



## LOUGHTON ATHLETIC CLUB RULES

### General

- 1 The name of the Club shall be Loughton Athletic Club, hereinafter referred to as “the Club”.
- 2 The objective of the Club shall be the promotion of Athletics.
- 3 No person shall be eligible for election to membership of the Club or for continued membership of the Club unless he or she is recognised by the governing body for athletics in England as being eligible for membership.
- 4 The Club shall be affiliated to the Essex County Athletic Association or its successor and to England Athletics or its successor.

### Management

- 5 (a) The Administrative Year of the Club shall commence at the termination of the Annual General Meeting, which shall be held in March or April of each year, and shall terminate at the commencement of the next Administrative Year.  
(b) Notice of the Annual General Meeting, together with the Agenda papers, shall be sent to all members of the Club no later than fourteen days prior to the date of the meeting.  
(c) The Financial Year of the Club shall commence on the First Day of January in each year and shall terminate on the Thirty-first of December next following.
- 6 (a) The Officers of the Club shall be a President, a General Secretary, a Treasurer, a Club Welfare Officer(s), a Membership Secretary, a Social Secretary, a Summer Fixtures Secretary, a Winter Fixtures Secretary, a Race Walking Secretary, a Coaching Secretary and a Headquarters Facilities Officer.  
(b) All Offices shall be honorary, but all Officers’ legitimate expenses may be reimbursed by the Club.  
(c) Officers shall be elected by ballot or show of hands at the Annual General Meeting, except that any Office remaining or falling vacant may be filled by appointment by the General Committee.
- 7 (a) Management of the Club shall be vested in a General Committee, consisting of the Officers and not more than five additional members, who shall be elected by ballot or show of hands at the Annual General Meeting. The Chairman of the General Committee shall be chosen from within the Committee.  
(b) The General Committee shall meet not fewer than three times in each Administrative Year.  
(c) Eight members shall form a quorum for the General Committee.  
(d) The General Committee may appoint such Sub-Committees as it thinks fit and assign Terms of Reference to such Sub-Committees.  
(e) The General Committee and the Sub-Committees shall have the right to invite any member of the Club to attend any Meeting of the Committee or Sub-Committee issuing the invitation. Such invited member shall not by virtue of such invitation be a member of the body and shall not be permitted to vote at such a Meeting.  
(f) The General Committee may delegate to any Officer or other Member of the Club such authority as it thinks fit.

### Membership

- 8 (a) The Annual Subscription shall be due on the first day of January in each Financial Year. The subscription for any year shall be determined by the General Committee not later than the last day of October in the preceding Financial Year, and notified to the Members. The General Committee shall be empowered to allow any Member paying his or her subscription before the last day of February remission of such part of the due fees as it shall think fit.  
(b) There shall be four groups of Membership for subscriptions
  - (i) Aged 18 years and over;
  - (ii) Aged 16 and under 18 years;
  - (iii) Aged under 16 years;
  - (iv) Social.
- (c) The General Committee may, at its discretion, introduce a Joining Fee in addition to the annual Membership Subscription.
- (d) Within each of the membership groups (i), (ii) and (iii) there shall be first and second claim members, of whom the latter shall pay half as much in subscriptions as the former. Second claim members may compete for the Club only where the rules for the particular competition permit them to.
- (e) A Member elected between the first day of July and the last day of September inclusive shall pay half the appropriate annual subscription in the year of election.

- (f) A Member elected between the first day of October and the last day of December inclusive shall pay a whole year's subscription, which shall confer rights of membership until the last day of December in the year following election.
- (g) A Member's subscription group shall be determined by his or her age on the first day of January in the year of election.

- 9 (a) A paid-up Member of the Club shall have the right
- (i) to participate in and vote at any General Meeting of the Club;
  - (ii) to be elected to any Office within the Club;
  - (iii) to be elected to the General Committee.
- (b) A paid-up Member of the Club, not being a Social Member, shall have the right
- (i) to compete, with fees paid by the Club, subject, where appropriate, to team competition, in any competition that the Club shall enter;
  - (ii) to compete, with fees paid by the Club, in any County, District, Area or National Championship of any organisation to which the Club is affiliated.
  - (iii) to compete, without charge, in any Club Championship or other Club competition not promoted as an Open Event.
- 10 Membership of the Club shall be by election by a simple majority at a meeting of the General Committee or of any Sub-Committee to which such election shall have been delegated or at a General Meeting of the Club. Candidates for election shall complete such Nomination Form as the General Committee shall from time to time determine and may, at the discretion of the General Committee, be required to give a written undertaking to observe the Rules of the Club.
- 11 The General Committee shall have the power to expel from membership of the Club any Member whose subscription is six months in arrears, provided that one month's notice in writing has been sent to the Member at the Member's last known address, informing him or her of the proposed action of the General Committee.
- 12 Any Member wishing to resign his or her membership of the Club shall give notice in writing to the General Secretary of his or her intention to do so. A Member so resigning shall be liable for the annual subscription for the whole of the Financial Year in which such notice is received.
- 13 (a) A Member whose conduct is considered by the General Committee to be incompatible with membership of the Club may be expelled from membership by a majority vote of the Committee. Appeal against such expulsion under this Rule may be made to a General Meeting of the Club.
- (b) Any Member so expelled shall be informed in writing by the General Secretary within fourteen days of such decision, and shall not be permitted to appeal against the decision more than twenty-eight days after the serving of such notice.
- (c) Any Member so expelled and wishing to appeal against expulsion shall be entitled to ask the General Secretary to call an Extraordinary General Meeting under the provisions of Rule 14, which shall either confirm or rescind the expulsion, by a majority vote of the Members attending. In the event of a tied vote, the Chairman of the Meeting shall cast a deciding vote.
- (d) Any Member so expelled shall, if he or she has paid the annual subscription for the year of expulsion, have refunded a portion of such subscription which shall be not less than one twelfth of the annual subscription for each unexpired month of the current Financial Year, including the month in which the decision to expel him or her was taken under Rule 13(a).

The General Committee may refer to the England Athletics guidance on Club disputes where appropriate: [ea-club-discipline-process-2020-v1.pdf \(england-athletics-prod-assets-bucket.s3.amazonaws.com\)](https://www.englandathletics.org/club-discipline-process-2020-v1.pdf)

## General Meetings

- 14 (a) An Extraordinary General Meeting may be called at any time upon the decision of the General Committee, and shall be called upon the written request of fifteen paid-up Members. Such request shall state the object of the Meeting and shall contain any Motion or Motions to be put before the Meeting.
- (b) Upon receipt of such request, the General Secretary shall, within fourteen days, call such a Meeting.
- (c) Such Meeting shall take place within twenty-eight days of the General Secretary's receipt of the request.
- (d) The quorum for a General Meeting shall be twelve paid-up members physically present, and no account shall be taken of those members voting in writing or by electronic communication, as provided or in Rule 24, on any motion for a Rule Change that may be on the Agenda.
- 15 (a) A Meeting of the General Committee shall be held within twenty-eight days of the receipt by the General Secretary of a request signed by at least one-half of the members of the General Committee.
- (b) A Meeting under Rule 15(a) shall deal with any business brought before it.
- 16 The business of the Annual General Meeting shall be determined by the General Committee but shall include:
- (a) Receipt of the Officers' Reports for the Administrative Year then ending;
  - (b) Receipt of the Audited Accounts for the last previous Financial Year;
  - (c) Election of Officers;
  - (d) Election of additional members of the General Committee;
  - (e) Election of at least one Honorary Auditor.

## **Miscellaneous Matters**

- 17 The Club Colours shall be a white vest with hoops of black, white, purple, white and black.
- 18 All Members must wear the Club Colours when competing against any other Club, where the competition rules require it.
- 19 In Club Competitions where athletes of different age categories compete in the same race, for the winner of which an individual trophy is awarded, the winner shall be the athlete recording the best performance on the day.
- 20 In recognition of particular service or merit, or for any other reason, the Club may, at a General Meeting, by ballot or show of hands, elect as Vice Presidents any persons, whether members of the Club or not. Such persons shall not, solely by virtue of their being Vice Presidents, be Members of the Club.
- 21 Upon winding-up or disbandment of the Club, or upon its merger with any other Club, all the Club's assets and interests, of whatever nature, shall be disposed of by the General Committee in a manner consistent with encouragement of Athletics, save that no such asset or interest shall pass to any Member of the Club without the consent of a General Meeting of the Club.
- 22 Financial and legal matters of the Club shall be managed by four Trustees. One of these shall be the Club Treasurer and the others shall be appointed by the General Committee. The Trustees shall have no liability to indemnify any of the Club's financial or other liabilities, and provided always that the Trustees have acted in good faith the Club shall indemnify them against financial or other liabilities incurred on behalf of the Club, but only to the extent of the assets held by the Club.
- 23 All communications required by these Rules to be made to the Members of the Club may, except in the circumstances of Rule 11 and Rule 13(b), be made by post, by electronic communication or by any other means chosen by General Committee. Failure by any Member to receive such communications shall not invalidate any subsequent proceedings.

## **Change of Rules**

- 24 (a) These Rules shall be changed only by a majority vote taken at a General Meeting, and a Change of Rule shall be deemed to have been approved if, and only, if, (i) votes shall have been cast by not fewer than one-tenth of the paid-up members or fifteen members, whichever is the greater and (ii) not fewer than two-thirds of the votes cast are in favour of such change.
- (b) For the purposes of determining Changes of Rule, and for no other purpose whatsoever, a paid-up member of the Club may vote either by personal attendance at the General Meeting or by indicating his vote in writing to the General Secretary, or by an electronic communication to the General Secretary. Each member may vote by only one of these means.

## **General Provision**

- 25 Any matter not provided for in these Rules shall be determined by the General Committee, whose decision shall be final.