

## CONSTITUTION OF THE OVERKRUIN ATLETIEKKLUB

### 1 Name

The club will be known as OVERKRUIN ATLETIEKKLUB, hereinafter referred to as the "Club".

### 2 Legal identity

The Club is a legal entity with corresponding rights and obligations.

### 3 Vision

We aim to be a well-respected amateur running club supporting all Athletics South Africa (ASA) events in principle and more specifically providing support for our members in participating in road running, cross country and walking events.

### 4 Mission

It is our mission to develop the sport of road running, cross country and walking while promoting the achievements of the Club as well as individual members.

We pride ourselves in:

- the positive spirit in which we participate
- providing a basic structure in which members can improve and maintain desired levels of health and fitness
- providing a friendly, accommodating atmosphere for members
- promoting healthy social relationships through social events
- a non-discriminatory approach to all activities taking place under the Club's control.

### 5 Objectives

The Club aims to:

- promote competitive running and walking, especially amongst the residents staying in the Tshwane area, by participating in the Athletics Gauteng North league through a system of paid membership
- promote social running and walking for associate members
- promote a healthy, enjoyable social environment for both members and associate members
- encourage active participation of the youth in the sport.

To achieve the above-mentioned objectives the Club may:

- levy fees, collect funds and receive donations in accordance with prescripts laid down by the Management Committee;
- acquire/rent suitable facilities and equipment required for promoting the objectives of the Club;
- respond to and investigate any violation/departure from the Constitution;



- give recognition through the presentation of colours, trophies, medals and certificates within the framework of prescribed standards which will be adjusted periodically;
- co-operate with other clubs and organisations for the benefit of the sport; and
- appoint patrons, honorary chairpersons and honorary members with the understanding that written nominations are presented at the Annual General Meeting. Appointments will be determined by vote and the general quorum rules will apply.

## **6 Location**

The Club operates from the clubhouse which is located at the premises of the Hoërskool Overkruin Hoërskool at 127 Braam Pretorius street, Sinoville, Pretoria, 0129.

## **7 Club house**

The clubhouse is for the exclusive use by the Club for official club functions only.

## **8 Membership of Athletics South Africa**

The Club is a member of Athletics South Africa (ASA) and thereby abides by the regulations as laid down by Athletics South Africa (ASA) and Athletics Gauteng North (AGN).

## **9 Communication**

An all-inclusive, non-discriminatory approach to communication is always followed.

Various forms of written communication may be used including SMS, the Club website, Facebook and WhatsApp. All written communication will be done in English.

Meetings and social events may be conducted in a language other than English provided that the principle of inclusiveness is adhered to.

## **10 Club clothing**

The colours of the running vest are "maroon and old gold".

The name of the Club appears on the front and back of the vest.

Black shorts, skirt, pants etc. are worn with the maroon and old gold vest.

No athlete will represent the Club unless they wear the prescribed attire, subject to availability. A race run in clothes that do not comply with this requirement set out in this clause for the club clothing will not count towards the club statistics and will not be taken into account for any club award.

No logos or motifs may appear on the official club colours except as prescribed by ASA and AGN

## **11 Membership of the Club**

Three levels of membership are available.

### **9.1 Full membership (adult)**



Full membership requires registration with Athletics Gauteng North which allows members to participate in league events while representing the Club.

#### 9.1.1 Application for full membership

Application for membership takes place every year in January on the prescribed form and is for a calendar year. Mid-year applications are also accepted with the proviso that a full year's membership fee is payable.

Membership is subject to registration with ASA.

All applications are subject to the approval of the Executive Committee.

Applicants who are members of another athletics club must submit clearance certificates from their previous club together with their application forms.

#### 9.1.2 Membership fees

Membership fees must be paid up annually in advance together with acceptance of application for membership.

Membership fees are to be reviewed and fixed annually at the Annual General Meeting.

### 9.2 Associate membership

#### 9.2.1 Application for associate membership

Application for associate membership takes place in January on the prescribed form.

Mid-year applications are also accepted with the proviso that a full year's associate membership fee is payable. All applications are subject to the approval of the Executive Committee.

#### 9.2.2 Associate membership fees

Associate membership fees must be paid up annually in advance together with acceptance of application for associate membership.

Associate membership fees are to be reviewed and fixed annually at the Annual General Meeting.

### 9.3 Youth membership

Youth membership is available to athletes 18 years and younger with a view to encourage sustainable growth of the Club's membership.

9.3.1 Application for youth membership Application for youth membership takes place in January on the prescribed form.

Mid-year applications are also accepted with the proviso that a full year's youth membership fee is payable.

All applications are subject to the approval of the Executive Committee.



### 9.3.2 Youth membership fees

The fee for youth membership is reviewed annually at the AGM together with other membership fees.

## 10 Management Committee

### 10.1 Constitution of the Management Committee

The Management Committee comprises a maximum of ten (10) portfolios. The following positions will serve on the Executive Committee: Chairperson, Vice Chairperson and Treasurer.

The remaining portfolios will be agreed by the Executive Committee and could include, amongst other, the following: statistician, social coordinator, communication official, ladies' and men's club captain, walkers' captain.

Any vacancy arising on the Management Committee must be filled, if deemed necessary, by the Management Committee co-opting a member to the vacant position.

A member must have been a member of the club for at least one (1) year before being eligible for nomination to the Management Committee.

The Management Committee may from time-to-time co-opt club members should the need arise. These co-opted members will function under the authority of and report to the Executive Committee.

### 10.2 Powers of the Management Committee

The Management Committee may:

- accept donations and collect funds for the benefit of the Club;
- mediate differences between members; and
- delegate its authority with discretion.

### 10.3 Term of office of the Management Committee

Members of the Management Committee will serve for a calendar year.

Members of the Management Committee may be re-elected annually by voting at the AGM.

### 10.4 Management Committee voting rights

A committee member has one vote.

The Chairperson has the deciding vote in the event of a tie.

### 10.5 Management Committee meetings

Meetings will be held where, when and as often as decided upon by the Management Committee.

### 10.6 Procedures for Management Committee meetings



All meetings will be chaired by the chairperson or in his/her absence the vice-chairperson or in the absence of both any member elected by the Management Committee.

Fifty per cent (50%) of the filled positions will form a quorum.

Voting is done by the raising of hands or ballot.

Minutes are taken at each meeting. The minutes have to be approved at the next meeting.

The agenda for the scheduled meeting as well as the minutes of the last meeting must be given to committee members prior to the scheduled meeting.

A minimum of seven (7) days' notice of the meeting must be given to members unless an urgent meeting is called.

Any committee member absent from two (2) consecutive committee meetings without apology may be removed from the Management Committee.

#### 10.7 Election of members of the Management Committee

The election of members of the Management Committee takes place at the AGM.

Nominations may only be made by full members of the Club. Nominations must be in writing on the form attached hereto as Annexure A. The nominations will be invalid if the nomination form is incomplete, not duly signed or incorrectly filled in.

Accepted nominations must be handed to the chairperson at least one (1) hour before the meeting.

Committee members will be chosen by ballot and a simple majority.

### 11 Disciplinary Committee

The Chairperson or the Deputy Chairperson will serve on the Disciplinary Committee together with at least two other members of the Management Committee.

The Disciplinary Committee has the right to discipline any member guilty of dishonest or unsporting behaviour bringing the name of the Club in disrepute.

The Disciplinary Committee has the right to reprimand a member, suspend membership temporarily or for life.

The accused has the right to be represented and accompanied by a fellow member.

The decision of the Disciplinary Committee is final.

### 12 Finances

The administration of the finances of the Club is the responsibility of the Treasurer.

A current and/or savings and /or Investment accounts may be operated.

A handwritten signature or mark, possibly a stylized 'S' or 'D', located at the bottom center of the page.

The Chairperson or Vice- Chairperson and the Treasurer will have signing rights to the account. The signatories must be finalised within 30 days after election of the new Executive Committee every year.

Funds received by the Club must be deposited directly in the Club's account and may not be used directly by the Treasurer or any other management committee member.

It is the Treasurer's responsibility to ensure that all annual affiliation fees and members' registration fees are paid.

A financial report supported by the latest bank statement will be presented at each Management Committee meeting by the Treasurer.

The Management Committee controls and manages all club finances and will provide a statement of income and expenditure together with the chairperson's annual report at the Annual General Meeting.

### **13 Meetings**

Members of the Club are consulted and kept informed through either the Annual General Meeting and or Special General Meetings.

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

A general meeting of all members (full, associate and youth members) is held in October and is known as the Annual General Meeting.

All members must be given at least 14 days' notice in writing of the AGM.

Twenty percent (20%) of the members eligible to vote will form a quorum.

#### **13.2 Special General Meetings**

A special general meeting may be called by the Management Committee or at the written request of any of the members. The written request must set out the reasons for the meeting.

All meetings, except Management Committee meetings and the Annual General Meeting, will be Special General Meetings.

Written notice will be given to all full members and associate members 14 days prior to the meeting to be held.

Twenty percent (20%) of the members eligible to vote will form a quorum.

### **14 Voting rights**

All members (full and associate) over the age of 18 will have voting rights at the AGM and Special General Meetings.

Each member has only one vote.

A simple majority will apply.

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One proxy vote per member attending will be allowed and must be in the format attached hereto.

#### **15 Interpretation of the Constitution**

The decision of the Management Committee in respect of the meaning, the interpretation and application of any of the clauses of the Constitution is binding and must be noted as such.

#### **16 Changes to the Constitution**

The Constitution may only be changed at the AGM or, if circumstances justify, a Special General Meeting specifically called for this purpose and for which written notice is required at least 14 days prior to the event. Such a meeting can only be called by a minimum of 10% of members. Amendments must be approved by at least 75% of the members present. Twenty percent (20%) of the members eligible to vote will form a quorum.

#### **17 Quorum**

No decision can be made at any meeting unless a quorum is present.

If a quorum is not present, the meeting must be cancelled and reconvened at a later date after due notice has been given. If at the second meeting a quorum is again not present, those members present will form a quorum.

#### **18 Dissolution of the Club**

The Club can be dissolved at a special general meeting by a majority vote of those members present. Remaining funds are to be donated to Hoërskool Overkruin for the benefit of athletics.

#### **19 Review of the Constitution**

The Constitution must be reviewed annually by the Management Committee and any suggested changes must be submitted to the AGM for approval.

*J. van der  
S. Kruin  
Overkruin chairman*

**ANNEXURE A          NOMINATION FORM**

I, -----, a current member of the Overkruin Atletiekkklub, hereby nominate -----, to serve on the Management Committee as ..... for the ..... year.

Signed: ----- Date: -----

I, -----, a current member of the Overkruin Atletiekkklub, hereby accept my nomination to serve on the Management Committee of the Overkruin Atletiekkklub in the position as nominated.

Signed: ----- Date: -----

A handwritten signature in black ink, consisting of a stylized, cursive letter 'D' with a vertical stroke extending upwards from the top curve.



**ANNEXURE B**

**PROXY FORM**

APPOINTMENT OF PROXY

I, \_\_\_\_\_, do hereby appoint  
\_\_\_\_\_, to act as proxy at \_\_\_\_\_,  
on \_\_\_\_\_.  
The proxy is valid for \_\_\_\_\_.

\_\_\_\_\_ (Signature of proxy giver)

\_\_\_\_\_ (Signature of acceptance)

A handwritten signature in black ink, consisting of a vertical stroke with a loop at the top and a curved bottom.

