



## Eastern Masters Athletic Club Extraordinary General Meeting

Sunday 10 December 2023 3:30pm by Zoom

1. Carey Hollick EMAC Chair (CH) thanked the members on the call for attending the meeting which had been arranged because the AGM was not quorate.
2. Robert Lands EMAC Secretary (RL) explained that the meat of the meeting was to consider the proposals for changes to club rules to move the club closer to meeting England Athletics (EA) Club Standards. The meeting would also be asked to endorse the current EMAC committee, and the Financial Reports put to the AGM.
3. CH explained that the Committee had been carried over from the previous year with the co-option of Michael Hausler and Wilson Paterson taking on the role of Welfare Officer. RL showed the names and positions of officers on the EMAC committee on screen. Richard Mann proposed endorsement of the Committee to the next AGM in 2024. The members approved this unanimously.
4. CH asked John Borgars to introduce the Financial Report. Richard Mann suggested the Financial Report be accepted. The members approved this unanimously.
5. CH invited RL to take the meeting through the proposals to changes to club rules. RL shared the documents below with the meeting.

RL ran through the [Summary document](#). He said there were some minor changes for consistency and small grammatical errors.

The Area covered redefined to meet practice. Importantly a Welfare Officer was added to the committee as this was an EA requirement. There were changes to ensure any grievance or disciplinary matters could be dealt with in a fair and open manner. Finance was updated to reflect that the club used online banking. New sections and appendices were being introduced to cover Grievances, Complaints & Disputes Procedures, Safeguarding Vulnerable Adults and Privacy & Personal Data.

RL then went through the new appendices to the rules.

[Appendix A](#) - a new Inclusion Policy.

[Appendix B](#) – the Discipline & Appeals process for Grievances, Complaints and Disputes.

[Appendix C](#) – a Privacy & Personal Data Policy.

For Appx B RL said a problem a few years ago had brought this point into focus and the committee wanted a written procedure of how to handle any issue that arose identifying how the issue was to be dealt with and ensuring a timeline and a fair and open process. RL said that talking about issues and mediation were included in the process. As EA take a role in dealing with Serious Misconduct; and their definition of this is broad; a process was needed to identify Serious Misconduct and for its referral on to EA.

For Appx C RL said that EMAC held personal data through BMAF systems and the appendix explained why it was held, what it was used for and how long it was held.

RL said that the appendix followed BMAF practice. Courtney Gunn added that



Opentrack held financial data relating to individuals' transactions and were required by law to hold the data for a period of time.

RL then went through the [new Club Rules](#) proposal marked up for changes. RL pointed out a change on membership fees to cover unusual circumstances such as the recent pandemic. RL said that EA stipulated that the Club Chair and Treasurer posts could not be held simultaneously by one person.

RL said the committee were concerned that the current rules could allow a small number of people to vote for the dissolution of the club at an EGM or AGM by a simple majority. The committee therefore suggested including a postal vote to confirm or reject any such vote. Richard Mann asked whether this postal vote would be a simple majority of votes casts or require a two thirds majority of either votes cast or total membership. The point was discussed and it was agreed that this proportion needed more thought. Michael Hausler said that the proposal moved the club from a move by a small number of members but suggested getting 400 club members to return a postal vote unrealistic. Wilson Paterson said that if high proportion or number was set it could prevent the club incorporating if it chose. RL suggested the matter be referred back to the committee for further consideration at the next AGM.

The meeting was asked whether it accepted the proposed rules changes. Subject to further consideration of the dissolution vote point the whole of the rule changes were approved unanimously. RL invited Richard Mann to send further thoughts to him, Alistair Kendrick offered to use contacts if assistance from Corporate Lawyers was required.

6. CH and RL thanked the club members attending for their support. The meeting closed at 4:00pm

Apologies Shane Lawrence, Ian Wells, Amr Ziko

Attendees Carey Hollick (Chair), Robert Lands (Secretary), John Borgars (Treasurer), Wilson Paterson (Welfare Officer), Courtney Gunn, Yuko Gordon, Graeme Packman, David Frampton, Mary Knapman, Elke Hausler, Michael Hausler, Rachel Roberts, Richard Mann, Alistair Kendrick, Christine Anthony, Carol Wright, Brian Slaughter, Jim Lawrence.



## Summary of proposed changes to the EMAC club constitution – AGM 2023

**Minor changes** – consistency any mention of “Chairman” is changed to “Chair”, EAMA updated to EAAA. The constitution refers to two secretaries the term General Secretary is used to distinguish the post from Membership Secretary. The word “General” may be dropped in everyday use.

The documents have been proofread to ensure that grammar used is consistent leading to a small number of corrections.

### 1. 2. Aims and objectives.

Insert new para re area of club remove *in the East of England* from second bullet

- The club membership will be drawn primarily from, but not exclusively from the East of England being the counties of Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Lincolnshire, Norfolk, Northamptonshire & Suffolk.
- To provide competition for its members against other athletes meeting the eligibility criteria for masters competition;

### 2. 3. Membership

Insert as new first sentence.

“Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. Our Inclusion Policy is at appendix A.”

In third sentence insert “as defined by England Athletics” after second claim we don’t otherwise explain the terms first/second claim membership.

### 3. 5. Officers of the club

Add Officer – **Welfare Officer** to list

Add at end “The office of Chair & Treasurer may not be held by the same person at the same time”

Both are required by EA club standards.

### 4. 6. Management of the club

Delete final paragraph re discipline below. This is now dealt with at 9.

“The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will be responsible for taking any disciplinary action following such hearings.”



5. 7. Finance

Replace sentence commencing "Any payments drawn....." with

"Any payments drawn against club funds should be verified by two signatures for a cheque or two electronic verifications for online banking from the nominated officers of the club."

To update for current practice. The Treasurer, the General Secretary and the Chair are the current nominees.

6. 9. Discipline and appeals delete the whole of this section and replace with

"9. Grievances, Complaints & Disputes Procedure

Any complaints grievances or disputes of misconduct regarding the behaviour of Members or Officers of the Club shall be dealt with by the Club in accordance with its discipline and appeals process at Appendix B."

Insert at end of constitution

"Appx B

Discipline & Appeals process for Grievances, Complaints and Disputes  
...etc"

7. Insert at 10, renumber beyond

"10. Safeguarding- Vulnerable Adults

All concerns, allegations or reports of malpractice or abuse relating to vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics's safeguarding policy and procedures.

The Club Chair shall be the lead Officer for all Members in the event of any safeguarding concerns and will liaise with the safeguarding officer of the individuals first claim club."

Safeguarding policy is a code requirement.

8. Insert at 11, renumber beyond

"Privacy & Personal data

Eastern Master AC are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, data is stored with the British Masters Athletics Federation database to which club officers have access. The BMAF privacy policy can be found on the BMAF website. The BMAF is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. EMAC's privacy policy can be found at Appendix C."



9. Dissolution

Delete "or by postal ballot of all the members" add after EGM

"followed by a majority vote in a postal ballot of all the members."

An AGM or EGM is quorate with 10 members, a majority could be 6 members. For dissolution a more encompassing vote should be required.

Robert Lands, General Secretary

07/12/2022



## Eastern Masters AC: Club Constitution - Appendix A

### Inclusion Policy

1. Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable.
2. We will seek to ensure that we comply with the [Equality Act 2010](#) and the characteristics protected by it, and we will encourage our members to do likewise.
3. Masters Athletics is aimed specifically at people over the age of 35 years. Anyone who is under this age is specifically excluded from Club membership. This is a permitted exemption under the Equality Act 2010.
4. Subject to this permitted exemption, we want our club to be equally accessible to all members of society regardless of disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.
5. We will seek to adopt inclusive practice within our competition and events, subject to the protected exemption of providing male & female exclusive competition.
6. Whilst Eastern Masters AC are not providing para-athletic competition directly, we shall seek to encourage individual members to provide appropriate support to athletes with disabilities to enable them to compete.
7. We will not tolerate discrimination, harassment, bullying or victimisation.



## **Eastern Masters AC: Club Constitution - Appendix B**

### **Discipline & Appeals process for Grievances, Complaints and Disputes**

#### **1. Improper or Unprofessional Conduct**

- a. Any complaints of misconduct regarding the behaviour of Members or Officers of the Club must be presented in writing to the Club Secretary.
- b. Where the matter relates to the Club Secretary, the complaint must be presented in writing to the Club Chair.
- c. If possible, any grievance should in the first instance be addressed with the alleged individual, or a Club Official or Committee Member.
- d. Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint.
- e. If the complaint is sufficiently evidenced the Secretary will then appoint three Club Members; who have no direct or indirect interest or involvement in the matter; to sit on a disciplinary panel.
- f. Subject to rule 3 below (Appeals); the decision of the disciplinary panel shall be final and conclusive and will be sent in writing to the Member subject to the disciplinary hearing by the Club Secretary within seven days.

#### **3. Appeals**

- a. Any Appeal must be received in writing by the Secretary within seven days of receiving the written decision and, if appropriate, the appeals process will be followed.
- b. The Club Chair shall appoint a panel of three Club Members; including at least one Committee member; who have no direct or indirect interest or involvement in the matter and did not sit on the disciplinary panel to hear the Appeal.
- c. The decision of the appeal panel shall be final and conclusive.

#### **4. Sanctions**

Where a complaint or grievance has been upheld by the disciplinary panel or; if appealed; the appeal panel, the Club Committee will decide whether any reasonable sanction should be applied to the individual.

#### **5. Serious Misconduct**

- a. The Club Secretary or Club Chair shall consider whether any complaint received under (1) above falls under the heading of serious misconduct. If after discussion with the Club Committee it is agreed that it does fall under this heading, then the Club will contact England Athletics regarding the complaint.



**b.** Any complaints of serious misconduct regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

**c.** Serious misconduct may include theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute.

## **6. Mediation**

If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.





## **Eastern Masters AC: Club Constitution – Appendix C**

### **Privacy & Personal Data**

#### **1. Privacy Notice**

Eastern Masters Athletics Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership British Masters Athletic Federation is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

#### **2. What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, nationality, address, e-mail address, phone number, name of the England Athletics (EA) affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information which is classed as special category personal data.

#### **3. Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

##### **For competition entry**

sharing personal data with club team managers to enter events;

sharing personal data with leagues, county associations and other competition providers for entry in events.

##### **For membership and club management**

processing of membership forms and payments;

sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;

publishing of competition results.

##### **Marketing and communications (where separate consent is provided)**

sending information about selling club kit, merchandise or fundraising.

#### **4. Social Media**



The club has a social media page on Facebook. All members are free to join this page. If you join a Social Media page, please note that providers of the social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

#### **5. Who we share your personal data with**

When you become a competitive first claim member of the Club, you will also be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable your access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your data through the MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

The Club does not supply any personal data it holds to any other third party. The Club does not store or transfer your personal data outside of the UK.

#### **6. How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. You are asked to update your Athlete data every time you renew your club membership. Any personal data we hold about you will be securely destroyed after four years of inactivity of your account in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

#### **7. Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.



## Eastern Masters Athletics Club: Constitution

### 1. Name

The club shall be called Eastern Masters Athletics Club (EMAC).

### 2. Aims and objectives

The aims and objectives of the club will be:

- To provide competition in the East of England for its members against other athletes meeting the eligibility criteria for masters competition;
- To give members access to National and International competition for masters, by registering competing members with the British Masters Athletics Federation (BMAF) and to contribute by hosting National Championships events;
- To facilitate communication about masters athletics amongst the membership.

### 3 Membership

Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. Our Inclusion Policy is at appendix A.

Membership shall consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled as either First Claim or Second Claim; as defined by England Athletics (EA); entitling the member to compete in EMAC events and registration with BMAF for access to National and International competitions; (and in the case of First Claim registration with EA for access to UKA competitions).

### 4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting of the club.

Fees will be paid annually on 1 April of each year. Any fees paid at a later date provide membership for the part-year up to the following 31st March. In exceptional circumstances (e.g. pandemic lockdown) the committee may approve granting membership for more than a twelvemonth in respect of a single subscription/fee.

### 5. Officers of the club

The officers of the club will be:



- Chair
- General Secretary
- Treasurer
- Membership Secretary
- Communications Editor
- **Welfare Officer**

The office of Chair & Treasurer may not be held by the same person at the same time.

## **6. Management of the club**

The pursuit of the club's aims and objectives will be managed through the Management Committee consisting of the officers of the club and up to four other members elected by the Annual General Meeting.

The Officers and other Management Committee members will be elected annually at the Annual General Meeting.

The Management Committee will appoint a delegate to represent the club at meetings of BMAF and EMAA.

The Management Committee will be convened by the Secretary of the Club and will be held no less than twice per year.

The quorum required for business to be agreed at Management Committee meetings will be four. The Chairman is to have the casting vote.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees and delegate responsibilities to members as necessary to fulfil its business. Any sub-committee appointed by the Management Committee will be entitled to send a representative to Management Committee meetings.

~~The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will be responsible for taking any disciplinary action following such hearings.~~

## **7. Finance**

All club monies will be banked in accounts held in the name of the club.

The Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 December of each year.



A scrutinised (by an outside accountant or independent scrutineer) statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any payments drawn against club funds should hold two signatures from the nominated officers of the club.

Any sub-committees may have their own bank accounts at the discretion of the Management Committee.

## **8. General Meetings**

The Annual General Meeting (AGM) will be held not more than 4 months after the end of the financial year.

Notice of the Annual General Meeting (AGM) will be given by the General Secretary. Not less than 42 days notice must be given to all members.

The AGM will receive reports from the Management Committee and a statement of scrutinised accounts.

The AGM will appoint by election the Officers and members of the Management Committee. Nominations for Officers and members of the Management Committee will be sent to the General Secretary, to be received not less than 28 days before the AGM. The Chair shall be able to reopen nominations at the AGM if no nominations have been received.

The Agenda for the AGM will be available on request from the General Secretary not less than 14 days before the AGM. No business other than that on the agenda shall be decided at the AGM.

All members shall have the right to vote at the AGM.

The quorum required for business to be agreed at an AGM is 10 members.

The Management Committee, or a group of not less than 10 members, has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedure for EGMs will be the same as for AGMs.

## **9. ~~Discipline and appeals~~ Grievances, Complaints & Disputes Procedure**

~~Any complaints grievances or disputes of misconduct regarding the behaviour of Members or Officers of the Club shall be dealt with by the Club in accordance with its discipline and appeals process at Appendix B.~~

~~All complaints regarding behaviour of members should be submitted in writing to the General Secretary.~~

~~A member who is the subject of disciplinary action may appeal against the decision of the~~



~~Management Committee. A tribunal of three members, none of whom will be members of the Management Committee, will be assembled to consider the appeal. The decision of the appeals tribunal can only be considered further by way of referral to the disciplinary procedures of EA.~~

## **10. Dissolution**

A resolution to dissolve the club can only be passed by a majority vote of the membership at an AGM or EGM followed by a majority vote in a postal ballot of all the members. ~~or by postal ballot of all the members.~~

Any resolution to dissolve the club must include a proposal for the disposal of any remaining assets of the club.

## **11. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Proposals for changes to the constitution will be sent to the General Secretary, to be received by the end of the financial year for consideration at an AGM, or by calling an EGM.

## **12. Declaration**

Eastern Masters Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

20 Feb 2016 (updated 08 December 2019 & AGM2023)