Mallusk Harriers Constitution

Version 3.0 Date 30.10.2025

1. Club Name - The Club will be called Mallusk Harriers and will be affiliated to Athletics Northern Ireland.

2. Objectives and Aims - To provide coaching and competitive and non-competitive opportunities in athletics, to nurture and develop athletes to match their aspirations and abilities, to promote the sport of athletics for those of all ages and ability and to promote the health and wellbeing of both members and the local community and to provide all these services in a way that is fair to everyone.

3. Membership - Senior membership is open to any person (not currently a member of another club or in any way proscribed from the sport), irrespective of ability, gender, sexual orientation, age, race, creed, ethnic origin or socio-economic status. Membership will fall into one of the following categories; Senior (voting) and Junior (non-voting), Associate or Life/Honorary Membership as determined by the Committee (non-voting).

Members are required to adhere to the Code of Conduct and Club Policies and Procedures and when joining the club will be deemed to have read and accepted them. Membership does not confer any financial or material benefits. Fees are to be agreed/confirmed on an annual basis at the Annual General Meeting (AGM) or Extra-ordinary General Meeting (EGM) and are payable from 1 April.

4. Club Officers – The following posts and/or responsibilities will be represented:

Management Committee	**Committee inc. Management Committee**
Head Coach	Membership Officer
Chairperson	Media & Marketing Officer
Vice-Chairperson	Merchandising Officer
Secretary	Club Captain (male & female)
Treasurer	Club Development Officer
	Welfare Officer (male & female)
	Social Events Officer
	Junior Head Coach

Coaches will be selected by the Head Coach and approved by the Committee subject to qualifications.

All officers will retire each year and are eligible for reappointment. The posts and responsibilities outlined are subject to change depending on requirements and may be amended by the Management Committee (See Point 5).

5. <u>Management Committee & Committee</u> – The Club will be managed by the Management Committee (see point 4). The quorum required for Club business and decisions is four members.

The Management Committee will be responsible for adopting new policy, procedures and codes of conduct and powers to appoint sub-committees and advisers as and when required.

The Management Committee will ultimately be responsible for disciplinary action in respect of members who infringe the Club Policies and Procedures (See point 10).

Committee – The Committee (see point 4) should establish a meeting schedule as soon as possible after the AGM. If four members of the Management Committee attend Committee meetings, club business and decisions can be adopted.

Members may be periodically added to the Committee to fulfil requirements on a time-limited basis. Such members will not have voting rights.

5.1 Maximum Term of Service (Management Committee)
No member shall serve more than three consecutive years on the Management Committee in any role.

Mandatory Break Period
After completing three consecutive years, the member must take a minimum two-year break before being eligible to serve again on the Management Committee.

Purpose
This policy is intended to encourage fresh perspectives, promote wider member participation, and ensure sustainable leadership within the club.

6. <u>AGM & EGM</u> – Only members who have paid their membership fee and are over 18 may vote at an AGM or any other club meeting.

The AGM will be held between February 1 and February 28/29 each year and notice is to be sent to members 2 weeks prior to the AGM with the agenda and supporting papers.

The outgoing Management Committee shall endeavour to appoint at the AGM Officers to each position as laid out in point 4 to ensure swift transition for the incoming Management Committee.

<u>EGM</u> - Extraordinary General Meeting (EGM)

Purpose of an EGM
An Extraordinary General Meeting (EGM) may be convened to address urgent or significant matters that cannot wait until the next Annual General Meeting (AGM), including but not limited to constitutional amendments, disciplinary actions, or major financial decisions.

Calling an EGM
An EGM may be called by:
The Chairperson, with the support of the Management Committee.
A written request signed by at least 25% of the registered club members, stating the reason for the meeting. Names of club members supporting the motion must be included so that this can be verified.

Notice of Meeting
All members must be given at least 21 days' written notice of the EGM.
The notice must include the date, time, venue, and agenda of the meeting.
No business other than that specified in the notice shall be discussed at the EGM.

Quorum
A quorum for an EGM shall be 25% of the registered club members or a minimum of 10 members, whichever is greater. If a quorum is not met, the meeting shall be adjourned and rescheduled within 14 days.

Voting Procedures
Each member present shall have one vote.
Decisions shall be made by simple majority, unless otherwise stated in the constitution (e.g., constitutional amendments may require a two-thirds majority).
Voting may be conducted by show of hands or secret ballot, as determined by the Chairperson.

Minutes and Records
Minutes of the EGM shall be recorded by the Secretary and circulated to all members within 14 days of the meeting.
All decisions made at the EGM shall be binding and recorded in the club's official records.

7. Finance – To be managed by the Treasurer with regular reports to the Management Committee. Funds should only be raised to further the objectives of the Club. All funds will be retained in a recognised bank account and in accordance with the Financial Policy. All monies will be managed by the Treasurer and second authorised by the Secretary by virtue of appointment of both positions at AGM. Payments will only be made through the Treasurer with properly signed payment documentation. An Honorary Auditor can be appointed at the AGM.

8. **Child Protection** – Mallusk Harriers is fully committed to the wellbeing of its members. Every individual in the Club should at all times show respect and understanding for each member's rights, safety and welfare and conduct themselves in a way that reflects the principles of the Club's Child Protection Policy and the guidelines provided by Athletics NI. The Welfare Officer(s) is/are the lead contact for all members in the event of any safeguarding concerns.

9. Equality Policy Statement – The Club respects the rights, dignity and worth of every person and will treat everyone equally. The Club is committed to all members having the right to participate in their sport in an environment free from the threat of intimidation, harassment or abuse. Any infringement of such freedoms will be subject to Club disciplinary procedures. The Welfare Officer(s) is/are the lead contact for all members in the event of any equality concerns.

10. Discipline and Appeals – All concerns, allegations or reports of poor practice/abuse (including those relating to the welfare of children and young people) will be recorded and responded to appropriately as outlined below.

All complaints regarding the behaviour of members should be submitted to the Secretary in writing (this may also be submitted via the Welfare Officer(s)). The Committee (excluding the Management Committee) will meet to hear complaints within seven days of a complaint being made. The Committee has the power to take appropriate disciplinary action including recommending termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

A right of appeal will exist which should be considered within thirty days of the appeal being received by the Secretary. An appeal must be submitted within seven days.

Appeals are held by the Management Committee.

12. Dissolution – A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority of the membership. In the event of dissolution, any assets of the Club that remain will become the property of a trust set up by the Management Committee. The trust will have the power to dispose of assets in favour of such other charitable institution or institutions having objects similar to objects of the Club. No member of the trust may benefit directly from the trust. Athletics NI will be responsible for monitoring and verifying the actions of the trust.

13. Related Club Policies - The following policies and procedures are integral to the governance and operation of Mallusk Harriers and are to be read in conjunction with this constitution. All members, officers, and volunteers are expected to adhere to these policies:

Code of Conduct
Outlines expected behaviour for all members, coaches, volunteers, and committee members, promoting respect, integrity, and sportsmanship.

Complaints Procedure
Provides a clear framework for handling complaints, misconduct, and appeals, ensuring transparency and fairness in disciplinary matters

Safeguarding Policy
Ensures the safety and welfare of children and vulnerable adults in line with Athletics NI guidelines. The Welfare Officer(s) are the designated contacts for safeguarding concerns.

Young Person Code of Conduct
Outlines expected behaviour for all members, coaches, volunteers, and committee members, promoting respect, integrity, and sportsmanship.

Junior Training Policy & Guidelines
The policy aligns with safeguarding standards from Athletics NI and includes codes of conduct for junior members, parents/carers, coaches, and volunteers.

Communications Policy
This policy ensures that all oral and written communications between participants within the Club and between the Club and external parties are transmitted efficiently; are clear, courteous, and constructive; and are dealt with in a prompt and professional manner.

Photographic & Filming Policy
To ensure the responsible use of photography and filming during club activities, protecting the privacy and welfare of all members, especially children and vulnerable individuals.

Volunteer Policy
Defines the roles, responsibilities, and support available to volunteers, encouraging active participation and recognition of contributions.

Disability Inclusion Policy
The club promotes equal access to training, competition, and social activities for members with physical, sensory, intellectual, or mental health disabilities.

Equality Policy Statement
The club ensures that everyone has the right to participate in athletics in an environment free from discrimination, intimidation, harassment, or abuse.

Membership Price Policy
To provide transparency on membership fees and structure.

Anti Bullying Policy
Mallusk Harriers is fully committed to safeguarding the wellbeing of all members, especially children and young people. The club promotes a safe, respectful, and inclusive environment where bullying of any kind is not tolerated.

Code of Expectations or Parents/Guardians
To ensure a supportive, respectful, and safe environment for junior athletes by outlining the responsibilities and expected behaviour of parents and guardians**.**

Mallusk Harriers Member Access Policy
To ensure all members have fair, safe, and inclusive access to club activities, facilities, and resources, regardless of age, ability, or background.

Please note: This list of policies is not exhaustive. Additional policies may be created as needed and will be communicated to all members in an appropriate and timely manner.

Amendments		
V2.1	Reviewed / update	24.05.15- TW
V2.2	Reviewed / updated	11.01.16 - TW
V2.3	Removal of President	updated 17.03.17 - AK
V2.4	Revised / Amended	updated 17.03.17 – AK
V2.5	Revised /Amended	Updated 10.02.25 - LS
V2.6	Revised / Amended	Updated 20.05.25 - LS
V3.0	Revised / Updated (EGM)	Updated & Approved 30.10.25 - SD