



EKHAYA ATHLETIC CLUB CONSTITUTION

1. DEFINITIONS AND TERMS

1.1 Wherever the following terms and expressions are used in the text of this Constitution, they shall have the meaning, which is hereby ascribed to them:

"The Constitution" shall mean the Constitution of Ekhaya Athletic Club.

"The Club" shall mean Ekhaya Athletic Club.

"CGA" shall stand for Central Gauteng Athletics.

"ASA" shall stand for Athletics South Africa.

"The Committee" shall mean the Committee of Ekhaya Athletic Club.

"The Chairperson", "The Secretary", "The Treasurer" and "The Vice Chairperson" shall mean the officials and Office Bearers of Ekhaya Athletic Club, as specified.

1.2 Words importing any particular gender include the other genders.

1.3 Words importing the singular only shall include the plural and vice versa.

2. CLUB NAME

The name of the Club shall be Ekhaya Athletic Club.

3. COLOURS

3.1 The Club colours shall be royal blue, golden yellow and black.

3.2 Members must wear the CGA-approved Club shirt or vest to all official races.

3.3. Members must wear bottoms, which may be of any colour to official races.

4. AIMS AND OBJECTIVES

4.1 The aims and objective of the club shall be to foster, encourage, improve, control and manage the sport of Amateur Athletics in all its forms, in the area under its control and jurisdiction.

4.2 These aims and objectives will be achieved by:

- i) Affiliation to CGA.
- ii) Providing suitable virtual support and communication necessary for the carrying out of the sport of Amateur Athletics.
- iii) Acquiring and administering in all legal manner of means, such property, both movable and immovable as may be required to achieve the aims and objectives of the Club.

5. VISION, MISSION AND VALUES

5.1 VISION

The vision of the Club is to be a social and accessible club that is transparent, inclusive and accepting of runners from all disciplines, ages and cultures.

5.2 MISSION

The mission of the Club is to create a safe and inclusive home for a wide range of runners and support youth development in the sport of running.

5.3 VALUES

The following values are endorsed by the Club's members:

- i. Respect diversity
- ii. Inclusivity
- iii. Mutual respect
- iv. Dignity for all
- v. Community - to connect and support
- vi. Honesty and fairness
- vii. Transparency
- viii. Drive change and evolution
- ix. Fun

6. MEMBERSHIP

6.1 Membership is open to all persons who agree to abide by the Club's constitution, vision, mission and values.

6.2 Application for Membership must be done in writing on the Club's membership application form, for review and acceptance by the Committee of the Club.

6.3 If an athlete is or was a member of another running club, their application must be accompanied by a clearance certificate, letter or email from their previous club.

6.4 Membership will be renewed annually by the payment of the specified annual membership fees, or by obtaining a waiver for these fees.

7. MISCONDUCT OF MEMBERS

7.1 The Committee will, as a first step, appoint two (2) representatives to mediate between and attempt to amicably resolve any disputes or complaints that exist between members of the Club that arise from activities that fall under the mandate of the Club.

7.2 An individual may be suspended of their membership of the Club by resolution of the Committee if there are serious concerns that they have wilfully contravened the values of the Club. A disciplinary inquiry consisting of two (2) nominated Committee members who were not involved in an initial mediation process will be established to set up investigations on allegations of such misconduct. Based on the outcomes of the inquiry, recommendations will be made to the Committee, who shall have the power to:

- i. Expel such Member; or
- ii. Suspend such Member or to deprive them of any or all the rights, benefits and advantages of their membership during such time or period as the Committee in its absolute discretion may deem fit and advisable; or
- iii. Call upon such Member, in writing through the Secretary to resign or, if they fail to resign within seven (7) days of date of such request, to expel such Member; or
- iv. Call upon such Member to appear before the Committee and there explain their conduct, and should such Member fail to appear when called upon, to suspend or otherwise expel such Member.

7.5 The Member concerned shall be notified in writing of any decision of the Committee in terms of this disciplinary process.

7.6 Any Member who is expelled or suspended or otherwise dealt with by the Committee shall have the right to appeal within fourteen (14) days after the posting of the Notice, against the decision of the Committee, to an Extraordinary General Meeting of the Members, which shall be convened forthwith upon their notifying in writing of their desire to that effect, to the Secretary.

7.7 The fact that any such decision of the Committee as herein contemplated shall be under appeal shall not have the effect of suspending the operation of such decision pending the hearing of the appeal.

7.8 The Committee shall notify CGA.

8. COMMITTEE

8.1 The management of the affairs of the Club shall be under the control of the Committee.

8.2 The Committee shall comprise between five (5) and ten (10) eligible Club members, as elected annually by the Club's membership at the Annual General Meeting of the Club.

8.3 Committee members may serve for a maximum of three consecutive years, and thereafter may be eligible for re-election after a period of one term (a year). The Club should aim to stagger the election of new Committee members to ensure continuity.

8.4 All Office Bearer positions should be replaced or rotated at least every third year.

8.5 The Committee shall include the following Office Bearer positions: Chairperson; Vice Chairperson; Secretary; and Treasurer, as well as any Club Captains appointed to represent the interests of members in different facets of the sport.

8.6 Every member of the Committee may be entitled to one vote at Committee meetings with exception of the Chairperson, who in addition to a deliberate vote, may also exercise a casting vote.

8.7 The names of members who are to be nominated to serve on the Committee must be submitted to the Secretary at least seven (7) days before the date of the Annual General Meeting, along with signed acceptance of their nomination. Nominees shall be invited to submit a brief motivation as to why they should be elected to serve in their nominated position prior to the AGM, which motivation will be shared with the members at the AGM, prior to the vote. Should insufficient nominations be received for the Committee position, further nominations from the floor during the course of the AGM may be considered. Nominees from the floor will be invited to share a brief motivation as to why they should be elected to serve.

8.8 Should any vacancies occur in the Committee, the remaining Committee members shall have the power to fill any Office Bearer vacancies from amongst the Committee members, and to appoint, whenever necessary, acting Office Bearers, pending the election of such Officer Bearers.

8.9 Should the Committee require additional skills and resources, or should the Committee membership drop below 5, Committee members are empowered to co-opt able and willing members of the Club, including member/s whose term has expired, to serve on the Committee until the next AGM.

8.10 The Committee shall meet at least once a quarter.

9. POWERS OF THE COMMITTEE:

The powers of the Committee shall be to:

9.1 Appoint Sub Committees for the purpose it may deem necessary to further the aims and objectives of the Club, and to receive, consider and deal with all reports of such Sub Committees.

- 9.2 Appoint Club Captains and section leads to represent the interests of members participating in different facets of the sport or representing specific interest groups as required. These can include but not be limited to Men's Captain, Women's Captain, Youth Captain, Track & Field Captain, Cross Country Captain and Head of Development. Club Captains will be expected to report back to and actively participate in Committee meetings to act as a spokesperson and representative for their interest groups within the Club. Club Captains will further be empowered to represent the Club at CGA meetings on the facet they represent.
- 9.3 Prepare or cause to be prepared an Annual Report of the Club, as well as Financial Statements and Balance Sheet for submission to the Annual General Meeting.
- 9.4 Raise money in such a manner as the Committee may think fit.
- 9.5 Secure the fulfilment of any contracts or engagements entered into by the Committee.
- 9.6 In the name of the Club, institute, conduct, defend, compound or abandon any legal proceedings by or against the Club or its Officers, or otherwise concerning the affairs of the Club and also to compound or allow time for payment or satisfaction of any debts due, and of any claims or demands by or against the Club.
- 9.7 Refer any claim or demand by or against the Club to arbitration, and to perform or refuse to perform the award.
- 9.8 Sell, lease, alienate or otherwise dispose of part or parts of the movable property of the Club as they may think fit with the consent of the Members at an Extraordinary General meeting called, and to apply the consideration therefrom to such manner and to such purpose as they may think most advantageous to the Club;
- 9.9 Enforce the rules of ASA and CGA as an Amateur Athletic Club.
- 9.10 Co-opt any member of the Club who, by reason of special qualifications or skills, is able to assist in the management of the Club to fill a vacancy in the Committee.
- 9.11 Expel or suspend any member of the Club, or to refuse to accept any application for membership due to conduct detrimental to the interests of the Club.

10. ROLES OF THE OFFICE BEARERS

10.1 CHAIRPERSON

The role of the Chairperson of the Committee is to:

- i. Be responsible for oversight and coordination, liaising with other Office Bearers to ensure the smooth running of the Club;
- ii. Drive and assess the achievement of the Club's Aims and Objectives, Vision and Mission;
- iii. Develop and set the agenda for Committee meetings;
- iv. Facilitate and guide Committee meetings and General Meetings of the club, including encouraging full participation during meetings;
- v. Ensure effective decisions are made and carried out by the Committee;
- vi. Regularly review the Committee's performance;
- vii. Represent the Committee and Club as a whole and, where required, be its spokesperson.

10.2 VICE CHAIRPERSON

The role of the Vice Chairperson is to:

- i. Support the Chairperson, and take on the role as Chair should the Chairperson not be available;
- ii. Be appointed as one of the three authorised signatories on the Club's bank accounts, if so required.

10.3 TREASURER

The role of the Treasurer is to:

- i. Be responsible for ensuring sound and transparent financial governance;
- ii. Be responsible for reporting on the income and expenditure of the Club for the prior financial year;
- iii. Be appointed as one of the three authorised signatories on the Club's bank accounts, if so required.
- iv. Oversee the preparation of the annual budget for discussion and approval by the Committee;
- v. Review the budget on a quarterly basis;
- vi. Keep or oversee the keeping of the financial books of the Club;
- vii. Oversee the preparation of the club's Annual Financial Statements (Audited if possible) and submit these to each AGM;
- viii. Give a brief report on the finances of the Club at every meeting of the Committee.

10.4 SECRETARY

The role of the Club Secretary is to:

- i. Be the main point of communication with the club, including liaising with members and CGA, and managing the club's email accounts;
- ii. Manage the membership of the club including new member applications and renewals, maintaining an up-to-date membership list, licensing and member verifications;
- iii. Manage Committee meetings, in partnership with the Chairperson, including coordinating meetings, agendas, minutes and action follow-ups;
- iv. Manage General Meetings of the Club in accordance with Section 12 below, including coordinating meeting logistics, agendas, nominations and meeting minutes;
- v. Oversee the management of the Club's website and social media channels, and to ensure that these are updated timeously;
- vi. Support compliance with the Club's constitution, and any proposed amendment processes;
- vii. Ensure good management and storage of the Club's assets and information.
- viii. Be appointed as one of the three authorised signatories on the Club's bank accounts, if so required.

10.5 The Committee may choose to delegate various of these tasks to assigned Committee or Club members. Alternatively, the Committee is empowered to contract administrative services,

in line with the Club's approved budget and contracting guidelines, to implement these responsibilities under the oversight of the Club Secretary.

11. COMMITTEE MEETINGS

11.1 The Committee shall meet at least once every quarter.

11.2 All meetings of the Committee shall be convened by written or verbal notice to be addressed to all members of the Committee at least seven (7) days before date of such meeting.

11.3 In cases of extreme urgency, the time allowed for the convening of a meeting may be reduced to 24 hours at the discretion of the Chairperson and Secretary, in which case members of the Committee may be summoned in writing to such a meeting.

11.4 The quorum at the Committee meeting shall be four (4), except in the case of an emergency meeting.

11.5 A Committee consisting of the Chairperson and two members of the Committee (3 in all), shall be delegated to deal with matters of urgency - such matters to be confirmed at the next Committee meeting.

11.6 Committee meetings shall be chaired by the Chairperson of the Committee, or another Committee member so delegated by the Chairperson, or by a Committee member appointed by majority vote of the Committee members, once appointed noted to be the Chairperson of the Meeting.

11.7 Committee meetings shall take place either online or in person. Minutes shall be kept of the proceedings at all meetings of the Committee and copies of all such minutes shall be circulated to all Committee members and made available to members of the Club on request.

11.8 Any elected member of the Committee who is absent from three (3) consecutive meetings of the Committee without apologies, shall be deemed to have vacated their seat.

11.9 The minimum time to give notice of absence for any Committee meetings is 24 hours.

11.10 Decisions of the Committee will be made by consensus, but where this is not possible, the Chairperson of the Committee will call for a vote. Where required, the Chairperson of the Committee / Meeting may exercise a casting vote.

12. GENERAL MEETINGS

12.1 There shall be two kinds of General Meetings -

- i. Annual General Meeting
- ii. Special General Meeting

12.2 ANNUAL GENERAL MEETING

12.2.1 The Annual General Meeting of the Club shall be held by no later than 30 April each year.

12.2.2 Notice of the Annual General Meeting must be in writing stating the venue, date and time of the meeting, and the Agenda shall be sent to all members and Office Bearers of the Club at least Twenty-one (21) days before the date of such meeting.

12.2.3 Meetings may be online or in person.

12.2.3 Any special business to be discussed at the AGM must be circulated to members by the Committee at least Fourteen (14) days prior to the Annual General Meeting, so that it can be embodied in the Agenda accompanying the notice convening the Annual General Meeting.

12.2.4 The following business shall be dealt with at the Annual General Meeting:

- i. Notice convening the meeting.
- ii. Adoption of the minutes of any Special General Meetings which may have been held since the previous Annual General Meeting and deal with matters arising therefrom.
- iii. Adoption of the minutes of the previous Annual General Meeting and deal with matters arising therefrom.
- iv. Annual Report of the Club, presented by the Chairperson
- v. Financial Statements and Balance Sheet, presented by the Treasurer.
- vi. Election of the members of the Committee of the Club.
- vii. Any special business of which due notice has been given.

12.3. SPECIAL GENERAL MEETING

12.3.1 Special General Meeting of the Club shall be called:

- i. Upon a resolution to that effect by the Committee.
- ii. Upon a receipt of the requisition for such a Special General Meeting, signed on behalf of at least 20% of the General Club Members in good standing, and giving reasons for holding such a Special General Meeting.

12.3.2. The Secretary shall send out notices in writing to all Club members within seven (7) days of receipt of such requisition, giving venue, date and time and clearly stating the business of such a Special General Meeting.

12.3.3. The date of such a Special General Meeting shall be not less than fourteen (14) days not more than twenty-one (21) days from date of dispatch of the notice convening such a Special General Meeting.

12.3.4 The business of such a Special General Meeting shall be to deal with the special business for which the Special General Meeting has been called.

12.3.5 No business other than that for which the Special General Meeting has been called, can be dealt with at such a Special General Meeting, unless agreed to by at least two-thirds (2/3) of the accredited delegates present.

12.3.6 It is possible for the same meeting to be both an SGM and an AGM, provided members are given notice of an "Annual and Special General Meeting", which meets all of the relevant requirements.

12.4 PROCEDURES AT GENERAL MEETINGS

12.4.1 Meetings may be attended or held in person, online or hybrid. The voting will apply and be accepted for online or in person voting.

- 12.4.2 All members in good standing over 18 years of age shall be entitled to vote at General Meetings of the Club.
- i. Junior members, shall be entitled to vote at General Meetings for the Youth Captain/s.
- 12.4.3 At least one-fifth (1/5) of the Club members over 18 years of age and in good standing must be represented at the General Meeting to form a quorum.
- 12.4.4 Members in good standing who are unable to attend a General Meeting may elect another member in good standing to act as their proxy and to vote in their stead. Such a proxy should be given in writing, signed and returned to the Secretary, and each member may hold no more than five (5) proxy votes on behalf of absent members.
- 12.4.5 Should there be no quorum within the on half-hour after the time for which the General Meeting has been called, the meeting shall stand adjourned for seven (7) days at the same venue and time and the Secretary shall immediately give notice to all Club members.
- 12.4.6 Those Club members represented at the adjourned meeting shall be deemed to be a quorum and the business for which the meeting was originally called shall be proceeded with.
- 12.4.7 The Chairperson of the Club shall preside at all General Meeting of the Club. Should the Chairperson not be present, the Vice Chairperson will preside over the meeting and if the Vice Chairperson is also not present, the Members present shall elect from amongst themselves one Member to preside at such General meeting.
- 12.4.8 Voting at all General Meetings shall be by a show of hands or by ballot.
- 12.4.9 Minutes shall be kept of the proceedings at all General Meetings of the Club and signed copies of such minutes shall be made available to all members of the Committee and all Club members in good standing.

13 FINANCES

- 13.1 The Finance of the Club may accrue in the following manner -
- i. By Membership fees;
- ii. By gifts, grants, donations and legacies;
- iii. By interest on investments; or
- iv. By profit on sales of refreshments at sports meeting programmes and other sales.
- 13.2 All monies accruing to the Club shall be deposited in a banking account in the name of the Club.
- 13.3 All monies and other assets belonging to the Club shall be under the control of the Committee of the Club.
- 13.4 As far as it is practical, all payments made on behalf of the Club shall be made by electronic transfer.
- 13.5 The Officials of the Club authorised to authorise bank transactions on its behalf shall be the Treasurer and two of either the Chairperson, the Vice Chairperson or the Secretary. All transactions must be authorised by two signatories.
- 13.6 Financial Statements (Audited if possible) should be submitted to each AGM and the Treasurer shall give a brief report on the finances of the Club at every meeting of the Committee.

- 13.7 The Committee may order an audit of the accounts at any time.
13.8 The Financial Year End shall be 30 November each year.

14 AMENDMENTS TO THE CONSTITUTION:

- 14.1 The Constitution shall only be amended at the AGM or a SGM called specifically for the purpose of amending the Constitution.
14.2 Changes to the Constitution must be approved by a special resolution of 75% of the quorum of eligible voters present at the AGM or SGM.

15 DISSOLUTION OF THE CLUB

- 15.1 The Constitution shall only be amended at the AGM or a SGM called specifically for the purpose of amending the Constitution.
15.2 The dissolution of the Club may only be affected when a resolution supported by at least 70% of the members in good standing and passed at a SGM called specifically for this purpose, has been signed.
15.3 On the dissolution of the Club, any remaining assets of the Club shall be donated to any not-for-profit organisation or club with similar values and purpose to the Club.

16 AFFILIATION TO CGA

- 16.1 Should any clause contradict the CGA Constitution, the Ekhaya AC Constitution shall precede.
16.2 The dissolution of the Club may only be affected when a resolution supported by at least 70% of the members in good standing and passed at a SGM called specifically for this purpose, has been signed.
16.3 On the dissolution of the Club, any remaining assets of the Club shall be donated to any not-for-profit organisation or club with similar values and purpose to the Club.

Adopted by Special Resolution at a meeting of the Members:

Signed and dated by:

Elin Lorimer
Chairperson
Date:

Angela Rogers
Secretary
Date: