

AtLAS Affiliated Clubs and Societies Mandatory/Constitutional Requirements (October 2019)

- *This document summarises the mandatory requirements for clubs and societies ('Clubs') that are Affiliated to Adastral Park Leisure and Sports (AtLAS). It is extracted from the latest AtLAS constitution – Version 5, dated 01/10/19.*
- *The requirements shall be explicitly included in AtLAS Affiliated Club constitutions.*
- *Note: An Affiliated Club receives financial support and enablement from AtLAS and is permitted to use Adastral Park on-site facilities managed by AtLAS on a Club basis.*

Core Requirements:

The Club shall;

1. 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 an individual 'Full Member' of AtLAS.
2. maintain formal membership records. All Club members shall EITHER be individual members of AtLAS or the Club shall pay an AtLAS contribution equivalent to 50% of the prevailing basic individual member subscription – i.e. for each non-AtLAS member.
3. maintain a bank account in the name of the Club. It is strongly recommended that the account should require two signatories for all activities that reduce the account balance.
4. hold an Annual General Meeting (AGM) with minutes and annual financial statements recorded and available for general inspection.
5. must provide an Annual Return to the AtLAS Executive Committee comprising of:
 - 5.1. AGM minutes;
 - 5.2. annual financial statements;
 - 5.3. annual risk assessment;
 - 5.4. proof of insurance cover for its activities, with evidence of adequate cover for public, personal injury and any other relevant liabilities (especially related to activities using Adastral Park facilities);
 - 5.5. a register of Club members;
 - 5.6. confirmation of compliance with applicable UK data protection regulations for the processing and storage of personal data, to include [at minimum] evidence of a published Privacy Notice and published consent process to manage contact preferences.
 - 5.7. where less than 50% of the club members are individual members of AtLAS, an agreed strategic plan and any other initiatives to increase this percentage to at least 50%, ideally greater.

6. make any necessary arrangements for the insurance of its own equipment and for any member or third-party liability arising from its activities.
7. obtain approval for any Club constitution changes from the AtLAS Executive committee, before implementation.

Other Requirements:

8. Any approach to British Telecommunications plc for facilities on the Adastral Park site or elsewhere shall be made only through the AtLAS Executive committee.
9. The AtLAS Executive 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 of the Club being unable to continue to function in the opinion of the AtLAS Executive 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 Club if demand exists.