

## CONSTITUTION OF ADASTRAL PARK LEISURE AND SPORTS

1. The organisation shall be called Aadastral Park Leisure and Sports (ATLAS), hereinafter referred to as the Club. The Club will be branded according to Aadastral Park identity guidelines.
2. The objectives of the Club are as follows:
  - a) To foster and develop leisure and sports activities for the benefit of ATLAS Club Members.
  - b) To provide financial backing and enablers in support of existing and new ATLAS affiliated Clubs.
  - c) To raise the profile and actively promote leisure and sports activities at Aadastral Park.
  - d) To provide membership services (Annex 1) for ATLAS Clubs and Members in support of the above objectives.

3) Membership of the Club:

All people who are employed by current Aadastral Park based companies are eligible to join the Club.

i - Persons eligible for Full Membership of the Club shall be:

a) Permanent employees of current Aadastral Park based companies. (Employees of that company from other locations can join too)

b) Ex-employees of current Aadastral Park based companies who were full members of the club before they left and have continued to pay membership.

ii - Persons eligible for Associate Membership of the Club shall be:

a) Temporary employees of current Aadastral Park based companies.

iii - Persons eligible for Friends & Family Membership of the Club shall be:

a) Friends and family of Full Members. Every Full AtLAS member can have up to 3 Friends and Family members associated to them.

iv - Full Members under section 3i (a) of this Constitution who are permanent employees of current Aadastral Park based companies may invite **Guests** onto designated areas of Aadastral Park by arrangement with both Aadastral Park Main Reception and the appropriate individual Club. [Access to Aadastral Park](#) is restricted to certain times and locations depending on level of Membership.

A guest fee will apply when using Aadastral Park sports facilities (Annex 2), to be collected by the individual club.

v - Full, Associate and Friends & Family members must complete and sign a membership form and pay the current subscription (Annex 2), which shall be determined for the ensuing year at the ATLAS Annual General Meeting (AGM). ATLAS is a non-profit making organisation.

vi - Affiliated clubs (Annex 3) must adopt the following mandatory clauses:-

1. The Club shall be affiliated to ATLAS. All members of the Club who are eligible to be members of ATLAS must be members of ATLAS.

2. Affiliated ATLAS clubs shall be run by an elected committee comprising of at least three members (Chairman, Secretary, Treasurer). At least one of the Chairman, Secretary and Treasurer must be a member of ATLAS.

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3. The affiliated Club must maintain a bank account in the name of the club, the account must require two signatories for all activities that reduce the account balance.
  4. The Club must run an Annual General Meeting (AGM) the minutes of which are available for inspection.
  5. The club must make any necessary arrangements for the insurance of its own equipment/liability.
  6. The club will lodge with the AtLAS committee a risk assessment for their clubs activities on an annual basis.
  7. Any changes to the Clubs constitution shall require ratification by the ATLAS Executive (Exec) committee.
  8. Any approach to British Telecommunications PLC for facilities on site or elsewhere shall be made only through the ATLAS Exec committee.
  9. The ATLAS Exec committee shall be entitled to call an Extraordinary General Meeting (EGM) of the Club at any time, at which the Management Committee shall be represented.
  10. In the event that the Clubs funds are in debit by more than £10 or 10% of the gross annual cash flow, whichever is the greater, an officer of the ATLAS Exec committee shall be notified immediately. The ATLAS Exec Committee may take appropriate action in cases where at any time the Club is in debit to ATLAS or where ATLAS might be responsible for any debts of the Club.
  11. In the event of the Club being unable to continue to function in the opinion of the ATLAS Exec Committee, the Management Committee and the membership of the Club at a combined meeting, the Club shall be wound up under the control of the ATLAS, and all the assets of that Club shall be taken over by the ATLAS. Any assets shall be retained for a period of 2 months against the possibility of restarting the section if demand exists.
4.
    - i The affairs of the Club shall be administered by three Committees of Members, to be known as the Executive Committee, the General Committee and the Club Committee. Associate Members may only form the minority of any Committee.
    - ii The Executive Committee shall be responsible for overall matters of policy and running of the Club.
    - iii The General Committee shall be responsible for determining matters of general policy subject to decisions taken by the Executive Committee and at any General Meeting of Members of the Club.
    - iv The Club Committee shall be a forum for the exchange of information about the running of the Clubs. Agreed actions raised by the Club Committee will be addressed by the General Committee.
    - v The Committees shall have the power to co-opt Members to replace those resigning during the year.
    - vi The Committees shall have the power to co-opt Members to assist in their work. These Members shall have full debating rights but no voting powers.
  5. A President shall be invited to hold office by the Executive Committee. The President would normally be the most senior BT employee at Adastral Park in the interest of the majority of Members of the Club.
  6. The officers of the Executive Committee shall be:

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- a) Chairperson
  - b) Vice-Chairperson
  - c) Secretary
  - d) Treasurer.
7. The General Committee shall consist of:
- a) the Executive Committee;
  - b) representatives from associated companies based at Aadalral Park;
  - c) an Aadalral Park 'Site Services' representative;
  - d) a Retired Staff Section (RSS) representative (if not already covered by Section 7(g));
  - e) an Events co-ordinator;
  - f) a Communications co-ordinator;
  - g) Representatives from the five associated Club communities (Annex 3).
8. The Club Committee shall consist of:
- a) the General Committee;
  - b) representatives of individual ATLAS Clubs.
9. Conditions of the Committees:
- i The Executive Committee shall be elected at the AGM. Nominations for the Committee's new Members shall be proposed within 28 days prior to the AGM.
  - ii No Committee Members shall be elected in absentia without their agreement.
  - iii The elected Members shall serve for three years and on retirement shall automatically be eligible for re-election.
  - iv The Executive Committee will appoint Members of the General Committee;
  - v Any Member of Committees shall be deemed to have resigned if he/she is absent from three consecutive meetings for reasons other than official business, annual or sick leave, classes or examination.
  - vi Lifetime Honorary AtLAS membership will be given to any member of the AtLAS Executive Committee who has completed 5 years of continuous service.
10. Meetings of the Executive Committee:
- i The meetings of the Executive Committee shall be convened by the Secretary at the request of the Chairperson. These meetings shall be minuted.
  - ii The meetings shall be convened by the distribution of an agenda to each Member at least 5 working days before the date of the meeting.
  - iii The decisions of the Executive Committee shall be made by simple majority, the Chairperson having the casting vote.

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11. Meetings of the General Committee:
  - i The meetings of the General Committee shall be convened by the Secretary at the request of the Chairperson.
  - ii The meetings shall be convened by the distribution of an agenda to each Member at least 5 working days before the date of the meeting.
  - iii The decisions of the General Committee shall be made by simple majority, the Chairperson having the casting vote.
12. Meetings of the Club Committee:
  - i The meetings of the Club Committee shall be convened by the Secretary at the request of the Chairperson.
  - ii The meetings shall be convened by the distribution of an agenda to each Member at least 5 working days before the date of the meeting.
  - iii The decisions of the Club Committee shall be made by simple majority, the Chairperson having the casting vote.
13. The Club shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year. The AGM of the Club shall be held not later than 30<sup>th</sup> September in each year, and not less than 28 days shall be given by means of notification to the Club's Members.
14. At the AGM, the Executive Committee shall present a report and audited statement of accounts for the past financial year. Any Member wishing to move a resolution at the AGM shall forward the same in writing to the Secretary 21 days before the meeting and it shall be published 10 days before the meeting. Amendments to resolutions shall be forwarded in writing to the Secretary not less than 6 days before the meeting. All resolutions and amendments shall be notified to the Club's Members and the proposers of motions. A simple majority shall be sufficient for the election of officers and for voting on other proposals. The Chairperson will have the casting vote.
15. Extraordinary General Meetings (EGM) may be convened at any time by the Executive Committee, or on written request to the Secretary. Notice of such meetings shall be not less than 14 days and shall take place within 28 days of the request. The only business conducted at an EGM shall be the consideration of the matter for which the meeting was convened. Notice of an EGM shall be given to the Club's Members.
16. A professionally qualified auditor (e.g. F.C.A.) shall be appointed at each AGM.
17. Committee meetings shall be deemed quorate with the following in attendance:
  - i Executive Committee – Three from :
    - Chairperson
    - Vice-Chairperson
    - Secretary
    - Treasurer.
  - ii General Committee – all of:
    - Two officers of the Executive Committee;
    - At least four of the other General Committee Members.
  - iii Club Committee – all of:

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One officer of the Executive Committee;  
At least six of the individual ATLAS Club representatives.

In the event that a quorum is not present, the business shall be postponed for a period of not more than 28 days. Not less than 14 days notice of the resumed meeting shall be given which shall be announced by the Club's Secretary. If a quorum does not attend at a resumed meeting any proposal before the meeting shall be deemed to have failed. If a quorum does not attend at a resumed AGM the Club shall be wound up, and the retiring Chairperson shall stay in office until this is effective. Disposal of the assets of the Club shall be decided by an Extraordinary General Meeting of the Members to be publicised as above.

18. Current accounts in the name of the Club shall be maintained at local banks/building societies as decided by the Executive Committee. Signatories will be any two of the Members of the Executive Committee.
19. No alteration to the main body of the Constitution shall be made except by a General Meeting of the Club. No alteration of the Annexes of this Constitution shall be made except by a General Committee Meeting. The support of two-thirds of the Members that are present is required.
20. The Executive Committee has the authority to make a ruling on any point not covered by this Constitution or on which this Constitution is considered ambiguous. Any rules shall operate until the next General Meeting when the Constitution will be reviewed accordingly.

**END OF CONSTITUTION**

**Annex 1 – Membership Services**

No membership services are defined at present.

**Annex 2 – Subscriptions and Fees**

**ATLAS Bronze Subscription** (£2 per month):

- eligible to join ATLAS individual Clubs (individual Club fees may apply)
- may make bookings of Adastral Park Sports Hall (and/or its courts) and tennis courts (subject to availability) of 2 hours per venue, per person, per week.
- may participate in ATLAS arranged activities (additional fees may apply)
- may play in ATLAS organised sports leagues and tournaments
  - eg. squash, badminton, football, tennis, cricket
- individual Clubs are eligible for annual grants
- provision of internet based ATLAS information, results and on-line booking system.

**ATLAS Silver Subscription** (£11 per month or £15 per month for Friends & Family Membership),  
as Bronze Subscription plus:

- membership of the BodyTalk Gym

**Guest Fee** (£24 per year):

- payable by non-members to individual Clubs (at the Club's discretion) that receive annual grants from ATLAS

**Annex 3 – Affiliated Clubs**

Aiki Jitsu  
Angling  
Badminton  
Basketball  
Bicycle User Group  
Billiards and Snooker  
BodyTalk Gym  
Chess  
Christian  
Cricket  
Croquet  
Football  
French  
Golf  
Horticulture  
Inter-Divisional Cricket  
Judo  
Karate Club  
Keep Fit  
Model Aircraft  
Model Boat  
Motor  
Multifaith  
Music  
Octopush  
Photographic  
Radio  
Retired Staff Section  
Sailing  
Speakers  
Sun-Star Sub Aqua  
Table Tennis  
Tai Chi  
Tennis  
Twinning  
Volleyball  
Yoga & Pilates