



NEDBANK RUNNING CLUB GAUTENG NORTH AGN (PRETORIA)
CBC OLD BOYS CLUB
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NEDBANK RUNNING CLUB GAUTENG NORTH AGN CONSTITUTION

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ARTICLE 1: DEFINITION AND TERMS

Definitions and terms used in the Constitution –

- a) **AGN** – Athletics Gauteng North
- b) **AGM** – Annual General Meeting
- c) **ASA** – Athletics South Africa
- d) **ATHLETICS** – Includes all aspects of athletics ie TRACK & FIELD, CROSS COUNTRY, ROAD RUNNING, COACHING, OFFICIALS, ADMINISTRATIONS AND MANAGEMENT
- e) **MANAGEMENT**- THE MANAGEMENT OF THE Club according to ARTICLE 14 of the constitution
- f) **SGM** – Special General Meeting as per ARTICLE 8 of the constitution
- g) **MANAGEMENT COMMITTEE** – The management committee of the Club as per ARTICLE 8 of the constitution
- h) **URGENT MATTERS** – That is matters that, if decision on them are delayed for more than 7 days, could have a negative impact on the Club
- i) **CONSTITUTION** – The Constitution of Nedbank Running Club Gauteng North
- j) **IAAF** – The International Association of Athletics Federation
- k) **SELECTION COMMITTEE** – The selection committee of the Club as per ARTICLE 23
- l) **STANDING COMMITTEE** – The coordinator of a standing committee is also a permanent member of the management of the Club ie the member of ROAD RUNNING, CROSS COUNTRY, ROAD RUNNING, COACHING, OFFICIALS, ADMINISTRATIONS AND MANAGEMENT
- m) **AD HOC COMMITTEE** – Committees compiled for a specific purpose ie compiling the annual program. The committee ends with the completion of the task

ARTICLE 2: NAME AND LEGAL ENTITY

1. The name of the Club is the Nedbank Running Club Gauteng North – Tshwane (Pretoria)
2. The Club is a legal entity and can in its own name perform in its own name all activities normally by a legal person
3. The Club is without any profit motive and all funds received will be reinvested in its members

ARTICLE 3: JURISDICTION

The Club falls under the Jurisdiction of AGN and ASA

ARTICLE 4: HEAD OFFICE

1. The Head Office of the Club will be at 173 Van Niekerk Street, Rosslyn, 0200
2. Moving of the Head Office can only take place with approval of two thirds of the members of the Club present at an AGM or SGM after proper notice in this regard has been given

ARTICLE 5: MEMBERSHIP

1. Membership of the Club will be obtained by –
 - a) Apply on the prescribed ASA Form
 - b) Payment of membership fees for the year
 - c) Acceptance as a member by the management of the Club
2. Membership is subjected to the rules of the Club, AGN and ASA
3. Management can end membership of an individual without giving reasons but must report to the AGM in this respect
4. Management can give membership to any person free of charge, provided that it must be in writing and accepted by the management of the Club
5. Membership automatically ends if membership fees has not been paid/renewed at the end of January of the current year
6. Honorary membership could be granted to members or non-members that have provided an exceptional serves to the Club as recognition of his/her contribution. Management will submit a proposal to the AGM for approval



ARTICLE 6: OBJECTION

1. The objection of the Club is –
 - a. To provide running clubs that attracts athletes of all aspects of athletics and actively target Nedbank Employees, Nedbank clients and the general running public
 - b. To provide members and visitors with regular running activities where they can enjoy and improve their sport as well as socialize
 - c. Focus specifically on woman / athletes with disabilities / youth in accordance with ASA age limit
 - d. To participate in the events of the National and Provincial Athletic Associations
 - e. To encourage, motivate and train young, upcoming athletes from all walks of life
 - f. Provide running clubs that develop and nurture new talent via agreed development programs as set out by Nedbank Running Club National's programs
 - g. Directing strong focus on standardized IAAF international recognized road running distances up to and including the marathon (42.2km)
 - h. To support and only contract South African athletes in general
 - i. To provide organized time trials and Club runs for their members and have a Club House and meeting place

ARTICLE 7: STRUCTURE

1. Control of the Club is structured as follows –
 - a. The Annual General Meeting (AGM)
 - b. The Management
 - c. The Management Committee
2. AD Hock Committee could be formed to perform a specific task as identified by management and members of management, other Club Members or non-club members could be co-opted for that purpose

ARTICLE 8: ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS

1. The Annual General meeting forms the highest authority of the Club and will be held at least once a year
2. A Special General Meeting (SGM) of the Club may be constituted –
3. As per a Management decision, or
4. A request in writing, signed by at least seven members of the Club, stating clearly what the objective of the meeting is going to be. The Secretary will then arrange for a SGM within twenty one days after such a request was received

ARTICLE 9: NOTICE OF ANNUAL GENERAL MEETINGS

1. The AGM will be constituted in writing by Management, indicating the date, time and venue of the meeting. Such a notice will be sent to members at the latest four weeks before the date of the meeting. The notice will also request for nominations for the management positions to be selected and motions to be submitted.
2. All nomination and motions should reach the secretary/administration at least two weeks before the meeting
3. The final notice of the AGM including the agenda, the minutes of the previous meeting and any motions received will be sent to members latest seven days before the meeting

ARTICLE 10: VOTING AT MEETINGS

1. Each member older than 13 years of age has one vote
2. Each honorary member has one vote



ARTICLE 11: QUORUM AT MEETINGS

1. At the AGM and SGM, at least 15 Members attending will form a quorum
2. At the management meetings, at least 4 Members attending will form a quorum
3. At any committee meetings, at least 2 Members will form a quorum

ARTICLE 12: PROCEDURES AT MEETINGS

1. At the AGM the Chairperson, and if they are not available, the Vice-Chairman of the Club will chair the meeting. If both are absent, the meeting will select a Chairperson from the members present.
2. The Agenda of the meeting will follow the sequence below:
 - a. Establish if there is a quorum and constitute the meeting
 - b. Read and confirm the notice of the meeting
 - c. Establish that the minutes have been read of the previous AGM and of previous meeting and / or any SGM held and approval of the minutes
 - d. The submitting, discussion and approval of the Annual Report
 - e. The submitting and approval of the audited Financial Statement
 - f. The discussion and approval of motions that was submitted according to the prescriptions of the conditions
 - g. The awarding of Colours
 - h. The election of the new Management of the Club
3. The agenda of the SGM will follow the sequence below
 - a. Read and confirming the notice of the meeting
 - b. The discussing of the matters that were submitted according to the prescribed procedure
4. No proposal a amendment on the agenda of the AGM or SGM could be withdrawn without the permission of the meeting. If the original instigator of the proposal is not present, any member at the meeting will have the right to take his/her position and will for that purpose have the same rights as the original instigator to promote and motivate the proposal

ARTICLE 13 VOTING PROCEDURES AT MEETINGS

1. All decisions to be voted for will be by the raising of hands, except if requested by two or more members, or if the Chairperson takes such a decision, the voting will be by ballot papers. In the case of a tie in vote, the Chairperson will have the decisive vote
2. The election of Management will be by ballot papers and according to the following conditions:
 - a. Nominations must be in writing, properly seconded and accepted by the nominee in writing
 - b. The position for which the candidate is nominated must be indicated
 - c. If there is no nomination for a specific position, the person holding the position at present will automatically be re-elected

ARTICLE 14 MANAGEMENT

1. The Management of the Club will manage the Club
2. The Management will consist of
 - a. The Chairperson
 - b. The Vice Chairperson
 - c. The Treasurer
 - d. The Secretary
 - e. The Development Officer
 - f. Four additional Members
 - g. Co-opted members by management to take responsibility for specific tasks ie Social, Administrator and any other additions that is necessary for the smooth running of the Club
3. The Chairperson, Vice Chairperson, Secretary and additional members are being elected at the AGM by the members of the Club with voting powers
4. Any position that become vacant during the year will be filled by co-option by Management



ARTICLE 15 MEETINGS OF MANAGEMENT

1. Management / Committee will meet at least once a month unless an alternative decision is taken
2. The Secretary will see to it that proper notice of the meeting is given to all members of the Committee
3. Four Members will be a quorum
4. Voting will be by the raise of hands except if two members request voting by ballot paper
5. In the case of a tie of votes, the Chairperson will have the decisive vote
6. Minutes will be kept of all meetings by the Secretary, typed up within 48 hours (2 days) after the meeting and emailed to the Chairperson who will then distribute these minutes after approving to Nedbank Running Club National

ARTICLE 16 POWERS AND DUTIES OF MANAGEMENT

Apart from any powers and duties granted to Management in this constitution, the following additional powers, responsibilities and decisions will be performed by Management –

- a. To fill any vacancies by co-option
- b. Arranging of the AGM
- c. Submit to AGM the Audited Financials and Annual Reports
- d. Take legal action on behalf or in defense of the Club
- e. Arrange a Club Championship or any other meetings on behalf of the Club
- f. Keep register of performances of members of the Club
- g. Co-opt additional members for specific tasks
- h. To arrange for disciplinary hearings and summons any person (Club or non-Club Member) to give evidence in such hearings
- i. To prepare an quarterly and or annual plan reflection the year program and an income and expense budget
- j. Approval of the budget by committee members

ARTICLE 17 AUTHORITY OF MANAGEMENT

Apart from the powers and duties indicated in Article 16, Management has the authority to

- a. To compile a disciplinary committee as per ARTICLE 18 to investigate any complaint brought before them
- b. B. To arrange for disciplinary hearings and summons any person (Club or Non-Club Member) to give evidence in such hearings
- c. To open a Bank Account and manage all financial aspects of the Club
- d. To decide on and make payments of any honorariums as and when required. Such payments should be reported at the AGM Financial Report
- e. Give financial support to Club Members where and when necessary. Particulars of financial support given will form part of the Annual Financial Report at the AGM

ARTICLE 18 FORFEIT OF POSITION

If a member of Management did not attend 3 successive management meetings without a proper excuse, he/she will forfeit their position. This will be automatically and management will take action to fill the position as soon as possible by means of co-option. The members that lost his/her position can however appeal to management to reconsider their position by motivating their actions. This however should be done within two weeks after the last of the three successive meetings that he/she did not attend.

**ARTICLE 19 DISCIPLINARY ACTION AGAINST MEMBERS**

1. Complaints received by management of any misbehavior of any member or action(s) that could bring the sport (Athletics) and or the Club in disrepute, should be investigated and if disrespect is founded, brought before the disciplinary committee for a disciplinary hearing.
2. The member involved will be informed within 14 days of such action to be taken place, what the complaints are and where and when his/her presence should be required for a disciplinary hearing.
3. The disciplinary committee will consist out of the Chairperson, the Vice-Chairperson and a nominated member, known for his/her know-how in this respect. The nominated member will be identified by management.
4. The finding of the hearing will be conveyed to the member within 14 days and AGN will be informed of the findings.

ARTICLE 20 THE MANAGEMENT COMMITTEE

1. THE MANAGEMENT COMMITTEE WILL BE CONSIST OF –
 - A. The Chairperson
 - B. The Vice-Chairperson
 - C. The Secretary
2. Urgent matter to be handled by the management committee would be those that cannot wait until the next management meeting without having a negative effect on the running of the Club. Decisions taken by the management committee should be submitted for approval at the next management meeting.
3. Two members of the management committee will form a quorum
4. The Chairperson has a ordinary and decisive vote
5. The management committee meets when the Chairperson or Secretary identify a need for such a meeting

ARTICLE 21 MEMBERSHIP FEES AND REGISTRATION OF ATHLETES

1. Membership fees will on an annual basis be fixed by management. Differentiated fees depending on specific circumstances will be considered by management
2. All athletes above 13 years of age should be licensed. The cost will form part of their annual club membership fees

ARTICLE 22 RULES OF ATHLETIC MEETINGS

All meetings presented by the club will be under the rules of AGN, ASA and IAAF

ARTICLE 23 SELECTION COMMITTEE

1. The selection committee will consist of the Chairperson, Coaches representative and the committee members involved (Road Racing, Track & Field, Cross Country, ect)
2. The selection committee will select its own Secretary
3. The tasks of the selection committee are: The selection of athletes, a team or teams to represent the Club
4. Selection will take place at meeting specially arranged for that purpose by the convener. Two members will form a quorum.
5. The selection committee will also take responsibility to identify the trophy winners of the Club

ARTICLE 24 THE COLOURS OF THE CLUB

The colours of the Club will be as from time to time, decided or changed by Nedbank Running Club National and approved at the AGM. Described colours as per Nedbank Running Club National. See below Club Logo



**ARTICLE 25 FINANCIAL CONTROLS**

Financial control will fall under the management of the Club. The management should see to it that –

- a. A proper set of financial records are kept and that all transactions are properly recorded
- b. All documents are kept in a safe place
- c. A current account is opened at a commercial bank of standing, arranged and approve the necessary signatories for the said account. At least two signatories must have approval rights of said account
- d. Surplus funds are invested in an interest bearing account to the best benefit of the Club at a financial institution of good standing. Withdrawals from the said account will also require two signatories
- e. The audited financial statements must be submitted to the AGM yearly
- f. That the club stay within its budget, both at the income and expense side

ARTICLE 26 TERMINATION OF THE CLUB

1. The club will be terminated when –
 - a. The members take an anonymous decision to terminate the club at a SGM or
 - b. If the club can no longer financially survive or
 - c. When there are no members left in the club
2. Upon termination all the assets and funds of the club will be transferred into a Trust Fund Account where upon the committee in conjunction with Nedbank Running Club National, will hold a SGM to decide and vote on what needs to be done regarding these assets and funds

ARTICLE 27 CHANGING THE CONSTITUTION OF THE CLUB

1. Changes to the constitution of the club can only take place if sanctioned by a two third majority at an AGM or SGM after proper notice has been given
2. The notice must clearly indicate which article of the constitution will be changed and what will be included (new) and what will be excluded (old) or changes
3. Any changes to the constitution become effective immediately
4. Any addendums to the constitution reflects operational aspects and as such do not form an integral part of the constitution and could be adjusted by management, should the need arise.

**THIS CONSTITUTION IS APPROVED ON THE AGM OF NEDBANK RUNNING CLUB
GAUTENG NORTH IN PRETORIA**

SIGNED BY:

CHAIRPERSON SIGNATURE: R

DATE: 29/07/2021

NAME & SURNAME: J I Rencontre

VICE-CHAIRPERSON SIGNATURE: [Signature]

DATE: 29/07/2021

NAME & SURNAME: F M VENTER