responsible to the club in the running of socials on a fed night and any other time there is a social for Athletics. They are to organise themes, sort out places and abide by the Uni code of behaviour when choosing social events and themes. They will be responsible in making sure no illegal substances are used during Athletics socials.

- 9 The COMMUNICATIONS OFFICER shall maintain social network sites and maintain the image of the club. Keeps club members updated on events through email and on social media.
- 10 The WELFARE OFFICER shall look out for the mental and physical wellbeing of all members (including being aware of support services available), ensuring all members feel welcome into the club and being someone club members can talk to about any issues anonymously and without judgement. They will also assist in completing the Risk Assessment for the club, completing accident reports and other duties decided by the club committee.
- 11 The Committee may allocate to members such duties as it sees fit, but retain overall responsibility and accountability for the conduct of the club.
- 12 The Committee shall be responsible for representing the club at any necessary meetings of the Essex Blades. This shall be the primary responsibility of the President, and shall pass down through the order of the committee until an available representative is found. If there is no available Committee member, apologies shall be sent to the VP Student Experience by 5pm the day prior to the meeting being held.

7 **FINANCE**

- 1 The finances of the club shall be conducted in accordance with the relevant sections of the Constitution of the Essex Blades and with the Union Constitution and with any other instructions laid down from time to time by the Essex Blades.
- 2 The Club's accounts shall be available for inspection at all times by the VP Student Experience or persons appointed by the VP Student Experience.
- 3 The Union's Essex Blades Finance Committee can only allocate funds to clubs, upon receipt of a supplementary budget request form, whose constitution has been ratified by the Union's Sports Federation and who have a membership equal to or greater than 15.
- 4 The PRESIDENT and/or TREASURER, shall be responsible for the finances of the club and shall be held to account by the membership of the club and the Essex Blades.

- 5 All relevant club expenses must be claimed within a month of the expense being made.

8 **MEETINGS**

Meetings shall be conducted in accordance with Appendix B to this constitution.

9 **RIGHT OF APPEAL**

- 1 Any member may have the right to draw to the attention of the Union's Essex Blades Exec any irregularities in the running of the Club and ask the Blades Exec to investigate the matter.
- 2 The Club may accept the decision of the Blades Exec on any matters referred under 8.1 above or else appeal to Essex Sports Board clubs and Participation Advisory Group within 7 days of the decision of the Blades being received. The decision of the Essex Sports Board BUCS and participation Advisory Group shall be binding on the Club.

10 **AMENDMENTS**

1. This Constitution and Appendices may be amended at a General Meeting of the Club providing that two thirds of the members present or quoracy as per Appendix A 4b.and voting agree and provided that the notice to call the meeting contains a statement of the proposed amendment.
2. Any full member of the club may propose amendments to this constitution. Proposed amendments should be received by the **SECRETARY** a minimum of 5 working days before the meeting at which the amendments will be discussed.

11 **THE UNION CONSITUTION**

This constitution, however it shall be amended, shall at all times comply with the relevant sections of the Union's Essex Blades Constitution and its Appendices, moreover, no section of this constitution which conflicts with it shall be valid.

12 **SAFEKEEPING OF CONSITUTION**

- 1 One copy of this Constitution and its Appendices, howsoever amended, shall be kept by the President and shall be available for consultation by any members of the Club at reasonable time.
- 2 One copy of this constitution and its Appendices, howsoever amended, shall be deposited with the Union's VP Student Activities.
- 3 In the case of dispute, the copy of the Constitution and its Appendices described under section 12.2 above shall be deemed to be the authoritative version.

APPENDIX A

ELECTIONS

- 1b. The Committee positions detailed above shall be elected during the first two weeks of February and shall take office from the 1st July until 30th June, or until they are removed from office under 11 below, or until such time as they are no longer registered students at the University of Essex, whichever be the earliest.
- 2b. Any other committee positions deemed necessary by the President (committee), in line with 4.4 above, shall be elected as soon as reasonably possible in the new academic year and a member elected to fill such vacancy shall take office immediately and shall stay in office until June 30th of that academic year or until they are removed from office under 11 below, or until such time as they are no longer registered students at the University of Essex, whichever be the earliest.
- 3b. Members of the Committee must be full members of the Club and be regularly involved in club activities.
- 4b. All elections shall be held online through the Union's agreed election system. The quorum for the election shall be:

<u>Membership</u>	<u>Quorum</u>
20 - 30	10
31 - 50	15
51 - 75	20
76 - 100	25
101+	30

5. The President shall be responsible for the fair conduct of the elections.
6. Notice of elections shall be posted and sent by the secretary to all members at least ten days before the elections are due to start and shall contain;
 - (i) The date, time, place of the elections (online)
 - (ii) The posts for which nominations are invited
 - (iii) The form nominations shall be received in (online)
 - (iv) The closing date and time for nominations
 - (v) The person(s) to whom nominations shall be delivered and the mode of delivery(online)
7. In the event that no nominations are received for a position for any particular position(s) then nominations will be reopened in a by-election.
8. Elections shall us the alternative vote, ranking candidates in order of preference. In the case of a tie a second vote shall be taken between the tying candidates. A second tie shall be resolved by a lot.
9. In all elections there shall be the option to vote for 'RON' or Re-Open Nominations. This serves as a 'none-of-the-above' option. If the candidate with the highest number of votes receives less votes than RON than that candidate shall not take up office and another election will be called for at the nearest available opportunity.
10. Only members of the club defined under 4.1 of the constitution shall be entitled to vote in club elections, and there shall be no proxy voting.
- 11 a. Any committee member may be removed from office following a vote of no confidence.
- 11 b. A motion to call for a vote of no confidence must be supported by two members of the club and must be presented to the President of the club. When the motion concerns the President of the club, notification can be made to the Secretary.
- 11 c. The vote shall take place at a General Meeting of the Club providing that two-thirds of the members present or quoracy as per Appendix A 4b. and voting at the meeting agree and that the notice calling the meeting contains a statement of the motion to remove the member from the Committee.
- 11 d. Notification that the General Meeting shall contain a vote of no confidence must be made to the members of the club at least seven

days before the vote and notification must also be made to the VP Student Activities.

12. A Committee member may resign by sending a letter to the Secretary or President.
13. A by-election to fill a casual vacancy shall be held within three weeks of term of the post falling vacant.
14. Complaints about the conduct of elections or the actions of candidates or others which might be considered to be detrimental to the fair conduct of the election may be made by any member of the Club, in writing within seven days of the election to the VP Student Activities, who may order a re-election if they are satisfied that the conduct of any person was such that the results of the election may have been affected.

APPENDIX B

MEETINGS

- 1 Annual General Meetings, Extraordinary General Meetings, General Meetings and Committee Meetings shall be called by the Secretary on the instructions of the President except under 2 below.
- 2 The Secretary shall call an Extraordinary General Meeting on receipt of a request to hold one, signed by 'n' members of the Club ('n' being the number of members required to hold a quorate AGM) specifying business to be transacted at such a meeting.
- 3 All members shall be informed of the date, time and place of meetings three working days beforehand.
- 4 The President shall stand as an impartial Chairperson for any meetings (unless inappropriate), and shall be responsible for the conduct of the debate at said meetings. In an event where it is inappropriate for the President to Chair then the responsibility shall fall to the Secretary, and will again pass onwards, if it remains inappropriate, to the Treasurer. In the event that no suitably impartial chair is available (such as all the above are either absent, running for re-election or election to another

position, or the position is vacant) then the President will appeal to the VP Student Activities to find an appropriate Chairperson.

- 5 At least one General Meeting of the club's membership shall be held per term. The club's committee shall be subject to the direction of these meetings.

PLEASE NOTE

ONE COPY OF THIS
CONSTITUTION MUST BE
KEPT BY THE PRESIDENT
AND ANOTHER
DEPOSITED WITH THE
VICE-PRESIDENT STUDENT
ACTIVITIES

ANY AMENDMENTS MUST
BE NOTIFIED TO THE

UNION'S ESSEX BLADES EXECUTIVE