



1. Name

The name of the Association is North Shields Polytechnic Club (“the Association”)

2. Objectives

- 2.1 The objectives of the Association are to promote amateur athletics in North Tyneside and surrounding areas and to provide appropriate facilities to all members including those who are disabled, belong to ethnic minority communities or who are otherwise disadvantaged (“the Objectives”)
- 2.2 The definition of an amateur is a person who is eligible to compete under the Rules of UK Athletics (UKA)

3. Powers

In order to further the objects, the association shall have the power to:

- 3.1 Employ, subject to clause 9.2, paid or unpaid agents, staff or advisers
- 3.2 Acquire and dispose of property (subject to any consents required by law)
- 3.3 Invest funds in any lawful manner provided that professional investment advice is obtained whenever it is prudent to do so
- 3.4 Raise funds by any lawful means except permanent trading
- 3.5 Accept gifts either for the general purposes of the Association or for a specific purpose within or connected with the Objectives
- 3.6 Insure the Association’s property against any foreseeable risk and take out other insurance policies to protect the Association where required
- 3.7 Do anything within the law, which is necessary in carrying out the Objectives



4. Membership

- 4.1 Membership of the Association is open to individuals from all sectors of the community. The Association respects the rights and dignity of people and will treat everyone equally within the sport regardless of age, gender, race, religious beliefs, sexuality and social status.
- 4.2 The Management Committee may establish different classes of membership and set appropriate rates of subscription.
- 4.3 The Management Committee must keep a register of members
- 4.4 A member whose subscription is three months in arrears ceases to be a member but may be readmitted on payment of the amount owing
- 4.5 A member may resign by written notice to the Association but must notify the secretary in writing before 31st March otherwise they will be held liable for their subscriptions for the ensuing year and acceptance of the resignation will be withheld until this liability and any other indebtedness to the Association is paid in full
- 4.6 The Management Committee may terminate the membership of any individual or organisation whose continued membership would in the reasonable view of the Management Committee be harmful to the Association (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving notice)
- 4.7 Membership of the Association is not transferable

5. General Meetings

- 5.1 All paid-up members are entitled to attend general meetings of the Association in person



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- 5.2 General meetings are called by 14 clear days' written notice to the members specifying the business to be transacted
- 5.3 There is a quorum at a general meeting if the number of full members personally present is at least ten or 10 per cent of the members if lesser
- 5.4 The Chairman or (if the Chairman is unable or unwilling to do so) some other member elected by those present chairs at a general meeting
- 5.5 Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the full members present in person
- 5.6 Except for the Chairman of the meeting, who has a second or casting vote, every full member present in person is entitled to one vote on every issue
- 5.7 An AGM must be held in March every year
- 5.8 At an AGM the members:
 - 5.8.1 receive the accounts of the Association for the previous financial year
 - 5.8.2 receive the report of the Management Committee on the Association's activities since the previous AGM
 - 5.8.3 elect for the following year from among the members of the Association the President, Chairman, Secretary, Membership Secretary, Assistant Membership Secretary, Treasurer, Grants and Publicity, Coaching Coordinator, Senior Ladies Representative, Senior Men's Representative, Junior Athletes Representative and the Race/Meetings Organiser
 - 5.8.4 appoint an auditor or independent examiner for the Association as required



- 5.8.5 may confer upon on any individual (with their consent) the honorary title of Life Member of the Association
- 5.8.6 discuss and determine any issues of policy or deal with any other business put before them
- 5.9 An EGM may be called at any time by the Management Committee and must be called within 14 days after a written request to the Management Committee from at least six full members

6. The Management Committee

- 6.1 The Management Committee as trustees have control of the Association and its property and funds
- 6.2 The Management Committee when complete consists of at least twelve and not more than fifteen individuals, all of whom must be full members (but must not be paid employees) of the Association, i.e.
 - 6.2.1 President, Chairman, Secretary, Membership Secretary, Assistant Membership Secretary, Treasurer, Grants and Publicity, Coaching Coordinator, Senior Ladies Representative, Senior Men's Representative, Junior Athletes Representative and the Race/Meetings Organiser
 - 6.2.2 up to three members co-opted by the Management Committee to hold office until the next AGM ("co-opted Management Committee members")
- 6.3 All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.



- 6.4 Every Management Committee member must sign a declaration of willingness to act as a Management Committee member of the Association before he or she is eligible to vote at any meeting of the Management Committee.
- 6.5 A Management Committee member automatically ceases to be a member of the Management Committee if he or she:
- 6.5.1 is incapable, whether mentally or physically, of managing his or her own affairs
 - 6.5.2 is absent from three consecutive meetings of the Management Committee without tendering apologies
 - 6.5.3 ceases to be a member of the Association (but such a person may be reinstated by resolution of all the other members of the Management Committee on resuming membership of the Association)
 - 6.5.4 resigns by written notice to the Management Committee (but only if at least five Management Committee members will remain in office)
 - 6.5.5 is removed by a resolution passed by all the other members of the Management Committee after inviting the views of the Management Committee member concerned and considering the matter in the light of any such views
- 6.6 A technical defect in the appointment of a Management Committee member of which the Management Committee are unaware at the time does not invalidate decisions taken at a meeting

7. Management Committee Meetings

- 7.1 The Management Committee must hold at least four meetings each year



- 7.2 A quorum at a Management Committee meeting is five elected members
- 7.3 A Management Committee meeting may be held either in person or through electronic means agreed by the Management Committee in which each participant may communicate with all other participants
- 7.4 The Chairman or (if the Chairman is unable or unwilling to do so) some other member of the Management Committee chosen by the members present presides at each Management Committee meeting
- 7.5 Every issue may be determined by a simple majority of the votes cast at a Management Committee meeting but a resolution which is in writing and signed by all members of the Management Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature
- 7.6 Except for the Chairman of the meeting, who has a second or casting vote, every Management Committee member has one vote on each issue
- 7.7 Minutes shall be taken of all proceedings and decisions of the Management Committee and shall be open to inspection by any member on application to the Secretary

8. Powers of Management Committee

The Management Committee have the following powers in the administration of the Association.

- 8.1 to make Standing Orders consistent with this Constitution to govern proceedings at general meetings
- 8.2 to make Rules consistent with this Constitution about the Management Committee



- 8.3 to make Regulations consistent with this Constitution about the running of the Association (including the operation of bank accounts and the commitment of funds)
- 8.4 to resolve or establish procedures to assist the resolution of disputes within the Association
- 8.5 to exercise any powers of the Association which are not reserved to a general meeting

9. Property & Funds

- 9.1 The property and funds of the Association must be used only for promoting the Objects and do not belong to the members of the Association or the Management Committee.
- 9.2 No Management Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except
 - 9.2.1 under clause 9.2.6 (fees)
 - 9.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association.
 - 9.2.3 interest at a reasonable rate on money lent to the Association
 - 9.2.4 a reasonable rent or hiring fee for property let or hired to the Association
 - 9.2.5 an indemnity in respect of any liabilities properly incurred in running the Association (including the costs of a successful defence to criminal proceedings)
 - 9.2.6 any Management Committee member who possesses specialist skills or knowledge, and any firm or company of which such a person is a member or employee, may



charge and be paid reasonable fees for work carried out for the Association on the instructions of the other Management Committee members but (i) only if the procedure prescribed by clause 9.3 is followed in selecting the member, firm or company concerned and setting the fees and (ii) provided that this provision may not apply to more than one half of the Management Committee members in any financial year

- 9.2.7 in the case of an individual member, charitable benefits in his or her capacity as a beneficiary
- 9.3 Whenever a Management Committee member has a personal interest in a matter to be discussed at a Management Committee meeting, the Management Committee member must
- 9.3.1 declare an interest before discussion begins on the matter
- 9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- 9.3.3 not be counted in the quorum for that part of the meeting
- 9.3.4 withdraw during the vote and have no vote on the matter
- 9.4 Any trust corporation which is appointed as a holding trustee or any nominee for the Association may be paid reasonable fees
- 9.5 Funds which are not required for immediate use or which will be required for use at a future date must be placed on deposit or invested in accordance with clause 3.12 until needed
- 9.6 Investments and other property of the Association may be held:



- 9.6.1 in the names of the Management Committee members for the time being
- 9.6.2 in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Management Committee or of a financial expert acting on their instructions
- 9.6.3 in the name of at least two and up to four holding trustees for the Association who must be appointed (and may be removed) by a resolution of the Management Committee
- 9.6.4 in the name of a trust corporation as a holding trustee for the Association, which must be appointed (and may be removed) by deed executed by the Management Committee

10. Records & Accounts

- 10.1 The Treasurer shall keep an account of all income and expenditure and shall present examined accounts at the AGM.
- 10.2 The Management Committee must keep proper records of:
 - 10.2.1 all proceedings at general meetings
 - 10.2.2 all proceedings at Management Committee meetings
 - 10.2.3 all professional advice obtained
- 10.3 Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association

11. Notices

- 11.1 Notices under the Constitution may be sent by hand, or by post or by suitable electronic means or (where applicable to



members generally) may be published in any suitable journal or newspaper circulating in the area of benefit, placed on the Association noticeboard, posted on the Association website or in any newsletter distributed by the Association

11.2 The address at which a member is entitled to receive notices is the address noted in the register of members (or, if none, the last known address)

11.3 Any notice given in accordance with this Constitution is to be treated for all purposes as having been received:

11.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address

11.3.2 two clear days after being sent by first class post to that address

11.3.3 seven clear days after being sent by second class post or overseas post to that address

11.3.4 on the date of publication of a journal or newspaper containing the notice

11.3.5 on being handed to the member or its authorised representative personally or, if earlier

11.3.6 as soon as the member acknowledges actual receipt

11.4 A technical defect in the giving of notice of which the members or the Management Committee members are unaware at the time does not invalidate decisions taken at a meeting

12. Amendments

This Constitution may be amended at a general meeting by a two-thirds majority of the votes cast, but



12.1 The members must be given 14 clear days notice of the proposed amendments

12.2 No amendment is valid if it would make a fundamental change to the Objects, to clauses 9.2 and 9.3 or to this clause

13. Dissolution

13.1 If at any time the members at a general meeting decide to dissolve the Association, the members of the Management Committee will remain in office as trustees and will be responsible for the orderly winding up of the Association's affairs

13.2 In the event of a resolution to dissolve the group, any assets remaining after the clearing of all debts and liabilities shall be given to a group having similar objects, or, if this cannot be done, to any charitable purpose.

14. Interpretation

In this Constitution:

14.1 "AGM" means an annual general meeting of the members of the Association

"area of benefit" means North Tyneside and surrounding areas

"the Association" means North Shields Polytechnic Club

"the beneficiaries" means members of the public living or working in the area of benefit

"the Chairman" means the chairman of the Association elected at the AGM

"clear day" means 24 hours from midnight following the triggering event



“the Management Committee” is the governing body of the association

“EGM” means the extraordinary general meeting of the Association

“financial expert” means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services Act 1986

“fundamental change” means such a change as would not have been within the reasonable contemplation of a person making a donation to the Association

“independent examiner” has the meaning prescribed by section 43(3)(a) of the Charities Act 1993

“material benefit” means a benefit which may not be financial but has a monetary value

“member” and “membership” refer to membership of the Association

“months” means calendar months

“objectives” means the objectives of the Charity as defined in clause 2 of the constitution

“written” or “in writing” refers to a legible document on paper including a fax message

“year” means a calendar year

14.2 references to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it



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Adopted at a meeting held

at

on *[Date]*

SIGNED

NAME _____

SIGNATURE _____

[Name and signature of Chairman of meeting]

WITNESSED

NAME _____

ADDRESS _____

OCCUPATION _____

SIGNATURE _____

[Name, address, occupation and signature of witness]