



Rules and Constitution – updated 2024

1. Name

The name of the club shall be “Woodford Green Athletic Club with Essex Ladies”.

2. Address

The address of the club is The Ashton Playing Fields, 598 Chigwell Road, Woodford Green, Essex IG8 8AA

3. Object

The object of the Club shall be the promotion and encouragement of amateur athletics throughout the community, without discrimination in any form.

4. Colours

The Club colours shall be green and white hoops and derivatives thereof, with optional stag badge.

5. Membership

5.1. No person shall be eligible for active athlete membership classes unless they are eligible under the then current UK Athletics Rules, namely one who abides by the eligibility rules of UK Athletics.

5.2. There shall be the following classes of membership. Each of these sub-classes allow for either First Claim or Second Claim membership.

A. Ordinary Members, and there shall be the following sub-classes:

- a) Active Senior Members, aged 21 or older on previous 1 April.
- b) Active Junior Members, aged under 21 on previous 1 April, Students, State Pensioners and Unemployed.
- c) Non-Active Members.
- d) Young Members aged under 11 (“WASPS”) who shall not pay a subscription and may not attend nor vote at any meeting of the Club.

B. Associate Members, shall not pay a subscription. This exceptional class of membership shall be for persons to become a member of the Club for the purpose of holding a volunteer position within the Club whilst not being an Ordinary Member. This shall include, but not be limited to, Coaches, Officials, Officers of the Club and Team Managers. Membership will be at the invitation of the General Committee.

C. Life Members, shall not pay a subscription. Life members may be elected only by the general body of members at the Annual General Meeting, on the recommendation of the General Committee, due notice having been given in the Agenda for the Annual General Meeting.

D. Honorary Members, shall not pay a subscription. Honorary Members will include the current and past Presidents, if they are not already Ordinary, Associate or Life Members. Members of other clubs may also become Honorary Members in recognition of their contribution to the Club. Membership will be at the invitation of the General Committee.

E. Vice Presidents. The current Vice Presidents shall be eligible to be re-elected annually at the Annual General Meeting, but no new members shall be added to this class of membership.

5.3. Every candidate for election as an Ordinary, Associate or Honorary Membership must complete the application process and pay the appropriate subscription, if any. Applications will be considered at the next meeting of the Executive Committee or General Committee following receipt of the application and determined by a majority voting of the members present.

5.4 Exceptionally, at the request of the applicant's team manager or coach, the application may be determined by an ad hoc committee consisting of at least two of the Membership Secretary, the General Secretary and another member of the General Committee, provided that approval is noted at the next meeting of the Executive Committee or General Committee.

6. Cessation of Membership

6.1. Members wishing to resign shall give notice in writing to the Membership Secretary or the General Secretary when they wish, if clear upon the Club's books for the current year's subscription.

6.2 If a Member fails to pay the appropriate subscription for three consecutive years such member will be deemed to have resigned.

6.3 If a Member uses the England Athletics procedure to change membership to a new club, such member will be deemed to have resigned, unless a specific request is made to remain a Second Claim Member of the Club.

6.4. Should a member's conduct render it necessary, they may be expelled from the Club by the votes of not less than three-quarters of the members present at an Extraordinary General Meeting called for that purpose.

6.5. The General Committee shall have power to expel any Member if required by UK Athletics to expel the member under Rule 3(14) of the UKA 2008-2010 Rule Book; or its direct successor in later revisions of the rules.

6.6. The name and address of any person so expelled from the Club shall be sent to the Secretary of the South of England AA, who shall enter the name in a book (to be called "The Suspension Book") kept for that purpose. Every person whose name has been entered shall be suspended from competing in any meeting held under UK Athletics Rules, until the liability causing said expulsion shall have been discharged.

7. Subscription

7.1. The annual subscription for classes of membership consists of the sum of two parts:

a) The first part shall be determined by the members in an Annual General Meeting and shall remain in force until amended, due notice of any proposal to amend rates having been given in accordance with Rule 11.3 of these rules.

b) The second part is a Registration Fee which is levied by England Athletics. This is collected with the subscriptions and paid onwards to England Athletics. From time to time this may be changed by England Athletics and subscriptions will need to be changed to reflect this. Agreement to change the subscription in line with a change to the England Athletics levy can be taken by the General Committee at any time and communicated to all members.

7.2. The subscription year shall commence 1st April of each calendar year and subscriptions shall be payable on that date. Subscriptions of new members are payable on making application for membership.

8. Life Members

Life members may be elected only by the general body of members at the Annual General Meeting, on the recommendation of the General Committee, due notice having been given in the Agenda for the meeting.

9. President

The President of the Club shall be elected for the ensuing year at each Annual General Meeting but shall not hold office for a period of more than two years consecutively.

10. Management

10.1. The management of the Club shall be vested in a General Committee, which shall consist of the President, a Chairperson (to be elected by the General Committee from among the Past Presidents, Ordinary, Associate of Life members of the Club), together with the following, all of whom shall be elected at the Annual General Meeting by ballot in necessary.

- General Secretary
- Assistant Secretary
- Membership Secretary
- Treasurer
- Development Officer
- Coaching Coordinator
- Volunteer Coordinator
- Officials Manager
- Athletics Events Manager
- Facilities and Equipment Manager
- Young Athletes Secretary
- Welfare Officers x 2
- Senior Track and Field Coordinator
- Senior Cross-Country and Road Coordinator
- Media Officer
- Social Secretary
- 5 General Committee members (Senior)
- 2 General Committee members (Junior)
- Past Presidents shall be entitled to attend committee meetings but not have the right to vote.

10.2 The General Committee shall meet not less frequently than quarterly and six members shall form a quorum. It shall have the power to fill any vacancy arising during the year and to co-opt other members for any specific purpose; it may appoint any sub-committee it may consider necessary for the management of the activities of the Club, which may include persons who are not members of the General Committee, provided that at least one member shall be a member of the General Committee and it shall have power to deal with any other matters not provided for in these rules.

10.3 In between General Committee meetings, an Executive Committee shall meet. The Executive Committee shall consist of the President, General Secretary, Treasurer, Membership Secretary, Assistant Secretary and one Past President. The Executive Committee shall have the same powers as the General Committee and four members will form a quorum.

10.4. Two members shall be appointed at the Annual General Meeting to conduct a review of the Accounts of the Club for the ensuing year.

11. General Meetings

11.1. An Annual General Meeting shall be held in late March or April of each year for the following purposes:

- a) To receive the Report of the Treasurer and the review of the accounts of the Club.
- b) To receive the Report of the General Secretary
- c) To elect President for the following year
- d) To elect officers, as set out in Rule 10.1
- e) To elect members to review the Accounts, as set out in Rule 10.4
- f) To elect Trustees as set out in Rule 12
- g) To transact any other business, which under these Rules ought to be transacted at the Annual General Meeting. All notices of proposals to be set before the Annual General Meeting must reach the General Secretary at least 3 weeks before the Annual General Meeting.

11.2. An Extraordinary General Meeting shall be called at the instruction of the General Committee, or within 28 days of receipt by the General Secretary of a written requisition signed by not less than 15 members stating the reason why such a meeting is called. No other business may be transacted at an Extraordinary General Meeting.

11.3. All General meetings shall be convened by 14 days notice in writing, which may be by electronic means, specifying the place, date and time of the meeting and the business to be transacted. Twenty voting Members present in person shall form a quorum for a General Meeting, except in the case of an Extraordinary General Meeting convened by requisition of members, when thirty voting Members present in person shall form a quorum.

11.4. Only Life Members, Ordinary or Associate Members who are not indebted to the Club shall be entitled to vote at a General Meeting.

12. Trustees

Three Trustees shall be nominated by the General Committee and elected by the Annual General Meeting.

13. Finances

All surplus income and gains arising shall be reinvested in the Club. Surplus or assets cannot be distributed to Members of the Club or to third parties.

14. Dissolution

On dissolution of the Club, any net assets shall be applied for approved sporting or charitable purposes only.

15. Clubhouse

15.1. The hours of opening and closing the Clubhouse shall be as directed from time to time by the General Committee.

15.2. The General Committee shall be authorised to close the Clubhouse and Facilities at their discretion, or to impose a charge for admission upon special occasions, subject to due notice being posted in the Clubhouse.

15.3 The General Committee shall arrange the supply of intoxicating liquor by the Club to members and to other persons on the premises, and shall secure the due observance of the provisions of the Licensing Act 2003 or any other Act replacing or re-enacting the same, and of any conditions attached to the License held by or on behalf of the Club for the supply of intoxicating liquor, or to any registration certificate granted in respect of the Club premises.

15.4 No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, apart from the benefit to the Club as a whole.

15.5. Opening hours shall be decided by the General Committee and advertised to the membership; the hours are subject to any prevailing order of the Licensing Justices for the Licensing District and the provisions of the Licensing Act 2003 or any Act replacing or amending the same.

15.6 No intoxicating liquor shall be supplied to members or to any other persons on the Club premises otherwise than by or on behalf of the Club.

15.7. Dogs may not be permitted into the Clubhouse in any circumstances; except Guide Dogs

15.8. These Rules shall be available in the Clubhouse.

16. Visitors

Members may introduce and entertain guests at the Club. The members introducing a guest shall be responsible for the guest, strictly observing these Rules and shall not leave the Club premises before the guest. No person whose membership of the Club has been terminated under Rule 6.4 or 6.5 or whose application for membership has at any time been rejected shall be introduced as a guest.

17. Exclusion of Liability

Neither the Club nor any Officer thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring from whatever cause, in or about the Club

premises, nor any injury sustained by any member or guest whilst on or entering or leaving the Club premises.

18. Amendments to these Rules

18.1 These Rules shall not be amended other than at a General Meeting of Members, of which due notice had been given, and the business to be transacted had been notified in compliance with Rule 11.3.

18.2 Notice of any amendment or alteration in these Rules shall be given to the Clerk to the Justices, Redbridge, within twenty one days of the passing of such amendment or alteration.

Amended last; April 2024

Signed:

A handwritten signature in blue ink, appearing to read 'D Hollingworth', with a long horizontal flourish extending to the right.

David Hollingworth
General Secretary and Club Trustee

Graham Pribul
Treasurer and Club Trustee

Alan Bird
Club Trustee