RAND ATHLETIC CLUB

CONSTITUTION

1. NAME

   The club shall be known as:

   Rand Athletic Club (the "Club").

2. HEADQUARTERS

   The Club's headquarters are at Blairgowrie Recreation Centre or at any other address determined by the Executive Committee.

3. COLOURS AND BADGE

   The Colours of the Club shall be

   3.1. White shorts or wine red (burgundy).

   3.2. White vest with one wine red (burgundy) diagonal stripe (top right to bottom left).

   3.3. The badge design will be decided by the Executive Committee and described in the Club bylaws.

   3.4. Only Club members may purchase, wear, or possess articles bearing the Club colours or badge. Members should take reasonable steps to prevent misuse.

4. OBJECTS

   The Club's purposes are:

   4.1. To promote all branches of amateur athletics.

   4.2. To provide facilities for members to improve their athletic performance.

   4.3. To organise athletic events and competitions, charge admissions or entrance fees when required, and award or contribute towards prizes as appropriate.

5. CONDITIONS OF MEMBERSHIP

   There are three classes of membership, viz"

   5.1. Senior members

   5.2. Junior members

   5.3. reduced-fee category for members aged 70+.

   Candidates must be proposed and seconded by two current members in good standing. Membership shall be confirmed by the Executive Committee or at a General Meeting as set out in the bylaws.

   Membership will lapse if the annual subscription is unpaid two months after the start of the licensing year, unless the Executive Committee grants an extension for good cause.

   The Club's founder members are F. Madel, R.C. Alborough and C.J.S. Greeff.

7. GOVERNANCE AND EXECUTIVE COMMITTEE

7.1. The Club is governed by members who delegate management to an elected Executive Committee comprising:

Chair, Vice-Chair, Club Captain, Road Running Captain, Track Captain/Coach, Cross-Country Captain, Honorary Secretary, Honorary Treasurer, Newsletter Editor, Athlete Liaison, Walking Captain, Orienteering Captain, Cycling Captain, Duathlon/Triathlon Captain, plus four (4) ordinary committee members elected at the Annual General Meeting.

All committee members must be Club members in good standing and are elected annually. The Committee may co-opt additional non-voting members or fill casual vacancies.

7.2. Vacancy and removal: A committee member ceases to hold office if they:

7.2.1. cease to be a Club member;

7.2.2. resign;

7.2.3. are absent from more than three consecutive meetings without approved leave; or

7.2.4. are found guilty of conduct prejudicial to the Club.

7.3. Vacancies shall be declared by the Chair and filled by appointment or election by the Committee.

7.4. If the Chair and Vice-Chair are absent from a meeting, attendees shall elect a chair for that meeting.

7.5. Quorum: Five (5) Committee members constitute a quorum.

7.6. Decisions: Adopted by majority vote; the Chair has a casting vote in the event of a tie.

7.7. Meetings: Committee meetings must be convened with at least seven (7) days' notice (telephone, email or written). In urgent cases, shorter notice may be given at the Chair and Vice-Chair's discretion; emergency decisions must be recorded at the next meeting.

8. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is responsible for Club policy, administration, activities and may:

8.1. Reprimand, suspend or expel members for misconduct after following a fair process; require members under investigation to appear before the Committee.

8.2. Apply Club funds in the Club's interests.

8.3. Make rules and bylaws for efficient management.

8.4. Appoint sub-committees and delegate powers.

8.5. Institute or defend legal proceedings on behalf of the Club.

8.6. Prepare an Annual Report and Income Statement and Balance Sheet after the Club's financial year end.

8.7. Co-opt members to the Committee (co-opted members do not have voting rights).

8.8. Operate Club bank accounts; cheques and negotiable instruments to be signed by two of three authorised Committee signatories.

8.9. Invest Club funds not immediately required.

8.10. Appoint a paid Secretary if required (full-time or part-time).

9. SUBSCRIPTIONS

Club subscription rates shall be set from time to time by the Executive Committee and published to members.

10. GENERAL MEETINGS

10.1. Annual General Meeting (AGM):

Held by 31 March each year.

Notice (which may be published in the newsletter) must be given at least two months before the meeting. The notice will request nominations for Committee positions and motions for the AGM.

Nominations must be received by the Secretary at least thirty (30) days before the AGM to allow publication in the newsletter to members at least fourteen (14) days prior to the meeting.

Quorum: twenty (20) fully paid members in good standing. If a quorum is not present within 30 minutes, the meeting will be reconvened seven (7) days later; at that reconvened meeting those present shall form the quorum.

10.2. Notice of Meeting

Accidental omission to give notice to a member does not invalidate meeting proceedings.

10.3. Special General Meeting (SGM):

May be called by the Executive Committee or by written requisition of at least twenty (20) members stating the meeting's purpose and signed by the requisitioners.

The Committee must convene the SGM within ten (10) days of receiving a requisition, giving at least fourteen (14) days' notice (excluding posting day and meeting day) that states the meeting's objects.

Quorum: ten percent (10%) of members in good standing. If a quorum is not present 30 minutes after the scheduled start, the meeting is dissolved.

If the Committee fails to convene the meeting, the requisitionists may convene it on the same terms.

12. BUSINESS OF GENERAL MEETINGS

12.1. Chairman

The Chair or, in their absence, the Vice-Chair presides at General Meetings. If both are absent, members present elect a Chair for the meeting.

12.2. Quorum

For AGMs and general meetings (except member-requisitioned meetings) the quorum is twenty (20) voting members. If no quorum within 30 minutes, the meeting is adjourned to the same time and place the next week (or next business day if that day is a public holiday). At the adjourned meeting those present form a quorum.

12.3. Voting:

12.3.1. All fully paid members aged 13 or older are entitled to one vote at General Meetings.

12.3.2. Voting is by show of hands unless at least ten (10) members demand a ballot.

12.3.3. For ballot votes, two scrutineers shall be elected by the meeting.

12.3.4. Decisions are by simple majority; in a tie the Chair has a casting vote in addition to any deliberative vote.

13. AGENDA FOR THE AGM TYPICAL AGM AGENDA INCLUDES:

13.1. Notice convening the meeting.

13.2. Adoption of minutes of the previous AGM and matters arising.

13.3. Adoption of minutes of any SGM held since the last AGM and matters arising.

13.4. Receipt of the Annual Report from the Executive Committee.

13.5. Receipt and adoption of the Audited Income Statement and Balance Sheet.

13.6. Election of Honorary President, Honorary Vice-Presidents and Life Members (requires two-thirds majority of voting members present).

13.7. Election of the Executive Committee (per clause 6.1).

13.8. Consideration of any special business of which due notice has been given.

13.9. Appointment of Honorary Auditor or Auditor.

13.10. Any other general business.

14. FINANCIAL YEAR AND AUDIT

14.1. The Club's financial year ends on 31 December.

14.2. As soon as possible after year-end the books shall be audited by the auditor appointed by members at a General Meeting.

14.3. The auditor shall certify that the Income Statement and Balance Sheet agree with the Club's books.

16. HONORARY LIFE MEMBERSHIP

    On the Executive Committee's recommendation, Honorary Life Membership may be conferred at an Annual or Special General Meeting for outstanding service to the Club. The total number of living Honorary Life Members shall not exceed twelve (12).

17. NON-MEMBERS' DISQUALIFICATION

    The Executive Committee may prohibit any non-member who is guilty of misconduct from entering Club grounds or grounds temporarily under the Club's control.

18. CENTRAL GAUTENG ATHLETICS AND ATHLETICS SOUTH AFRICA RULES

    Nothing in this constitution shall conflict with the rules or constitution of Central Gauteng Athletics (CGA) or Athletics South Africa (ASA). The Club will comply with their regulations where applicable.

19. AMENDMENTS

    Amendments to this constitution may be proposed by the Executive Committee or by written requisition signed by at least twenty (20) members and must be approved at an AGM or SGM by the majority required in the Club's bylaws (or as otherwise specified by the Club).

20. TRANSITIONAL AND HISTORICAL NOTE

    This constitution replaces previous versions (original adopted 1 September 1972; amended in 1974; amended version prepared September 2008). Any historical references should be maintained in Club records.

RAND ATHLETIC CLUB — ONE-PAGE MEMBER SUMMARY

1. CLUB NAME & HEADQUARTERS
    1.1. Rand Athletic Club
        1.1.1. HQ: Blairgowrie Community Centre
2. PURPOSE

    Promote amateur athletics, provide training/facilities, organise events and competitions.

3. MEMBERSHIP
    3.1. Categories: Senior, Junior, Reduced fee for 70+.
    3.2. How to join: Proposed and seconded by two current members in good standing. Membership confirmed by the Executive Committee or at a General Meeting.
    3.3. Subscriptions: Set by the Executive Committee. Membership lapses if subscription unpaid two months after the licensing year starts unless an extension is granted.
4. MEMBER RIGHTS
    4.1. Use Club facilities and attend Club events.
    4.2. Vote at General Meetings if fully paid and aged 13+.
    4.3. Stand for election to the Executive Committee (subject to eligibility).
    4.4. Member responsibilities
    4.5. Observe Club constitution, bylaws and Code of Conduct.
    4.6. Only members may wear or possess Club colours/badge.
    4.7. Pay subscriptions promptly and notify the Club of changes to contact details.
    4.8. Act respectfully toward other members and officials.
5. GOVERNANCE (QUICK)
    5.1. Managed by an elected Executive Committee (Chair, Vice-Chair, Captains, Hon. Secretary, Hon. Treasurer, editors/captains and 4 elected members). Committee members are elected annually and may co-opt non-voting members.
    5.2. Quorum for Committee meetings: 5 members.
    5.3. Committee decisions by majority; Chair has casting vote if tied.

    General meetings

6. ANNUAL GENERAL MEETING (AGM) BY 31 MARCH EACH YEAR.
    6.1. Notice: minimum two months (may be via newsletter).
    6.2. Nominations to Secretary: at least 30 days before AGM.
    6.3. AGM quorum: 20 fully paid members (if no quorum, reconvene 7 days later where those present form quorum).
7. SPECIAL GENERAL MEETING (SGM):
    7.1. called by Committee or written requisition of 20 members; 14 days' notice; quorum = 10% of members.

7.2. Voting: show of hands unless 10 members request a ballot; two scrutineers for ballots.

8. DISCIPLINE

8.1. The Executive Committee may investigate, reprimand, suspend or expel members for misconduct following a fair process. Members will be asked in writing to appear before the Committee.

9. FINANCE & AUDIT

9.1. Financial year end: 31 December.

9.2. Annual financial statements and report prepared and audited for presentation at AGM.

9.3. Club bank account operated by authorised signatories (two signatures required for transactions).

10. HONOURS

10.1. Honorary Life Membership may be awarded for outstanding service (max 12 living life members).

10.2. Compliance

10.3. Club rules must not conflict with Central Gauteng Athletics (CGA) or Athletics South Africa (ASA) regulations.

Key contacts (fill in)

Chair: _____

Honorary Secretary: _____

Honorary Treasurer: _____

Club email / website: _____

Notes

Full constitution and bylaws govern detailed procedures (discipline, nominations, signatories, subscription rates). Contact the Honorary Secretary for copies or questions.