

# **FOURWAYS ROAD RUNNERS CONSTITUTION**

## **1. DEFINITIONS AND TERMS**

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

- i) **“The Constitution”** shall always stand for the Constitution of the Fourways Road Runners.
- ii) **“The Club”** shall always mean the Fourways Road Runners Running Club.
- iii) **“C.G.A.A.A”** shall stand for Central Gauteng Amateur Athletics Association.
- iv) **“The Chairman”, “The Secretary”** and **“The Treasurer”** shall always mean the officials as specified of the Fourways Road Runners.
- v) **“The A.S.A”** shall always mean Athletics South Africa.

In cases where the Constitution disagrees with the Constitution of the Fourways Gardens Club, the Constitution of the Fourways Gardens Club shall take precedence.

## **2. NAME**

The name of the Club shall be: **Fourways Road Runners.**

## **3. ADDRESS**

- i) The postal address shall be P.O. Box 1572, Witkoppen, 2068.
- ii) The physical address shall be c/o Fourways Gardens Club, 69 Camdeboo Road, Fourways Gardens.

## **4. COLOURS**

- i) Athletic vest: Shall be royal blue from shoulder straps to just above the armpits with a white band bearing the name Fourways, followed by a green, white, blue band to below the ribcage and a white airtek lower half.
- ii) Shorts: Shall be royal blue.

## **5. AIMS AND OBJECTS**

The aims and objects of the Club shall be to foster, encourage, improve, control and manage the sport of Amateur Athletics in the area under its control and jurisdiction.

## **6. WAYS AND MEANS OF ACHIEVING AIMS AND OBJECTIVES**

- i) By affiliating itself with the C.G.A.A.A.
- ii) By providing suitable grounds, premises, facilities, equipment and other conveniences necessary for the practising and carrying out of the sport of road running.
- iii) By acquiring, in all legal manner of means, such property, both moveable and immoveable as may be required to achieve the aims and objectives of the Club.

## **7. MEMBERSHIP**

Membership shall be open to all persons who are prepared to abide by the rules of the Club, the A.S.A and the C.G.A.A.A.

## **8. COMMITTEE**

- i) The management of the affairs of the Club shall be in the hands of and under the control of the Committee.
- ii) The Committee shall consist of:  
Chairman, Secretary, Treasurer, Captain plus at least two additional members.
- iii) Every member of the Committee, as set out above, shall be entitled to one vote at Committee meetings with the exception of the Chairman who, in addition to a deliberate vote, shall also have a casting vote.
- iv) Members of the Committee, as set out above, shall be elected annually at the Annual General Meeting of the Club. The names of the elected members, as set out above, must be submitted to the secretary of C.G.A. within fourteen days after the date of the Annual General Meeting.
- v) Should any vacancies occur in the Committee, the remaining members shall have the power to fill such vacancies except that of the Chairman who has to be elected by a General meeting. The committee may appoint an acting Chairman pending the election of the Chairman.
- vi) The Committee, as defined in Clause 8(ii) shall meet at least once a month.
- vii) Powers of the Committee shall be:
  - a) To appoint sub-committees for any purpose it may deem necessary to further the aims and objects of the Club and to receive, consider and deal with all reports of such sub-committees.

- b) To prepare, or cause to be prepared, an Annual Report and Financial Statements consisting of a Statement of Income and Expenditure and a Balance Sheet for presentation at the Annual General Meeting of the Club.
- c) To deal with such matters or things as may be considered expedient in the management of the Club's affairs in accordance with its proclaimed aims and objectives and subject to the terms and conditions of the Constitution.
- d) To hear any complaints which are brought about by alleged transgression of:
  - a. Rules pertaining to the C.G.A.A.A.
  - b. Any content of the Constitution.
  - c. Any content of the home rules pertaining to the Fourways Gardens Club.
  - d. Any other generally accepted rules of conduct of a disciplinary nature applicable to the Club.
- e) To deal with, as it deems necessary, with the allegation based on the outcome of any hearing as per point 8(d).

Any appeal or review by any concerned party in such hearing will be referred to the Chairman who will not be part of the hearing but will make any final decision if so required.

- f) The powers of this Committee shall be to enforce the rules of the A.S.A. and the C.G.A.A.A. as an amateur athletic club.

## **9. MEETINGS OF THE COMMITTEE**

- i) The committee shall meet once every calendar month.
- ii) All meetings of the Committee shall be convened by written or verbal notice to be addressed to all Committee members at least seven days before date of such meeting.
- iii) In cases of extreme urgency, the time allowed for the convening of a meeting may be reduced at the discretion of the Chairman and Secretary. In which case, members of the Committee may be summoned verbally either in person or by telephone to such a meeting.
- iv) The quorum at the Committee meetings shall be four, except in the case of emergency meetings when a Committee consisting of the Chairman and Secretary is acceptable.
- v) The procedure at all Committee meetings shall be as provided for in the Constitution for General Meetings.

- vi) 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.
- vii) Any elected members of the Committee who are absent from three consecutive meetings of the Committee, without leave, shall be deemed to have vacated his or her seat.

## 10. GENERAL MEETINGS

There shall be two kinds of General Meetings:

**Annual General Meeting**                      and                      **Special General Meeting**

### **Annual General Meeting(AGM):**

- i) The Annual General Meeting of the Club shall be held during January of each year (*changed from November to January at the AGM held in November 2015*).
- ii) Notice of the AGM of the Club shall be given in writing stating venue, date and time. The agenda shall be sent by email (or by post should a member not have an email address) to all members and office bearers of the Club at least twenty-one days before the date of the meeting.
- iii) The following business in the order given, shall be dealt with at the AGM:
  - a. Notice convening meeting;
  - b. To read and adopt the minutes of the previous AGM and to deal with matters arising therefrom;
  - c. To read and adopt the minutes of any Special General Meetings which may have been held since the previous AGM and to deal with matters arising therefrom;
  - d. To present the Annual report of the Committee by the Committee Chairman;
  - e. To present and discuss the Annual Financial Statement and Balance Sheet;
  - f. To elect the office bearers and additional members of the Committee of the Club in terms of the electoral procedures as set out in the Constitution;
  - g. To deal with any special business of which due notice has been received at least thirty days prior to the AGM by the Committee so that it can be embodied in the Agenda accompanying the notice convening the AGM;
  - h. To deal with any other business of a general nature.

### **Special General Meeting**

- i) A Special General Meeting of the Club shall be called:
  - a. Upon a resolution to that effect by the Committee;
  - b. Upon receipt of the requisition for such a Special General Meeting signed on behalf of at least 20% of the Club Members of good standing, and giving reasons for holding such a Special General Meeting.
- ii) The Secretary shall send out notices by email (or by post should a member not have an email address) to all members within seven days of such requisition, giving venue, date and time, and clearly stating the business of such a Special General Meeting;
- iii) The date of such a Special General Meeting shall not be less than fourteen days or more than twenty-one days from the date of dispatch of the notices convening such Special General Meeting;
- iv) 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.
- v) No other business other than that for which the Special General Meeting has been called may be dealt with unless agreed to by at least two-thirds of the accredited delegates present.

### **Representatives of General Meetings:**

- i) At every General Meeting of the Club, only members in good standing shall be entitled to vote.
- ii) At every General Meeting of the Club, the members of the Committee shall be entitled to one vote each with the proviso that no one member shall have more than one vote.
- iii) Members of the outgoing Committee are automatically nominated provided they are willing to stand.

### **Procedures at General Meetings:**

- i) Quorum
  - a. At least one-fifth of the senior club members in good standing, from the categories RESIDENT, FULL ACCESS or STANDARD ACCESS, must be represented, in person or by proxy, at the General Meeting to form a quorum – LICENSE ONLY members may not vote;
  - b. Should there be no quorum within half an hour after the time for such the General Meeting has been called, the meeting shall stand adjourned for

- seven days at the same venue and time and the Secretary shall immediately give notice to all club members;
- c. Those 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.
  - ii) The Chairman of the Club shall preside at all General meetings of the Club. Should the Chairman not be present at the meeting, the members present shall elect one other Committee member to preside at such General Meeting;
  - iii) Voting at all General Meetings shall be by show of hands;
  - iv) The Chairman shall have a deliberate vote as well as a casting vote;
  - v) Minutes shall be kept of the proceedings at all General Meetings of the Club and certified copies of such meetings shall be emailed or posted to all members of the Committee and all club members of good standing.

## **11. FINANCE**

- i) The finances of the Club shall accrue in the following way:
  - a. By revenue derived from Sports Meetings;
  - b. By annual subscription fees;
  - c. By gifts, grants, donations and legacies;
  - d. By interest and investments;
  - e. By profits on sales of equipment, refreshments at sports meetings, programmes etc;
- ii) All monies accruing to the Club shall be deposited with the Treasurer of the Club to the credit of and in the name of Fourways Road Runners;
- iii) All monies and other assets belonging to the Club shall be under the control of the Committee of the Fourways Road Runners;
- iv) The Treasurer shall keep proper books and Financial Statements consisting of a Statement of Income and Expenditure and Balance Sheet shall be submitted to each Annual General Meeting;
- v) The Treasurer shall give a report of the finances of the Club at every meeting of the Committee;
- vi) Subscription suggestions shall be presented at the Annual General Meeting and shall be approved by a two-thirds majority vote;

- vii) Subscriptions entitle members to limited access to the Fourways Gardens Club premises and facilities and will include licence fees to the C.G.A.A.A. and general expenses of the Fourways Road Runners;
- viii) Members must adhere to the rules and regulations of the Club that are in effect at that time;
- ix) Subscriptions will also be used to further the aims of the Club as a sporting and social organisation.

## **12. CHANGES IN THE CONSTITUTION**

- i) Changes, of whatever nature, in this Constitution may only be made at an Annual General Meeting or at a Special General Meeting called for this purpose.
- ii) Notice of any proposed change in the Constitution must be embodied in the Agenda accompanying the notice convening the General Meeting.
- iii) No proposed change in the Constitution shall be effective unless agreed to by at least two-thirds of the accredited delegates present.