



**CONSTITUTION OF  
CENTRAL ATHLETICS CLUB**

## **The Constitution of Central Athletic Club**

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## The Constitution of Central Athletic Club

### 1. Preamble

Central Athletics is a running club that falls within the jurisdiction of Western Province Athletics (WPA) which in turn is mandated by Athletics South Africa (ASA) to administer and control the sport within the Western Province of South Africa. It follows that the thrust of this Constitution must be supportive of the goals of WPA and ASA.

### 2. Definition of Terms

In this Constitution, unless the context otherwise indicates,

2.1 “*Athletics*” means track and field, race walking, cross country, trail, road running and triathlon.

2.2 “Club” means the Club duly constituted in terms of this Constitution.

2.3 “Member” means a member as defined in paragraph 7 of this Constitution.

2.4 “Day” means a calendar day.

2.5 “Notice” means by written notification of the member provided to the secretary and notice shall be deemed to have been given two days after the date on which the notice is posted.

Words in the singular number include the plural, and words in the plural number include the singular, where the context so indicates.

### 3. Name of the Club

The Club shall be called the “**Central Athletics Club**” and shall be composed of Members elected in accordance with the articles of this Constitution.

### 4. Mission of the Club

The mission of the club is to develop a broad-based community of people focused on the development of a healthy lifestyle through the medium of running in a socially cohesive setting, regardless of age, gender and/or athletic ability.

### 5. Objective of the Club

The objectives of the club are the following:

5.1 To assist its members to develop healthy lifestyles and fulfil their athletic potential through proven, well-structured and well implemented training programmes.

5.2 To provide input on nutrition, weight management and other health-related topics in support of the enhancement of its Members’ quality of life; and to maintain cohesion in the Central Athletics community by developing and maintaining platforms for social interaction amongst its Members.

5.3 To develop and foster the sport of athletics amongst its members and the community.

5.4 To encourage members to participate in athletics at all levels.

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5.5 To provide coaching and facilities to enable members to participate at all levels in athletics

5.6 Represent the interests of its members at all levels

5.7 Promote non-racialism and combat unfair discrimination at all levels.

### **6. Means of Achieving the Objective**

In order to achieve the objectives of the club, it may:

6.1 Be affiliated to any organisations and/or persons if such affiliation could assist it in pursuing and attaining its objectives.

6.2 To organise athletics events.

6.3 Appoint such persons as are appropriate to the needs and resources of the club.

30.4 Enter into any contracts and/or acquire such assets which will serve the purpose of achieving those objectives.

### **7. Assets of the club**

7.1 The club shall not engage in any transaction with a view to the pecuniary gain or profit of its members.

7.2 No members shall have any personal claim on the income or property of the club or make any profit out of her or his membership, save where such member is also a duly appointed and salaried employee of the club. No remuneration will be paid to any person that is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered nor may any remuneration be determined as a percentage of any amounts received or accrued to the club.

7.3 No surplus funds will be directly or indirectly distributed to any person.

7.4 The Club is not or was not knowingly a party to, or does not knowingly permit or has not knowingly permitted itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is or was the reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transaction, operation or scheme, would have been or would have become payable by any person under the Income Tax Act or any other Act administered by the Commissioner for the South African Revenue Service.

7.5 The Club will submit the required returns for income tax together with the relevant supporting documents.

7.6 The club shall conduct its financial affairs through a banking account.

7.7 Any member must declare any personal interest in any contract entered into or business undertaken by the club.

### **8. Legal Personality**

The Club shall have legal personality and shall, through its authorised representatives:

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- 8.1 Have an independent existence;
- 8.2 Be entitled to acquire, encumber or dispose of movable or immovable property;
- 8.3 Be entitled to enter into legal transactions and to institute or defend legal proceedings.

The Club shall continue in existence notwithstanding changes in the composition of its membership or office-bearers

### **9. Club Colours**

The club's colours shall be white, royal blue and grey.

### **10. Club's and Membership's year**

The financial and membership year of the Club shall be from 1 January to 31 December.

### **11. Annual Subscription**

11.1 All members will be entitled to annual membership, which runs from 1 January to 31 December of any given year.

11.2 Subscriptions for the following membership year may be paid from the first day of October.

11.3 The Committee shall have the right to determine the annual subscriptions.

11.4 The Committee shall have the power to remit in part or in full any member's subscription.

11.5 No member, whose subscription has not been paid in full, shall be eligible to receive a prize in a race organised by the Club, or any financial assistance from the Club. Any prize which has been withheld in terms of this clause shall be handed over to the member concerned once he/she has paid in full all his/her subscriptions due to the club.

11.6 No member, whose subscriptions have not been paid in full, shall be issued with a WPA licence number until such subscriptions have been paid in full.

11.7 Members are prohibited from selling their membership rights or any entitlement in terms thereof.

### **12. Financial Matters**

12.1 The financial year of the club shall run from 1 March to 28 February every year

12.2 The Chairperson in co-operation with the Treasurer will ensure that a bank account for the Club is opened and maintained during the duration of the Club's existence

12.3 All monies received on behalf of the Club will be deposited into the Club bank account

12.4 There shall be two authorised signatories at all times whose signatures shall be required in order to draw funds from the Club bank account

12.5 The two authorised signatories shall be the:

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12.5.1 Chairman

12.5.2 Treasurer

12.6 Should any of the positions for the authorized signatories become vacant for whatever reason on the Committee, the Committee shall by special resolution appoint a substitute from the Committee Members to hold the position until such a time that the position on the Committee has been filled

12.7 The Committee shall ensure that an auditor is appointed for every financial year

12.8 The Chairperson in co-operation with the Treasurer shall ensure that for every Annual General Meeting a financial report, including the budget for the new financial year is prepared and presented at the Annual General Meeting

12.9 The appointed auditor shall, at the Committees discretion audit the financial report presented at the Annual General Meeting and such audited statements shall be circulated to all Members within four months of the end of the financial year

### **13. Application for Membership**

13.1 Any person who subscribes to the objectives of this constitution and who agrees to abide by the rules and regulations of the club may apply for membership of the club

13.2 An application for membership shall be submitted to the Registration Officer, who shall table the application at the next meeting of the committee

13.3 The committee shall decide whether to accept such application or not

13.4 Club membership refers to paid subscriptions and licences for the current year

13.5 A declaration that the applicant is not nor ever has been a member of an athletics club affiliated to an association which is a member of Athletics South Africa, evidence that the applicant has obtained clearance from and has no outstanding obligations to any athletics club to which the applicant belongs or belonged.

### **14. Voluntary Termination of Membership**

The Committee shall have the power to withhold the granting of a Clearance certificate to any member tendering his/her resignation or to a member whose membership has been terminated under the provisions of sub - paragraph 13.1, until such member has met all his/her financial obligations the Club and has completed in full during the current Western Province licence year any term or suspension that may have been imposed under the provisions of Article 13.1 subject to the proviso that a clearance may not be refused for that period of suspension imposed in terms of sub -paragraph 13.1 that transverses the ensuing WPA licence year.

### **15. Office bearers of the Club**

14.1 The office-bearers of the Club shall be:

15.1.1 The President

15.1.2 The Chairman

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15.1.3 Vice Chairperson

15.1.4 Treasury

15.1.5 Secretary

15.1.6 Registration officer

15.1.7 Club Captain

15.1.8 Communication officer

15.2 Co-opted Non-Committee Members

15.2.1 Social and Fundraising Manager

15.2.2 Club Statistician

15.2.3 Race Director

15.3 All committee members shall be filled by separate persons.

15.4 Any vacancy on the Committee may be filled at a meeting of the club or by co-option

15.5 A person co-opted to the Committee shall not have the right to vote, as a Committee member. In addition:

15.5.1 Co-opted persons may not exceed more than one third of the members of the Committee membership

15.5.2 Only members of the club may be co-opted to the Committee

15.5.3 The term of office of a co-opted person shall not exceed that of the Committee

15.5.4 A person may not serve on the Executive Committee and be employed by the club simultaneously

15.5.5 All positions on the committee are honorary, unless any payment is expressly approved in advance by a General Meeting.

## **16. Nomination and Election of Office Bearers**

16.1 Nomination for any office referred to in sub – paragraph 11.1 shall be in writing and be signed by at least two members in good standing at the time of nomination. Such nominations should also be accepted in writing by the nominee and be handed to The Committee before the AGM of each year

16.2 No nomination shall be required in respect of officers who make themselves available for re-election. All officers, except those appointed in terms of sub - paragraph 11.3, shall be deemed to have been nominated for re-election unless any such officer shall have notified The Committee, in writing, before the 30 November of his/her intention not to seek re-election

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- 16.3 Any member nominated for an office referred to in Article 11.1 or any officer seeking re-election in terms of sub - paragraph 11.2 shall have his/her nomination declared invalid if, on the 30 November he/she was not a member in good standing
- 16.4 Where only one valid nomination has been received by The Committee before the AGM in respect of any particular office on the Committee, such nominee(s) shall be declared duly elected by the President at the annual general meeting
- 16.5 Where more than one valid nomination has been received by The Committee before the AGM in respect of any particular office on the Committee, the President shall put the matter to the annual general meeting for decision by a vote of the meeting
- 16.6 In the event of no valid nomination having been received in respect of one or more of the ten offices referred to in Article 11.1, the annual general meeting shall have the right to fill such vacancy subject to the following:
- 16.6.1 The President shall call for nominations in respect of each such vacancy;
- 16.6.2 Any person nominated shall be a member in good standing; both the proposer and seconder shall be members in good standing;
- 16.6.3 The President shall not accept any nomination unless the member so nominated indicates that he/she is prepared to accept nomination, or if absent from the general annual meeting, has previously so indicated in writing;
- 16.6.4 If not more than one valid nomination is received in respect of any vacancy or not more than two valid nominations in respect of the additional members in the event of all these positions being vacant, the President shall declare such nominee(s) duly elected;
- 16.6.5 If more than one valid nomination is received in respect of any vacancy or more than two valid nominations in respect of the additional members (referred to in Article 11.1.9) in the event of these positions being vacant, the President shall put the matter to the meeting for decision by a vote of the meeting
- 16.6.6 In the event of a vacancy occurring on the Committee during its term of office the Committee shall have the right to fill such vacancy or to call a special general meeting for that purpose.
- 16.7 In the event of any Committee electing to fill any vacancy referred to in sub – paragraph 16.6 such course of action shall be subject to the following:
- 16.7.1 Any person so nominated shall be a member in good standing at the time of the nomination;
- 16.7.2 Such member shall not have vacated his/her seat on the Committee as a result of the provisions of sub - paragraph 16.3 or 16.6 during the period of eighteen months prior to the date of his/her nomination.
- 16.8 In the event of the Committee deciding to call a special general meeting to fill a vacancy referred to in sub - paragraph 16.5 such a course of action shall comply with the procedures, set out in sub - paragraph 16.1 to 16.6.5 inclusive, except that:
- 16.8.1 The purpose of such special general meeting shall be clearly set out in the notice thereof; and
- 16.8.2 The closing date for nominations shall be seven days prior to the date of the special general meeting.

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16.9 In the event of an officer being removed from office by a special general meeting, duly constituted for that purpose, such meeting shall be entitled to fill the resulting vacancy in terms of the provisions of sub -paragraph 16.4.1 to 16.4.5.

16.10 Any member appointed to fill a vacancy on the Committee shall hold office until the next annual general meeting subject to the provisions of this Constitution.

### **17. Termination of Membership/and or removal of office bearers**

17.1 The Club Committee by special resolution and after informing the member concerned of the complaint against him/her and calling for any explanation or representations in writing he/she may wish to make, may discipline a member as they deem necessary, including the cancellation or suspension for an indefinite period of such member's membership.

17.1.1. Any such decision shall be conveyed by The Committee to the member concerned in writing within 72 (seventy-two) hours of such decision, setting out in full the reasons for the suspension.

17.2 Any member whose membership has been cancelled or suspended shall have the right to request the Committee to hold a general meeting within three weeks of the date of the notice whereby he/she was informed that his/her membership has been cancelled or suspended. The purpose of such general meeting shall be to confirm, to amend or to cancel the disciplinary action taken against such member.

17.3 Any member wishing to exercise his/her right to request a general meeting as provided for in sub - paragraph 17.2 shall do so in writing to The Committee within three days of receiving written notice of the disciplinary action taken against him.

17.4 An officer shall not be removed from office upon suspension of his/her membership, provided that such suspension shall not be for a period in excess of two calendar months.

17.4.1 No member shall be entitled during his/her period of suspension to attend any Committee or general meeting save and except any meeting called to discuss his/her suspension;

17.4.2 The Committee shall not take steps to fill any vacancy on the Committee resulting from the termination or suspension of a member's membership, until such time as that member's right in terms of sub -paragraph 17.3 has lapsed or the special general meeting requested by such member has been held.

### **18. Terms of Office of Committee Members**

18.1 The Committee shall serve for two years until the completion of the next Annual General Meeting.

18.2 Any person shall cease to be a Committee member if:

18.2.1 that member ceases to be a member of the Club; or

18.2.2 that member is excluded or suspended from the Club; or

18.2.3 that member tenders a resignation in writing and such resignation is accepted by the Committee at an Annual General Meeting; or

18.2.4 that member misses three consecutive committee meetings without advancing good cause and/or without giving notice of such non-attendance to the Secretary, and after having received written notice from the Secretary, misses a further meeting.

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### **19. Voting rights**

19.1 Committee meetings:

19.1.1 Unless indicated to the contrary elsewhere in this Constitution all decisions shall be by a majority of those present who are officers in good standing;

19.1.2 A special resolution shall require a vote in favour by a majority of the full Committee;

19.1.3 Details of the voting on any matter requiring a special resolution shall be recorded in the minute book;

19.1.4 The Chairman of the Committee shall have a casting vote in addition to his/her deliberative vote.

### **20. General Meetings for the Club**

20.1 A General Meeting of the Club may be either the Annual General Meeting or a Special General Meeting.

20.2 All meetings shall be well advertised. Such advertisement shall include, but not be limited to, a notice thereof being affixed to the noticeboard in the Clubhouse, at least seven days before the meeting.

20.3 A Special General Meeting shall be convened at the written request of at least a quorum of the members of the Club or by the Committee. The request to convene a Special General Meeting shall state the business to be considered at the meeting.

20.4 All meetings of the Club shall be presided over by the Chairperson of the Club who will chair the meetings.

20.4.1 In the absence of the Chairperson, all the powers and duties of the Chairperson shall devolve on the Vice-Chairperson and if the Vice-Chairperson too is absent, the said power and duties shall devolve on a member elected by the remaining members of meeting, during such absence.

20.4.2 The presiding officer at any meeting shall have both a deliberative and a casting vote.

20.5 There shall be one Annual General Meeting of the Club which shall be held every year with an elective Annual General Meeting to be held biennially. An elective Annual General Meeting shall not have 27 months elapse between such elections

20.6 The Committee shall be elected at the Annual General Meeting

20.7 At every Annual General Meeting the following reports shall be presented to the meeting:

20.7.1 The Chairperson's report on the overall state and activities of the club.

20.7.2 The Treasurer's report on the financial state of the Club.

20.7.3 Along with any and all other portfolios with regards to the club's upcoming events and/or race commitments.

20.8 Any motions submitted to the Secretary by not later than two days prior to the meeting shall be considered.

**21. Quorum for General Meeting of the Club**

- 21.1 The quorum for a meeting shall be 10% of any adult members of the club in good standing.
- 21.2 In the absence of the required quorum at any meeting, the meeting shall be adjourned.

Notice shall thereafter be given to all the members of the club of the date and time on which the meeting shall be reconvened, which shall not be less than seven days and not more than 21 days after the meeting at which a quorum was not reached. When the meeting reconvenes, it shall conduct all business which was on the agenda for the initial date regardless of the existence or not of a quorum.

**22. Voting rights at the General Meetings**

- 22.1 Only members as defined in paragraph 7 of this Constitution of the Club may vote at any General Meeting of the Club.
- 22.2 Voting shall be by show of hands or, if the meeting so decides, by ballot.
- 22.3 No voting may be effected by proxy.
- 22.4 Except where otherwise provided in this Constitution all matters determined by vote shall be decided by a majority of those present.

**23. Function of the committee**

- 23.1 The functions of the Committee shall be the following:
  - 23.1.1 to convene meetings of the club
  - 23.1.2 to deal with matters of urgency
  - 23.1.3 to appoint a member or members to represent the club
  - 23.1.4 to co-opt any member of the club to the committee either generally or for a special purpose
  - 23.1.5 to conduct, generally, the affairs of the club
  - 23.1.6 to create and constitute such sub-committees as may be necessary for the better running of the affairs of the club, which sub-committee shall report directly to the committee;
  - 23.1.7 to open such accounts as are necessary for the better conducting of the affairs of the club and to nominate the members who are permitted to draw upon such accounts;
  - 23.1.8 to make, amend and suspend rules and regulations for the club in terms of paragraph 21 hereof
  - 23.1.9 to recommend the annual subscription, if any, payable by the members of the club;

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23.1.10 to maintain discipline within the club, subject to paragraph 17.

23.1.11 to employ coaches and/or other staff required for the furthering of the objects of the Club.

23.2 In the event of a vacancy on the Committee, the Committee may transfer the functions entrusted to the absent member to one or more of the remaining members of the Committee or to a co-opted member.

## **24. Roles, Responsibilities and Duties of the Committee**

### **24.1 President**

24.1.1 The President of the club is the figure head and ambassador of the club

24.1.2 The President should have at least 5 years' experience in the administration (but not limited to) of athletics and be in good standing in the athletics community

24.1.3 The President shall be the ceremonial head and will represent the club at functions

24.1.4 The President will act in an advisory capacity to the leadership of the club when required and called upon by the Executive Committee.

### **23.1 Responsibilities and Duties**

23.1.1 Act as spokesperson and represent the club at all levels

23.1.2 Assist in managing the strategic development of the club when required and called upon by the Executive Committee.

23.1.3 Practice the culture and purpose of the club.

### **23.2 Chairperson**

23.2.1 The Chairperson will run the day to day activities of the club as well as chair and control meetings of the management committee.

23.2.2 Responsible for assisting the President to fulfil his/her responsibilities for the governance and success of the club.

23.2.3 work with the Vice Chairperson to help him/her understand concerns and alternative points of view within the club.

23.2.4 The Chairperson can also take on any other role or task as requested by the President to ensure the smooth running of the clubs' activities.

### **23.3 Responsibilities and duties**

23.3.1 To chair and control meetings of the management committee

23.3.2 Manage committee and/or executive meetings

23.3.3 Manage the annual general meeting

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23.3.4 To represent the club at external meetings when required

23.3.5 To be involved, where appropriate, in the co-ordination of club activities

23.3.6 To manage and oversee the work of committee members and other club personnel

23.3.7 To present the club's annual report, in association with the club secretary

23.3.8 To determine the content and agenda for club meetings, in association with the club secretary

23.3.9 To ensure that club statutory documents and other returns are administered and filed on time.

### **23.4 Vice Chairperson**

23.4.1 Assist the Chairperson to fulfil his/her responsibilities for the governance and success of the club

23.4.2 Chairing meetings at short notice, at times the Vice Chairperson will need to work with the Chairperson to help him/her understand concerns and alternative points of view within the club

23.4.3 The Vice Chairperson can also take on any other role or tasks as requested by the Chairperson to ensure the smooth running of the club's activities.

### **23.5 Treasurer**

23.5.1 The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the treasurer is well organised and possesses a level of financial expertise. The Treasurer is required to ensure the following duties are performed:

23.5.1.1 that all money due is collected and received and that all payments authorised are made, and

23.5.1.2 that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.

23.5.1.3 Other duties involved are as follows:

- Financial reporting
- Produce yearly operating budget
- Provide a 12-month cash flow budget
- Produce Balance Sheet and Profit and Loss statements.
- Produce accurate Financials for review of members at AGM.
- Banking
- Create efficient means of paying creditors and suppliers.
- Minimise use of personal Funds by members.
- Ensure secure handling of funds to avoid risk of misappropriation.
- Maximising profits from events.
- Minimise expenses where possible.

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- Ensure Committees approval for major expenses.
- Eliminate unexpected expenses.
- Provide report of Income and expenditure one month after the conclusion of the club annual race event as well as any fund - raising initiatives approved.

### **23.6 Secretary**

23.6.1 The Secretary is responsible for the documentation and communication of the activities of the Committee

23.6.2 The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies.

23.6.3 The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.

23.6.4 Amongst the administrator's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

### **23.7 Registration Officer**

The Registration Officer has to ensure that:

23.7.1 all new members are registered and licenced with WPA and on the ASA database. The registration manager has to inform the Executive Committee whenever a new member has joined the club and also when a new member intends to be transferred to another club

23.7.2 to orientate members with regards to the rules and regulations of the club.

23.7.3 Members should also be informed about as what is expected from them with regards to club gear as well as the displaying of their WPA licences on their gear when representing the club at official races.

23.7.4 This position also includes providing club members with the club gear: which includes the club running t-shirt and/or vest, windbreaker and/or jacket etc.

### **23.8 Club Captain**

The Club Captain provides a central point of contact, and is the vital link, for athletes within the club and the executive committee. The role of the Club Captain is to welcome new members to the club. The Club Captain will determine the goals and objectives of the new members. The Club Captain will point new members in the right direction and make sure they align themselves with the correct coaching structures to allow them to reach their goals. The Club Captain will provide a voice for athletes at the club and raise any issues to the committee when necessary. The Club Captain will communicate with fellow runners and provide support and advice where needed. The Club Captain must be approachable and friendly and have the ability to seek and represent the views of others. Be an excellent communicator with good verbal, written and IT skills.

### **23.9 Communication & Social Media Manager**

The Communications & Social Media Manager handles public relations, marketing and media issues on behalf of the club. He or she is the link person between the club and the outside

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world as far as information and communication is concerned. The Communications Manager is responsible for the marketing of the club and has to make sure the club has a vibrant presence on all the social media platforms such as the clubs Website, Facebook Page, Twitter, WhatsApp, Instagram etc.

### **24 Meeting of the Committee**

- 24.1 All meetings of the committee shall be presided over by Chairperson. In the absence of the Chairperson, all the powers and duties of the Chairperson shall devolve on the Vice Chairperson and if the Vice Chairperson too is absent, then the said power and duties shall devolve on a member elected by the remaining members of Committee, during such absence.
- 24.2 The Chairperson may convene a meeting of the Committee whenever she or he deems it necessary
- 24.3 The Chairperson shall sign every approved amendment to this Constitution, a copy of which shall be contained in the Club's Minute Book
- 24.4 Meetings of the Committee shall be held regularly, but no less than four times during any Committee's normal term of office
- 24.5 Notice of Committee meetings shall be given to all its members by the Secretary
- 24.6 The quorum for a meeting of the Committee must include more than 75% of the Committee, if the number of members is not met then a new date needs to be arranged for all or the required percentage of members are available
- 24.7 Every decision of the Committee shall require a vote, with a simple majority of the members present voting in its favour. The Chairperson shall have a deliberative and a casting vote
- 24.8 A meeting of the Committee shall also be convened at the request of the Chairperson or a minimum of four of its members
- 24.9 In the event of a matter of urgency arising between meetings of the Committee, such matter may be attended to by the President, in conjunction with any or all of the committee members affected by such decision; provided that any action taken or decision taken shall be ratified by the Committee at the next meeting of the Committee, failing which any decision taken shall lapse
- 24.10 In the absence of the required quorum at any Committee meeting, the business of the meeting may be conducted without the necessary quorum, provided that the minutes of the meeting are posted to all the members of the Committee within seven days of the meeting. On such matters as are reflected in the said minutes shall be considered to have been dealt with by the Committee. In the event that the said minutes are not posted timeously the meetings shall be considered to have not been held and all decisions taken thereafter shall be void
- 24.11 Any member of the Committee may, within fourteen (14) days object to any decision taken at a meeting where the required quorum was not present, in which event a meeting shall be held within fourteen (14) days to reconsider that decision. In the event of the meeting not being held within fourteen days of the objection being received the decision shall lapse
- 24.12 In the event of there again not being a quorum, the meeting shall be adjourned until such time as a quorum can be obtained.

### **25. Rules and Regulation**

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- 25.1 The Committee may make such by-laws for the club as it deems to be in the interest of the better conduct of the affairs and management of the club
- 25.2 The Committee may, in the interests of the club, amend or suspend the by-laws
- 25.3 Any by-laws made by the Committee shall not be inconsistent with this Constitution.

## **26. Discipline**

- 26.1 Pursuant to the provisions of paragraph 13(x) the committee may suspend for any period no longer than two years, expel or fine any member of the club found guilty of assaulting, harassing or interfering with any other member of the club; disobeying any of the rules of the sport of athletics; conducting herself or himself in such a way against the interests of the club or the sport of athletics; or to bring the sport of athletics or the club into disrepute
- 26.2 Any fine imposed in terms of sub-paragraph 26.1 shall be determined by the committee of the club from time as the case might be
- 26.3 Any member adversely affected by a decision made in terms of this paragraph may appeal against such decision to a general meeting of the club within seven days of the decision against which is being appealed. The secretary shall then convene a meeting of the club for the purpose of hearing such appeal
- 26.4 After exhausting all internal remedies, the said member may further appeal to any organisation to which the club is affiliated, and which permits such appeals
- 26.5 All internal remedies and possible further appeals in terms of sub-paragraph 26.4 shall be exhausted before the said member may approach a court of law.

## **27. Constitution**

- 27.1 A copy of the Club's approved Constitution shall be kept in the club's minute book
- 27.2 Any amendment to this Constitution shall be considered only at a General Meeting of the club in accordance with the provisions of this clause
- 27.3 At least seven days' notice must be given of the meeting at which an amendment of this Constitution will be considered
- 27.4 The quorum of the meeting at which an amendment to the Constitution is to be considered shall be the same as for meetings subject to paragraph 9 herein above
- 27.5 Any amendment to this Constitution requires a vote in favour thereof of at least two thirds of the members present and voting at the meeting
- 27.6 After the amendment has been approved it shall be entered in the copy of the Constitution in the Minute Book of the club under the signature of the Chairperson of the club.

## **28. Amendment of the Constitution**

- 28.1. No alterations or additions shall be made to the articles of this Constitution except by a special resolution as defined in **Article 15.2.7** of this Constitution, at a general meeting after due notice in terms of the requirements of this Constitution

## **The Constitution of Central Athletic Club**

28.2. A copy of all amendments to the constitution under which the Club as established, will be submitted to the Commissioner of the South African Revenue Service.

### **29. Winding up of the Club**

On dissolution of the Club the remaining assets must be transferred to

29.1 Should the club be unable to achieve the objectives for which it was formed, the committee shall call a general meeting for the sole purpose of deciding whether to continue with the club

29.2 At least 14 days' notice of such a meeting shall be given and the notice shall state the purpose of the meeting

29.3 At such a meeting a decision may be taken by two-thirds of those present to dissolve the club

29.4 Should such a decision be taken, the meeting shall appoint a receiver, who may or may not be a member of the club, to wind up the affairs of the club

29.5 Once the receiver has finalised the winding up of the club, it shall cease to exist. Any asset remaining after all the club's liabilities have been to another non-profit organisation having similar objectives.

**The Constitution of Central Athletic Club**

This is the official constitution of the Central Athletic Club and was adopted at the .... Edition of the Annual General Meeting held on xx Month 2019 at Venue.

Signed.....

Date.....

President

In.....On THIS DAY OF.....2019

**Appendix A**

**1. SOCIAL MEDIA POLICY**

Social media is a communication tool that can be used for the benefit of all members of Central Athletics. Social media such as Facebook and WhatsApp can be used to keep in touch and send out important messages and announcements. Common sense should be used in the application of social media.

**Appendix B**

**1. Code of conduct**

## **The Constitution of Central Athletic Club**

Central Athletics' constitution requires that we all treat each other with respect and not engage in actions which would bring the club into disrepute. This includes how we conduct ourselves in all our activities with the club, including social media and networking. The idea is to have fun and share the spirit of Central Athletics, but always bear in mind that we have to show mutual respect online just as one would in person.

Do's and Don'ts before posting / interacting on Social Media:

- 1.1 Be respectful. Be positive. Treat others the way you would like to be treated
- 1.2 Remember many different audiences will see your posts including club members, potential members, children, members' relatives and friends
- 1.3 Be professional and polite
- 1.4 Avoid posting inflammatory, extraneous, objectionable or off-topic messages that may provoke others into an emotional response (trolling). Avoid topics that may be controversial, like politics and religion. Don't post anything that you wouldn't say openly in a workplace such as comments about drug use, profanity, off-colour or sexual humour, ethnic slurs, or personal insults
- 1.5 Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgment is impaired in any way
- 1.6 Remember that Central Athletics reserves the right to delete any post or comment within any club forum, without warning or notice. Persistent flouting of this code will result in banning from the forums and/or club disciplinary action.

## **2. Complaints**

Please remember that posts on the clubs social media platforms are routinely moderated as well as we rely on the conduct of the members to allow the social media to operate smoothly. If you have any concerns and wish to complain about any posts please email [centralathleticsclub@gmail.com](mailto:centralathleticsclub@gmail.com) detailing your complaint. The complaint will then be investigated by the Secretary and a Senior Executive Committee member, either informally by speaking to the person posting the message and the complainant, or if further action is required through the club's formal procedures as detailed in the constitution.

## **3. Administrators Guidelines**

- 3.1 All Facebook posts by administrators are cross posted through into all social media platforms, so it is not necessary for posts to be duplicated
- 3.2 A member of the club has to think about whether what he or she says or posts is an official club statement or your own personal opinion (which you should post under your own account).