

Caithness Amateur Athletic Club

Constitution

Title

1. The club shall be known as Caithness Amateur Athletic Club (CAAC).

Objectives

2. The objectives of the club shall be:
 - To provide athletics for both male and female athletes in Caithness and to other areas in the north as agreed with the CAAC committee.
 - The club shall promote track and field events, cross country, road and hill running events.
 - Promote and maintain the highest standards of technical competence and safety in athletics.
 - To uphold the rules of the sport as dictated by the governing body.
 - Provide equal opportunities for successful participation by all sections of the Caithness Community.

Committee

3. The affairs of the organisation shall be managed by a committee which shall be elected each year at the AGM. The committee shall consist of a minimum of 10 members, 3 of whom shall have been elected office bearers. The committee shall meet regularly to ensure that the club is being run satisfactorily and fulfilling its objectives.
4. The office bearers shall be, Chairman, Secretary and Treasurer. The CAAC office bearers to have a three year term of office with the rotation for re-election in the order of Chairman, Secretary, Treasurer. These office bearers and two elected committee members shall be deemed the executive committee of the club. A sub committee may be convened to address specific issues as dictated by the committee.
5. In the event of an emergency arising where time does not allow for a full committee meeting, the secretary shall have the power to call an executive committee meeting to make a decision. Any decision made in this manner shall be presented for ratification at the next committee meeting.
6. In the event of a dispute arising which is not covered by the constitution the committee shall meet to resolve the situation.
7. In the event of a committee member demitting his / her post, for whatever reason, the executive committee retain the right to co-opt a replacement onto the committee until the next AGM.
8. The committee reserve the right to refuse membership to anyone the committee regard as inappropriate. No appeal of the committee decision will be entertained.

9. All votes shall be determined by simple majority of those eligible to vote at the meeting.
10. The committee have the power to make, alter or annul any standing orders. Any such changes will need to be ratified at the next AGM/SGM.
11. The committee have the right to expel any member who contravenes the good name of CAAC by reason of behavioural or welfare problems, or falls into arrears or fails to pay the annual subscription.

Annual General Meeting

12. The annual general meeting shall be held in November of each year for the purpose of election of office bearers and committee; the retiring members are eligible for re-election. It shall be the responsibility of the secretary to ensure that adequate notice and publicity of the meeting is given to interested parties.
13. All votes shall be determined by simple majority of those eligible to vote at the meeting.

Special General Meeting

14. A Special General Meeting (SGM) may be called at any time if deemed necessary by the committee. Or by a request in writing, addressed to the secretary, signed by 20% of the full members, stating the business to be discussed. It shall be the responsibility of the secretary to ensure that adequate notice (21 days) and publicity of the SGM is given to interested parties.
15. All votes shall be determined by simple majority of those eligible to vote at the meeting.

Finance

16. Annual subscription shall be payable on the 1st January of each year. Membership subscription may be paid in full or by instalments. At least one month's subscription must be paid by the end of January before taking part in any CAAC activity or representing CAAC at any event. Junior members joining after the 1st January shall pay subscriptions on a monthly pro-rata basis. All other classes of membership shall pay the full subscription on joining unless the committee agree an exceptional payment. The committee has the right to refuse to accept payment by instalments outwith normally accepted intervals such as monthly or quarterly.
17. The funds of the club shall be lodged in a bank fixed by the committee, the account being in the name of CAAC. The authorised signatories for banking purposes shall be decided by the committee immediately following the AGM each year, any two being required to authorise payments or withdrawals.
18. The treasurer shall undertake to keep up to date accounts of transactions made on behalf of the club and to report the financial status of the club to committee meetings.

Full members (18 and over) can see the accounts on submission of a written reasoned request to the committee, giving 4 weeks notice.

19. The treasurer shall prepare an annual account for independent audit prior to the AGM each year. The auditor will be nominated and unanimously agreed by the committee. Office bearers may not be nominated as auditors. For accounting purposes, the financial year will run from 1 October to 30 September.

Communications

20. All communications should be addressed to the secretary who shall conduct the correspondence of the club. The secretary receiving a requisition signed by at least five members of the committee, or on the instruction of the chairman, the secretary shall convene a special committee meeting or a Special General Meeting as the case demands.
21. In the event of an alteration to the constitution being deemed necessary, the proposed alteration should be submitted to the club secretary to arrive no later than 21 days prior to the proposed general or special meeting that the matter is to be discussed. The committee should be informed of any proposed changes 14 days in advance of the AGM/SGM.

Membership

22. The membership is strictly confined to amateurs and shall be categorised as follows:
 - a) **Life member**: A member which the CAAC committee deem to have sufficient merit will be proposed/elected for life membership at the AGM or at a committee meeting to be ratified at the AGM.
 - b) **Full member**: A member aged 18 years or over, either male or female. The membership fee is to be paid either by an annual payment in full or collected by means of a Mandate from a nominated Bank, Building Society or other financial institution account on a Monthly basis. Termination of a Monthly mandate, will render the individuals membership void. Subscription for the full member will be determined at the AGM. The membership fee will include Scottish Athletics Limited insurance cover.
 - c) **Student member**: A member either male or female under 21 years who has gone off to university or in full time education. The membership is for one calendar year and must be renewed annually. Subscription for the student member will be determined at the AGM. The membership fee will include Scottish Athletics Limited insurance cover. Student members do not have voting rights and can not be elected on to the committee.
 - d) **Junior member**: A member aged between 8 years and under 18 years, either girl or boy. The membership fee is to be paid either by an annual payment in full or collected by means of a Mandate from a nominated Bank, Building Society or other financial institution account on a Monthly basis. Termination of a Monthly mandate, will render the individuals membership void. Subscription for the junior member will be determined at the AGM. The

membership fee will include Scottish Athletics Limited insurance cover. Junior members do not have voting rights and cannot be elected onto the committee. A girl and boy junior member elected by the junior members will be invited to attend committee meetings as required to provide feedback to the committee on any relevant issue.

- e) Associate member: Associate membership is open to second claim athletes and not age dependant. The membership is for one calendar year and must be renewed annually. Subscription for the associate member will be determined at the AGM. Associate members do not have voting rights. All applications for associate membership made, will be individually reviewed by the committee for acceptance. The membership fee will include Scottish Athletics Limited insurance cover.

Note: (i) Members in membership categories 22 b, c, d and e above must be registered with Scottish Athletics Limited (SAL) for competition purposes.
(ii) A club athlete can only compete for prize money providing that the Meeting has a SAL permit and the athlete is registered with SAL.

- 23. Records of membership shall be retained on a computer subject to the written agreement of the individual member/parent /guardian in order to comply with the Data Protection Act.

Dissolution

- 24. The club may be dissolved only by a resolution submitted to a Special General Meeting convened for that purpose.
- 25. In the event of such a dissolution, the assets of the organisation net liabilities shall be given to the Caithness Secondary Schools.

Chairman: Gordon McIntosh

Secretary: David Eysers

Treasurer: Stephen Frame

The constitution has been rewritten and updated to align with governing body rules.

Standing Orders

1. All meetings of the committee shall be held according to the constitution.
2. The CAAC committee posts shall be:
Chairman, Vice Chairman, Secretary, Minute Secretary, Treasurer and Welfare Officer.
3. The Chairman, Secretary and Treasurer will stand for a period of three years before re-election and the rotation shall be in order Chairman, Secretary and Treasurer.
4. In the event of the cheque signatories being changed all at once at the AGM then the existing signatories would retain the power for a period of 3 weeks to allow for new signatories details to be agreed with the bank.
5. The quorum for a committee meeting shall be five, three of which must be non office bearers.
6. The secretary shall give at least seven days notice to each member for each committee meeting.
7. The agenda for each meeting will be compiled by the secretary. Order of business shall be as per the agenda, but the chairman shall have the power to alter the rotation of the order of business.
8. It shall be the duty of the chairman to preserve order and to ensure all in attendance obtain a fair hearing. The chairman shall decide the question of priority by calling on the first person observed to speak. All in attendance must speak through the chair.
9. Any motions on subjects not on the agenda will only be discussed if the consent of at least two thirds of members present is obtained.
10. Any proposed motion must be seconded before being regarded as competent.
11. At all meetings, voting shall be by show of hands, any decision being arrived at being by a majority vote of those present, each committee member having one vote. In the event of equality of voting, the chairman has the right to use a casting vote.
12. In the event of an amendment being proposed against a motion, the order of procedure shall be to vote on the amendment first then the motion. In the event of two or more amendments, the amendments will be placed against each other and the successful amendment then placed against the motion. The decision will be recorded in the minutes of the meeting.
13. No motion for suspension of standing orders shall be carried unless supported by at least two thirds of members present.
14. The CAAC colours shall consist of a white vest with a royal blue diagonal stripe from right shoulder to left hip. The colour of the shorts are optional but white or royal blue is club preference.