



**OMMIEDRAAI**  
**FRIENDS A.C.**

**OMMIEDRAAI FRIENDS**  
**ATHLETICS CLUB**

**CONSTITUTION**

## 1 NAME

The name of the club (hereafter referred to as “the club”) is Ommiedraai Friends Athletic Club (O.F.A.C).

## 2 CLUB COLOURS

The club colours are Orange, Green and Black. Members running in club colours will wear:

- a. club branded Orange T-Shirt or Vest
- b. black shorts or running tights

## 3 CLUB ESTABLISHED

The Club was established on 1 October 2008 and received WPA membership in April 2010.

## 4 OBJECTIVES

The objectives of the O.F.A.C are as follows:

- a. to develop and foster sporting skills and athletic abilities in runners and walkers within the Club's members, the community, and the disabled.
- b. to encourage a spirit of companionship amongst members e.g. participation in training, social and team races, club functions and fun runs.
- c. to accommodate, as far as possible, the needs of all club members e.g. sponsoring potential athletes, etc.
- d. to help the poor and needy in our community in any possible way.

## 5 MEMBERSHIP

- a. The O.F.A.C is an open club primarily for members and their families and will also admit external members.
- b. Prospective members must apply to the management committee for membership.
- c. Membership is open to all, irrespective of race, gender, disability and religion.
- d. Any person who subscribes to the objectives of this constitution and who agrees to abide by the rules and regulations of the O.F.A.C may apply for membership.

## 6 MANAGEMENT COMMITTEE

6.1 The following officials will be elected and will form the management committee:

- a. Life President
- b. Chairperson
- c. Vice Chairperson
- d. Secretary
- e. Assistant Secretary
- f. Treasurer
- g. Assistant Treasurer
- h. Head Coach
- i. Licensing and Registration Officer
- j. Race Director
- k. Race Secretary
- l. Public Relations Officer
- m. Trustee
- n. Events Co-ordinator
- o. Additional Member

- 6.2 The committee will serve for two years and will be elected at the Annual General Meeting in the second year. Unless indicated otherwise, members will be eligible for re-election.
- 6.3 A vacancy on the committee will either be left vacant, or a new member shall be duly nominated by the general meeting and or/may be co-opted by the management committee and proposed to the general meeting.
- 6.4 The management committee will meet on a monthly basis.
- 6.5 The management committee forms the basis of policy decision-making and has a responsibility to represent the interests of all O.F.A.C members.

## 7 DUTIES OF THE COMMITTEE

### 7.1 President

The President is primarily an honorary position within the club and acts as the clubs representative at all internal and external functions:

- a) To provide advice and assistance to any of the officers of the committee as required.
- b) Provide liaison and communication between the various sections of the club
- c) Contribute to the general standard of the club and provide an understanding of the ethos and code of conduct as required.
- d) To provide guidance when there is uncertainty on any club related issue.

### 7.2 Chairperson

- a. The Chairperson will act at all club/committee meetings and will have the casting vote in the event of an equal vote.
- b. The Chairperson will compile an annual report and present it at the Annual General Meeting.
- c. The selection of a chairperson will be in accordance with the O.F.A.C. constitution.

### 7.3 Vice Chairperson

The elected Vice Chairperson will chair or attend meetings in the absence of the Chairperson.

### 7.4 Secretary

The Secretary will take proper minutes at all meetings and will handle all club correspondence.

### 7.5 Assistant Secretary

The elected Assistant Secretary will support the Secretary and take on any responsibilities in their absence

### 7.6 Treasurer

- a. The Treasurer will keep a proper financial record and will compile a balance sheet to be presented at the Annual General Meeting.
- b. The Treasurer will ensure control of money payable to/by the club.
- c. The Treasurer will be responsible for the compiling of the annual budget, with regards to all activities of the O.F.A.C.
- d. The treasurer will be responsible for facilitating a supporters/fundraising ad-hoc committee of the club.

### 7.7 Assistant Treasurer

The elected Assistant Treasurer will support the Treasurer and take on any responsibilities in their absence.

### 7.8 Head Coach

- a) To setup all training programmes
- b) to ensure that all training organised by the club is carried out on a weekly basis.
- c) to act as mentor and guide to all other club coaches and members.

### 7.9 Licensing and Registration Officer

The Licensing and Registration Officer is responsible all matters related to the take-on of new members and renewal of annual membership for club members, and any queries related to these matters. Management and distribution of official club kit.

### 7.10 Race Director

Ensure club presents value for money races that are safe and well organised, responsibilities including but not limited to:

- a) Arrange the annual club race

- b) Assemble a race sub-Committee to assist in responsibilities
- c) Liaise with sponsors and attend to their reasonable needs
- d) Ensure the race is staged within predetermined financial targets, and generate a profit
- e) Ensure the route is safe, accurate and enjoyable
- f) Ensure a race flyer to market the race is prepared and distributed
- g) Advertise the race within running circles and the local community
- h) Obtain any positive coverage possible
- i) Ensure all necessary permissions are obtained (with Secretary)
- j) Co-ordinate the necessary manpower needs
- k) Ensure entries, start and finish are professionally organised
- l) Ensure all contributors are appropriately thanked
- m) Be responsible for the final budgetary aspects of race events, communicating timeously with the Committee and Treasurer

## **7.11 Race Secretary**

The Race Secretary will provide administrative support to the Race Director, and take on any responsibilities in their absence.

## **7.12 Public Relations Officer**

- a) To publicise the activities of the club externally via social media channels
- b) To produce social media content for the club and its activities and achievements.
- c) Maintenance of the club's website; to disseminate news of events, activities, social gatherings and upcoming activities to all members; to produce detailed newsletters for the club.

## **7.13 Trustee**

The Trustee is responsible for procurement and safekeeping of all club assets.

## **7.14 Events Co-ordinator**

The Events Co-ordinator is responsible for the execution of all club related events and activities.

## **7.15 Additional Member**

The Additional Member will assist any other member of the executive committee and as and when required.

## **8 GENERAL MEETINGS OF THE CLUB**

- a. A general meeting will be held quarterly and in the final quarter the Annual General Meeting will be held.
- b. The Chairperson will chair all meetings.
- c. In the absence of the Chairperson all the powers and duties shall be deputized to the Vice Chairperson and if the Vice Chairperson is not available the said powers and duties shall be delegated to a member elected by the remaining members of the meeting.

## **9 QUORUM**

The quorum of one third of the members is required for an AGM. Should a quorum not be present the meeting will be postponed for 14 days. At the follow up meeting in 14 days, if the quorum is not present the meeting may proceed.

## **10 AMENDMENTS**

- a. Any rule of the constitution may be amended by a two-thirds majority of the club membership present by voting at an Annual General Meeting. Any proposal regarding such amendment must be submitted to the secretary.

- b. Any rule of this constitution may also be amended at an Extraordinary General Meeting, by a two-thirds majority of the total club membership but the quorum for such meeting will be seventy five percent of the membership.

## 11 VOTING AT GM AND AGM

- a. Only paid up members of the club, at the start of a GM and AGM, are allowed to vote.
- b. Voting shall be by a show of hands, or if meeting so decides, by secret ballots.

## 12 ANNUAL GENERAL MEETING

1. An AGM of the club shall be held in the fourth quarter of each year.
2. Written notes of dates, time and place and the agenda of an AGM, including any motion to be tabled, shall be posted to all registered members of the club at least fourteen days before the date of the meeting.
3. The agenda for the AGM shall include:
  - a. The notices of the meeting
  - b. Register and apologies
  - c. Reading of minutes of the previous meetings and AGM
  - d. Matters arising
  - e. Chairperson's report
  - f. Treasurer's financial report
  - g. Training coaches report – written
  - h. Election of committee every two years as in Paragraph 5(b)
  - i. Motions from members
  - j. General.

## 13 MEMBERSHIP FEE

- a. An annual membership fee payable by all members of the club will be imposed.
- b. All membership fees will be approved at an AGM of the club and any increase will be discussed at a committee meeting and brought to the AGM for approval.
- c. Any member who fails to pay membership fees or any other debts to the club within the time allotted by the committee shall be disregarded as not in good standing and shall be excluded from the rights of membership to the club until such is paid.
- d. Membership fees exclude the purchase of the national license for those who choose to become registered athletes.

## 14 ADMINISTRATION OF FUNDS

- a. The funds of the club will be under control of the elected committee.
- b. The committee must approve the expense and the treasurer and a committee member, preferable the chairperson, must sign authorization of payment.
- c. The chairperson and/or treasurer will have the authority to incur expense to an amount as decided by the committee from time to time and report back to the committee at the next meeting.
- d. The club shall conduct its financial affairs through a banking account.

## 15 FINANCIAL YEAR

The club's financial year shall run from 1 January to 31 December every year.

## 16 GENERAL RULE

The committee may terminate the membership of any member of the club that mars the image of the O.F.A.C and/or W.P.A.

## 17 EXEMPTION

Members of the club will agree to participate in organized races at their own risk and exempt the club from any claims that might arise, directly or indirectly, during participation in such events.

## 18 LEGAL PERSONALITY

The member shall have legal personality and shall, through its authorized representatives:

- a. have an independent existence;
- b. be entitled to acquire or dispose of movable or immovable property;
- c. be entitled to enter into legal transactions and to defend legal proceedings.

The club shall continue in existence notwithstanding changes in the composition of its membership or office bearers.

## 19 FUNCTION OF THE COMMITTEE:

- a. The function of the committee shall be the following:
  - to convene meetings at the club;
  - to deal with matters of urgency;
  - to appoint a member or members to represent the club;
  - to co-opt any member of the club to the committee either generally or for a special purpose;
  - to conduct, generally, the affairs of the club;
  - to create and constitute such sub-committee as may be necessary for the better running of the affairs of the club, which sub-committee shall report directly to the committee;
  - to open such accounts as are necessary for the better conducting of the affairs of the club and to nominate the members who are permitted to draw upon such accounts;
  - to make, amend and suspend rules and regulations for the club;
  - to recommend the annual subscription, if any, payable by the members of the club;
  - to maintain discipline within the club, subject to clause 20;
  - to employ coaches and/or other staff required for the furthering of the objects of the club;
- b. In the event of a vacancy on the committee, the committee may transfer the functions entrusted to the absent member to one or more of the remaining of the committee or to a co-opted member.

## 20 DISCIPLINE

- a. Pursuant to the provisions of clause 19(a)(10), the committee may suspend for any period no longer than two years, expel or fine any member of the club found guilty of assaulting, harassing or interfering with any other member of the club; disobeying any of the rules of the sport of

athletics; conducting herself or himself in such a way as to wrongfully injure the interests of the club or the sport of athletics, or to bring the sport of athletics or the club into disrepute.

- b. Any fine imposed in terms of clause 20 – sub-paragraph (a) shall not exceed R500.
- c. Any member adversely affected by a decision made in terms of this paragraph may appeal against such decision to a general meeting of the club within seven days of decision against which is being appealed. The secretary shall then convene a meeting of the purpose of hearing such appeal.
- d. After exhausting all internal remedies, the said member may further appeal to any organization to which the club is affiliated and which permits such appeal.
- e. All internal remedies and possible further appeals in terms of sub-paragraph (d) shall be exhausted before the said member may approach a court of law.

## 21 RULES AND REGULATIONS

- a. The committee may make such by-laws for the club as it deems to be in the interest of the better conduct of the affairs and management of the club.
- b. The committee may, in the interest of the club, amend or suspend the by-laws.
- c. Any by-laws made by the committee shall not be inconsistent with this constitution.

## 22 CONSTITUTION:

- a. A copy of the club's approved Constitution shall be kept in the club's Minute Book.
- b. Any amendment to this constitution shall be considered only at a General Meeting of the club in accordance with the provision of this clause 10.
- c. At least seven days notice must be given of the meeting at which an amendment of the Constitution will be considered.
- d. The quorum of the meeting at which amendment to the Constitution is to be considered shall be the same as for meeting subject to clause 9 her in above.
- e. Any amendment to this Constitution requires a vote in favour of at least two thirds of the members present and voting at the meeting.
- f. After the amendment has been approved it shall be entered in the copy of the Constitution in the Minute Book of the Club under the signature of the chairperson of the club.

## 23 DISSOLUTION OF THE CLUB:

- a. Should the club be unable to achieve the objective for which it was formed, the committee shall call a general meeting for the sole purpose of deciding whether to continue with the club.
- b. At least 14 days notice of such meeting shall be given and the notice shall state the purpose of the meeting.
- c. At such meeting a decision may be taken by two-thirds of those present to dissolve the club.
- d. Should such a decision be taken, the meeting shall appoint a receiver, who may or may not be a member of the club, to wind up the affairs of the club.
- e. Once the receiver has finalized the winding up of the club, it shall cease to exist. Any asset remaining after all the club's liabilities have been met must be transferred to another non-profit organization having similar objectives.

## 24 ASSETS OF THE CLUB AND NON-PROFIT OBJECTIVE:

- a. The club shall not engage in any transaction with a view to the pecuniary gain or profit of its member.
- b. No member shall have any personal claim on the income or property of the club or make any profit out of her or his member, save where such member is also a duly-appointed and salaried employee of the club.
- c. Any member must declare any personal interest in any contract entered into or business undertaken by the club.