



Chair, sports union: *[Signature]* 2015/09/29

Chair, Sports Council:

[Signature] 12-8-15

Head, Sport & Recreation:

[Signature] 4/8/2015

Chair, Athletics Club:

[Signature]

CONSTITUTION
of the
ATHLETICS CLUB
of the
UNIVERSITY OF CAPE
TOWN

1 PREAMBLE

The UCT Athletics Club, (UCTAC), seeing Sport as an integral part of both the University of Cape Town and broader South African Society, constitutes the Club as an affiliate of the Student Sports Union, (SSU), under the auspices and control of the University's Sports Council, (SPC). The UCTAC seeks to bring together all Students and Staff at UCT with an interest in Athletics, under a philosophy of non-racialism and non-sexism, a commitment to transformation and in a democratic manner in all affairs of the Club.

2 DEFINITIONS

- 1.1 "*Council*" shall mean the Council of the University of Cape Town.
- 1.2 "*SRC*" shall mean the Students' Representative Council of the University of Cape Town.
- 1.3 "*Senate*" shall mean the Senate of the University of Cape Town.
- 1.4 "*Staff*" shall mean persons, other than students, employed by the University of Cape Town for at least twenty (20) hours per week over a period of at least thirteen (13) weeks in any calendar year.
- 1.5 "*Student*" shall mean any person admitted to the University of Cape Town for the purposes of academic study or research. Such a person shall remain a student until such time as he/she
 - has graduated,
 - is refused re-admission,
 - is expelled or cancels his/her registration or fails to renew his/her registration,

save that a student, who has graduated and intends to re-register for a further course of study in the following year,

or

has de-registered from a particular course/program of study and intends to re-register for a further course of study in the following year,

shall be deemed to remain a student for the duration of the period between such graduation or de-registration and subsequent re-admission.

- 1.6 "*Club*" shall mean a Sports Club recognised in terms of the SRC Constitution and affiliated to the Student Sports Union.
- 1.7 "*USSA*" shall mean University Sport South Africa.
- 1.8 "*SSU*" shall mean the Student Sports Union.

- 1.9 "SPC" shall mean the Sports Council of the University of Cape Town
- 1.10 "Sport & Recreation" shall mean the department within the University of Cape Town with responsibility for Sport at the University.
- 1.11 "USAC" shall mean the University Student Affairs Committee.
- 1.12 "UCTAC" shall mean the University of Cape Town's Athletic Club
- 1.13 "ASA" shall mean Athletics South Africa as the Sport's Governing Body

3 NAME

The name of the Club is the University of Cape Town Athletics Club, hereinafter referred to as the UCT Athletics Club, (abbreviated as UCTAC, or the University of Cape Town AC).

4 OBJECTIVES

The objectives of the UCTAC are the following

- 4.1 Athletics at the University is organised and regulated,
- 4.2 All branches of Athletics, particularly Track & Field, Cross-country, Road Running and Trail/Adventure Running, including Mountain Running, are developed, promoted and fostered equitably,
- 4.3 Students and Staff of the University are encouraged to participate in Athletics, from Mass Participation/Social through to Elite levels,
- 4.4 To provide competent Coaching to members across a broad spectrum of abilities in all disciplines,
- 4.5 To allow Students of the University to develop competencies, not only as Athletes, but also as administrators, event organisers, etc. within the broad ambit of Athletics.
- 4.6 To affiliate, at the members' discretion, with any Body that can assist with or enhance the achievement of the Objectives.

5 MEMBERSHIP

Membership of UCTAC is differentiated into three broad categories:

- 5.1 Ordinary Members

5.1.1 An Ordinary Member is any Student or Staff Member of the University who has satisfied the Membership criteria, namely has paid the annual subscriptions of the UCTAC, or any other criteria determined and approved by the membership at a duly convened AGM; this may include both holders and non-holders of ASA licences.

5.1.2 An Ordinary Member shall enjoy full voting rights whenever voting is necessary and may stand for any authorised position within the UCTAC's organisational structure.

5.2 Associate Members

5.2.1 An Associate Member is any Member of the UCTAC who is neither a Student nor a Staff Member who is admitted to membership of the UCTAC in terms of the SPC Policy regarding Non-Student Participation in UCT Sports Clubs,

5.2.2 In order for the UCTAC to accept Associate Members it must comply with the requirements contained in a "Waiver" request as outlined in the approved SPC Policy,

5.2.3 Associate Members admitted in terms of the above enjoy no voting rights within the running of the UCTAC and are required to pay a premium to the Ordinary Member subscription, (as determined by the Club and communicated to SPC when requesting a waiver to allow non-student participation in the UCTAC.)

5.2.4 Applications for Associate Membership shall be considered and approved by the Committee.

5.3 Honorary Members

5.3.1 The UCTAC may confer Honorary Membership on any person nominated by at least two Ordinary Members to the UCTAC Committee, who shall have the authority to consider and accept or reject such nomination. Any rejection must be communicated and justified to the nominating Members, who have the right to appeal against any rejection, initially through SSU and then to SPC which has the authority to hear and resolve appeals from any Club affiliated to SSU. Honorary Membership should only be conferred on persons who have made a significant contribution to the UCTAC and its Objectives.

5.3.2 An Honorary Member

5.3.2 i May be elected for life.

5.3.2 ii Does not enjoy the voting or Committee membership rights of Ordinary members.

5.3.2 iii May not represent the UCTAC in any competition nor participate in any official Club competitions, nor be the recipient of any awards.

5.3.2 iv Shall not pay any UCTAC subscription.

- 5.4 The UCTAC Committee may, for justifiable cause, following due process, subject to legal principles, suspend or exclude any Member; reasons for such suspension or exclusion shall be published in an open medium. Any Member who has been suspended or excluded may, within seven (7) days of notification of such action, appeal to the SSU, in writing, (which shall include via e-mail), against said suspension or exclusion. The decision of SSU may be further subject to appeal by either party to SPC whose decision shall be final and binding. (Disciplinary matters/processes are further expanded in Clause 11 hereunder.)
- 5.5 Any person applying for membership of the UCTAC agrees to bind themselves to the Rules and Regulations of the UCTAC.

6 MEETINGS OF THE CLUB

- 6.1 Meetings of the UCTAC may be either an Annual General or a Special or a General Meeting with the meeting notice being published no less than seven (7) days in advance of the meeting.
- 6.2 An Annual General Meeting shall take place at a time and place determined by the Committee, subject to the above notification period, within thirteen months of the Committee's election to consider, inter alia, UCTAC's performances, finances, coaching, membership, or any other relevant matter raised by or brought to the attention of the Committee.
- 6.3 A Special Meeting of the UCTAC shall be convened by the Committee to discuss any issue raised by at least five (5) Ordinary Members, in writing, and shall be held within seven (7) days of the Committee receiving such written request. The Committee, acting alone, may also call a Special Meeting of the UCTAC to consider any issue(s) that they deem pertinent to the running of the UCTAC.
- 6.4 A General Meeting should be held during the course of the Committee's tenure to provide feedback on the operations of the Club to the Membership. The timing of the Meeting, with its necessary seven (7) day notice period, is at the discretion of the Committee, save that at least one General Meeting shall be held between Annual General Meetings.
- 6.5 All Meetings of the UCTAC shall be presided over by the Chairperson of the UCTAC.
- 6.6 In the absence of the Chairperson, the Vice Chairperson shall preside, and failing his/her presence, then a Member elected at the Meeting.
- 6.7 The Chairperson shall have both a deliberative and a casting vote.
- 6.8 Any Resolution proposed for consideration at a General Meeting, a Special General Meeting or an Annual General Meeting shall be in writing and circulated to all members prior to the Meeting at which they will be considered.



7 QUORUM FOR MEETINGS

- 7.1 For all Annual General or Special Meetings of the UCTAC, the quorum shall be 15% of the Ordinary Members of the UCTAC.
- 7.2 If a quorum is not present within thirty (30) minutes of the appointed starting time of the Meeting, the Meeting shall be adjourned to another date, within seven (7) days thereafter. Notice of said adjournment must be given to all Ordinary Members of the UCTAC on the day following the adjournment via electronic media, together with the date and time of the reconvened meeting.
- 7.3 If no quorum is present at the reconvened meeting within thirty (30) minutes of the appointed starting time, the Members present shall be deemed to constitute a quorum and the Meeting shall proceed.

8 VOTING AT MEETINGS

- 8.1 Only Ordinary Members may vote at any UCTAC Meeting.
- 8.2 Voting shall be by a public show-of-hands or, by secret ballot, if so requested.
- 8.3 No voting may be effected by proxy.
- 8.4 All matters put to the vote shall be determined by simple majority other than where specifically otherwise provided for in the Constitution.
- 8.5 The provisions above shall also apply, mutatis mutandis, to all Committee Meetings of the UCTAC.
- 8.6 All decisions taken at Annual, Annual General, Special General or Committee Meetings shall be made available to UCTAC Membership within fourteen (14) days of the closure of the Meeting.

9 ANNUAL GENERAL MEETING

- 9.1 An Annual General Meeting of the membership of the UCTAC shall be held annually, with an interval of no longer than thirteen months between meetings, unless a longer period is specifically approved by the voting Members.
- 9.2 The Annual General Meeting shall elect the UCTAC Committee for the following period.
- 9.3 Only Ordinary Members may stand for any elected position on the UCTAC Committee.
- 9.4 The following reports must be tabled at the Annual General Meeting,
 - 9.4.1 The Chairperson's report detailing the activities of the UCTAC for the past year,



10 CLUB COMMITTEE

Understanding that the University regards the running of Sports Clubs/Codes under the auspices of SPC/SSU as part of the development of the type of graduates that the Institution wishes to see emerge from UCT, the duly elected Committee of the UCTAC is charged with running the affairs of the Club, subject to the rules and regulations of the University with respect to, inter alia, legal, financial and human resource requirements and legislation, assisted by Sport & Recreation via a designated Sports Co-ordinator and any other applicable personnel within the Department.

10.1 The Committee shall be elected at the Annual General Meeting and shall serve until the election of the new Committee at the next Annual General Meeting.

10.2 Only Ordinary Members of the UCTAC may stand for election.

10.3 Any Ordinary Member duly elected to the Committee shall cease to be a member if said member

10.3.1 Ceases to be a member of the Club,

10.3.2 Is excluded/suspended from the Club, or is excluded/suspended/ceases to be a member of Students Sports Union, or is excluded/suspended from the University.

10.3.4 Fails to attend two (2) Committee Meetings without offering good cause, and then misses a further meeting having received written notice from the Committee Secretary.

10.3.4i Any member excluded or suspended may appeal, in writing against such action to the Chair of the SSU. Hereafter the matter falls under the jurisdiction of SPC and its Disciplinary process.

10.4 The functions of the Committee shall be:

10.4.1 To convene meetings of the UCTAC,

10.4.2 To deal with Operational issues within the ambit of the normal running of the Club,

10.4.3 To generally conduct the affairs of the Club,

10.4.4 To create and constitute any such sub-committees as may be necessary for the running of the Club,

10.4.5 To interact with the designated Sports Co-ordinator at regular, agreed intervals so as to ensure that the affairs of the Club are run correctly,



10.4.6 To develop annual budgets for both operational and capital items in line with Sport & Recreation's guideline, including the determination of income generating items such as subscriptions, social fund-raising activities, special events, etc. This information will assist in the determination of the annual grant from SPC. The Committee is required to draw up an annual operating budget, an integral part of which is the determination of the members' annual subscription.

10.4.7 To liaise with Coaches in the determination of coaching/training times, equipment purchases, team selection criteria, status of facilities, or any other areas that will impact on the coaches' abilities to deliver a competent service to the Club. Coaches employed by the Club must be consulted and sign-off on these issues. If no consensus can be reached on any of these issues, then the matter(s) will be escalated to the Head of Sport for arbitration, whose decision shall be final and binding on all parties.

10.4.8 The Committee shall consult with the Club Coach(es) with respect to nominations to the SPC's Awards Sub-committee before making such nominations.

10.4.9 In the event of any vacancies emerging on the Committee, for any reasons whatsoever, the Committee must co-opt another Ordinary Member to assist in addressing these matters/issues, and disclose the names of co-opted Members to the Members of the Club.

10.5 Members of the Committee

The UCTAC Committee shall comprise the following members

10.5.1 A Chairperson

10.5.2 A Vice-Chairperson

10.5.3 A Secretary

10.5.4 A Treasurer

10.5.5 A Communications/Marketing Officer

10.5.6 A Transformation/Outreach/Development Officer

10.5.7 Discipline Captains

- Cross-Country

- Trail Running/Adventure Running

- Road Running

- Track & Field

10.5.8 Additional members, (no more than two [2]), as approved by the Ordinary Members as may be necessary to ensure the proper running of the Club.

10.5.9 Should any positions not be filled at the Annual General Meeting, then those positions shall be filled at the later discretion of the Committee, such discretion requiring the endorsement of the Head, Sport & Recreation.

- 10.6 Positions on the Committee are discrete, i.e. no member may hold multiple positions.
- 10.7 Any co-opted Member has full voting rights on the Committee, and is subject to the same term of service as the other Committee Members.
- 10.8 The Chairperson of the UCTAC shall be a student at the University at the time of the election and for the tenure of the Committee.
- 10.9 The Committee members shall be elected at the UCTAC's Annual General Meeting, but under extra-ordinary circumstances, may be elected at a Special General Meeting called to elect a new Committee, where/when the previous Committee is no longer able to function. Any Ordinary Member, nominated in writing by at least two (2) other Ordinary Members, with the nomination accepted in writing by the Nominee, and communicated to the Sports Co-ordinator and the Secretary, by no later than the day prior to the applicable Club Meeting, may stand for election. Ordinary Members should take cognisance of the Club's commitment to Transformation, from both a race and gender perspective when considering nominees for Committee representation. Nominations from the floor will only be accepted for any position if there are NO prior written nominations.
- 10.10 The Committee shall meet regularly with the designated Sports Co-ordinator, at agreed intervals, but also as a Club Committee no less than four (4) times during their term of office.
- 10.11 The Secretary shall give Committee members sufficient notice for all Meetings.
- 10.12 Any meeting at which any decisions are taken is subject to a quorum of two-thirds of the Committee Members. Every decision taken by the Committee shall require a vote, either by a show of hands, or, upon request, by written ballot. Decisions may also be taken by a "round-robin" resolution, provided that all Committee members have received notice thereof and have responded thereto, either electronically or in writing. All decisions taken must be recorded by the Secretary and must be made available to the Club's Membership, within seven (7) days of the meeting, save that any confidential information may be with-held from such disclosure.
- 10.13 The Chairperson may request that a Committee Meeting be convened or a meeting may be called for by any two (2) members of the Committee.
- 10.14 If an urgent matter arises, that requires immediate attention, this may be addressed by the Chairperson, interacting with the Sports Co-ordinator or the relevant Committee Members affected by the matter at hand, save that the action or decision must be ratified by the Committee at the next Meeting. Failure by the Committee to ratify the decision shall mean that the decision so taken shall be null and void.



- 10.15 The Chairperson shall preside over all Committee Meetings. In his/her absence, the Vice-Chairperson shall preside over the Meeting, assuming all powers conferred on the Chairperson as if he/she were present. In the absence of both the Chair and the Vice-Chair, and assuming a quorum is present, then the Committee Members present shall elect a Committee Member to chair the meeting with the full authority and powers of the Chairperson for the duration of that Meeting.
- 10.16 The Chairperson shall submit a report on the Club's activities during the preceding period at the Annual General Meeting.
- 10.17 The powers of the Chairperson shall devolve to the Vice-Chairperson in the absence of the Chairperson.
- 10.18 The Secretary of the Club shall keep and maintain a record of minutes of all Committee Meetings, make decisions taken at Meetings available to the membership, (in accordance with 10.12), give due notice of all meetings to the relevant Club Members, maintain the Club's Constitution, communicate the names of all office bearers to SSU within seven (7) days of election or co-option.
- 10.19 The Treasurer shall liaise with the Sports Co-ordinator in preparing budgets, maintaining records of the Club's financial standing, and generally monitor the financial position of the Club, including the presentation of an annual financial review at the Annual General Meeting.
- 10.20 The Communications/Marketing Officer shall be responsible for maintaining correspondence with the Club's membership via whatever media deemed applicable. All correspondence, using whatever media shall be controlled by the Communications/marketing Officer. In addition he/she will be responsible for developing plans to market the Club, engaging with potential sponsors, over-seeing fundraising initiatives, including annual events, fun-runs, Coaching initiatives, for which Coaches must be consulted, or any other events in which the Club is involved. Any and all publications relevant to, or initiated by the Club, are to be handled by / addressed through the Communications/Marketing Officer who will ensure that they comply with any/all legislation and/or UCT policies.
- 10.21 The Transformation/Outreach/Development Officer shall assume responsibility for the Club's Transformation program, including the initiation, development and implementation of outreach initiatives. This will include representing the UCTAC on any committees and/or initiatives of SSU, and/or any interactions in this arena with the UCT SRC or its Sports Representative.
- 10.22 Discipline Captains, who must be active participants in the respective discipline, shall be responsible for interacting with Club members in respect of all matters pertinent to the particular discipline that is their responsibility. This will include, but is not limited to, interacting with coaches to determine relevant levels of coaching across the spectrum of recreational to elite athletes, consulting with coaches on the purchase of suitable equipment for the various disciplines, (with coaches having to sign-off on the relevant equipment before purchase approval is given by the Sports Co-ordinator), and drawing



up plans for that discipline within the Club, in consultation with the Coaches and the Sports Co-ordinator, etc.

- 10.23 The Committee may appoint any Members of the Club to organise or to assist in the organisation of any event or activity with which the Club is associated.

11 DISCIPLINE

- 11.1 In terms of the authority conferred on the Committee in terms of the suspension or exclusion of a Member, the Committee may suspend for a period of up to two (2) years, or expel or levy a fine of not exceeding R500, any Member found guilty of assaulting, harassing or interfering with the rights of any other Club Member, or any other person, while engaging in Club activities, or of disobeying or contravening any of the rules of the sport of Athletics, or of conducting themselves in any way that injures or brings the sport or the Club into disrepute.
- 11.2 Should such transgression(s) occur that might warrant suspension, expulsion or the imposition of a fine, then a disciplinary committee shall be convened. The Disciplinary Committee shall be chaired by a member of the Club Committee plus two (2) other Committee Members.
- 11.3 After hearing input from all involved parties, the Disciplinary Committee shall deliberate and make a ruling and a recommendation of an appropriate sanction which shall be communicated to the Club Committee. Unless exceptional circumstances exist the Club Committee shall adopt the findings of the Disciplinary Committee.
- 11.4 Any Member affected by a disciplinary ruling or sentence may appeal in writing to the Chairperson of the SSU, or directly to SPC where the member is not a Student, where after the process will proceed in terms of the rules and regulations of that body. (See also Clause 5.4)

12 CONSTITUTION AND AMENDMENTS

- 12.1 A copy of the Club's approved Constitution shall be kept and maintained by the Secretary. Further the approved document shall be lodged with Sport & Recreation and with SSU and SPC. The copy held by Sport & Recreation and lodged by that body with SPC shall take precedence over any other copies should there be any dispute as to the valid document.
- 12.2 Any dispute with regard to the meaning or interpretation of any element of this Constitution shall be referred to SPC for a ruling and decision. That body's decision may be appealed within seven (7) days via an application in writing to USAC.



- 12.3 Any amendment to the UCTAC's Constitution shall be considered only at an Annual or Special General Meeting of the Club, duly convened. At least seven (7) days' notice must be given of a meeting at which Constitutional amendments are to be considered.
- 12.4 The quorum requirements of clause 7. are applicable to such a Constitutional amendment meeting.
- 12.5 Any amendment to the Constitution of the UCTAC requires a vote in favour of such amendment(s) of at least two thirds of those present and eligible to vote at such a meeting,
- 12.6 Each and every amendment to this Constitution shall be submitted to SSU for ratification and then endorsed by SPC. Once these have been completed a new copy of the amended Constitution shall be lodged with the parties as per 12.1
- 12.7 If this Constitution disagrees with the Constitution of a higher body at any point, then that of the higher body shall have preference.
- 12.8 The UCTAC is a constituent part of the University of Cape Town and all documents pertaining to and equipment belonging to the UCTAC remain the property of the University. All Members are subject to the rules of the University.

