Adastral Park Leisure and Sports (AtLAS) Constitution

1 Introduction

This is the constitution for the organisation called Adastral Park Leisure and Sports (AtLAS). AtLAS is a non-profit making funding and governance organisation.

Adastral Park is a multi-tenanted site owned and operated by British Telecommunications plc (BT). AtLAS will be branded according to Adastral Park identity guidelines, where available.

Where Clubs are referred to in the Constitution this includes all established Clubs, Societies and Sports or Leisure Teams recognised by AtLAS.

2 ATLAS Objectives

The objectives of AtLAS are:

2.1 To develop and manage leisure and sports activities for the benefit of AtLAS Members.

2.2 To raise the profile of and actively promote leisure and sports activities at Adastral Park.

2.3 To provide financial support and enablement together with promotional and development support to AtLAS Affiliated Clubs.

2.4 To provide promotional and development support to AtLAS Associated Clubs.

2.5 To provide membership services (Annex 1) for AtLAS Clubs and Members in support of the above objectives.

3 AtLAS Individual Membership

3.1 Eligibility

All people employed by either British Telecommunications plc or current Adastral Park tenant companies and organisations are eligible for AtLAS membership.

3.1.1 Full Members - eligible people are:

- Permanent employees of British Telecommunications plc or current Adastral Park tenant companies and organisations, plus employees of those companies or organisations at other locations.
- Ex-employees of British Telecommunications plc who were Full Members before they left employment and have continued their AtLAS membership. This includes: Ex-employees of British Telecommunications plc who were Full Members before they left employment and who ceased their membership when they left employment will be eligible to re-join as a Full Member for a period of up to six months from their leaving date. Thereafter any request to re-join AtLAS as a Full Member will only be

granted in exceptional circumstances and at the absolute discretion of the AtLAS Executive Committee and Adastral Park site and security management.

Note: Full membership is not available to ex-employees of current Adastral Park tenant companies and organisations. To remain a member of AtLAS they may become a Friends and Family Member – see 3.1.3.

3.1.2 Associate Members - eligible people are:

- Temporary employees of British Telecommunications plc or current Adastral Park tenant companies and organisations, plus employees of those companies or organisations at other locations. Temporary employees are defined as those with employment contracts less than one year.

3.1.3 Friends & Family Members - eligible people are:

- Friends and Family of Full Members, subject to a limit of three Friends and Family members per Full Member.

3.2 Individual Subscriptions

All Individual members must complete and sign a membership form, agree to the Terms and Conditions of Membership therein and pay the relevant subscription rate set. (Annex 2) to become and continue to be an AtLAS Member. Subscription amount are to be determined from time to time by the AtLAS Executive Committee and are to be approved at AtLAS Annual General Meetings (AGMs) before they are change.

3.3 Access to Adastral Park (all Members and Guests)

Site access shall be restricted to certain times and locations dependent on level of Membership - see http://atlasleisure.org.uk/access/ for prevailing policy and details.

3.4 Guests of Members

Full Members under Section 3.1.1, who are:

- permanent employees of:
  - British Telecommunications plc;
  - current Adastral Park tenant companies and organisations;
- ex/retired employees of BT who have continued their AtLAS membership (within 6 months of leaving BT employment), at the absolute discretion of AtLAS and Adastral Park site and security management;

may invite Guests onto designated areas of Adastral Park by arrangement with site and security management, the relevant AtLAS club where appropriate and in accordance with the prevailing policy – see https://atlasleisure.org.uk/access/.

4 Club Affiliation and Association

A Club shall be either Affiliated or Associated with AtLAS

- An Affiliated Club shall receive financial support and enablement together with promotional and development support from AtLAS. Any club using Adastral Park onsite facilities managed by AtLAS must be Affiliated to AtLAS.
- An Associated Club shall receive promotional and development support from AtLAS.

4.1 Club Requirements

4.2 Affiliated Clubs

Affiliated Clubs must adopt the following mandatory organisational structure and management, based on the AtLAS Club Constitution model document (separate document):

4.2.1.1 The Club shall be run by an elected Committee comprising of at least three members, as Chairman, Secretary, and Treasurer. At least one of the Committee must be a Full Member of AtLAS.

4.2.1.2 The Club shall maintain formal membership records. All Club members shall EITHER be individual members of AtLAS (See Section 3 – Individual AtLAS Membership) OR the Club shall pay AtLAS contribution equivalent to 50% of the prevailing basic individual member subscription for each non-AtLAS member.

4.2.1.3 The Club shall 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.

4.2.1.4 The Club shall hold an Annual General Meeting (AGM) with minutes and annual financial statements recorded and available for general inspection.

4.2.15 ensure that any club activities taking place at Adastral Park after 17:00 hours Monday – Friday, have a minimum of one club representatives present at the session who are first aid qualified.

4.2.1.6 The Club must provide an Annual Return to the AtLAS Executive Committee; comprising of:

- AGM minutes;
- annual financial statements;
- annual risk assessment;
- 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);
- a register of Club members;
- 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.

- 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.

4.2.1.7 The Club must make any necessary arrangements for the insurance of its own equipment and for personal and public liability.

4.2.1.8 Any changes to the constitution of the Club shall require approval by the AtLAS Executive Committee.

4.2.1.9 Any approach to British Telecommunications plc for facilities at Adastral Park or other British Telecommunications plc premises on behalf of the Club shall be made via the AtLAS Executive committee only.

4.2.1.10 The ATLAS Executive committee shall be entitled to call an Extraordinary General Meeting (EGM) of the Club at any time, at which the Club Committee shall be represented.

4.2.1.11 In the event that the funds of the Club are in debit by more than £10 or 10% of the gross annual cash flow, whichever is the greater, the AtLAS Executive Committee shall be notified immediately. The AtLAS Executive Committee may take appropriate action in cases where at any time the Club is in debit to AtLAS or in any situation where AtLAS may be held responsible for any debts of the Club. 4.2.1.11

AtLAS reserves the right, for any Affiliated Club dissolving or moving from Affiliated to Associated status, that has received an AtLAS grant payment within the last 12 months, to request a repayment of up to 100% of the grant amount. Affiliated Clubs dissolving may choose to distribute any remaining funds between their members at the time of dissolution and/or AtLAS.

4.3 Associated Clubs

Associated Clubs must fulfil the following requirements:

4.3.1 The Club shall be a not-for-profit unincorporated sports or leisure related organisation, with a written and generally available Constitution.

4.3.2 The Club shall be recognised as independent of AtLAS with regards to any financial or legal responsibility.

4.3.3 The Club shall not affiliate or associate itself with any other organisation, with aims and objectives that explicitly contradict the general aims and objectives of AtLAS.

4.3.4 The Club shall be run by an elected committee comprising of at least three of its members as officers.

4.3.5 The Club shall maintain a bank account in the name of the Club. It is strongly recommended that the account requires two signatories for all activities that reduce the account balance.

4.3.6 The Club shall hold an Annual General Meeting (AGM) with minutes and accounts recorded and available for general inspection.

4.3.7 The Club shall make any necessary arrangements for the insurance of its own equipment and for personal and public liability.

4.3.8 The Club shall not make any direct approach to British Telecommunications plc regarding facilities at Adastral Park or other British Telecommunications plc premises. Any approach shall be made via the AtLAS Executive committee only, on behalf of the Associated Club.

In the event of the Associated Club requirements not being adhered to, the Associated Club becoming insolvent or substantial changes made to the operation and/or constitution of the Club, the AtLAS Executive Committee may review and terminate the Associated Club association with AtLAS.

5 AtLAS Administration

The administration and operation of AtLAS shall be administered by a Committee of Members, to be known as the Executive Committee, who may optionally appoint an Operational Committee. Associate Members may only form the minority of any Committee.

5.1 The Executive Committee shall be responsible for overall matters of policy and running of the AtLAS. A duly elected and functioning Executive Committee is a mandatory constitutional requirement.

5.2 The Operational Committee shall be responsible for determining matters of general policy and operation, subject to decisions taken by the Executive Committee and at any General Meeting of AtLAS Members. The Operational Committee is a discretionary committee appointed by the Executive Committee, where its existence and operation is considered to aid the efficient administration and development of AtLAS and its Clubs and Members.

5.3 The Executive Committee shall have the power to co-opt AtLAS Members onto the Executive Committee, to replace those resigning during their term.

5.4 The Executive Committee shall have the power to co-opt AtLAS Members to assist in the work of the General Committee. These Members shall have full debating rights but no voting powers.

5.5 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 AtLAS Members.

6 Executive Committee

The elected Officers of the Executive Committee shall be:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

6.1 The Executive Committee shall be elected at an Annual General Meeting. Nominations for the Committee's new Officers shall be proposed within 28 days prior to the Annual General Meeting

6.2 No Executive Committee Officers or Members shall be elected in absentia without their agreement.

6.3 The elected Officers shall serve for three years and on retirement shall automatically be eligible for re-election.

6.4 The Executive Committee may optionally appoint a paid or unpaid Administrator in lieu of an elected Secretary.

6.5 The Executive Committee will optionally appoint Members of an Operational Committee;

6.6 Any Officer or Member of the Executive Committee 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.

6.7 Lifetime Honorary (without subscription) AtLAS Bronze membership will be given to any Officer of the AtLAS Executive Committee who has completed five years of continuous service.

7 Executive Committee Meetings

7.1 The meetings of the Executive Committee shall be convened by the Secretary at the request of the Chairperson. These meetings shall be minuted.

7.2 An Executive Committee meeting shall be quorate if three of the four named officers are duly appointed and attending. In the event that a quorum is not present, the business shall be postponed for a period of not more than twenty-eight days.

7.3 The meetings shall be convened by the distribution of an agenda to each Executive Committee Executive Committee at least five working days before the date of the meeting.

7.4 The decisions of the Executive Committee shall be made by simple majority, the Chairperson having the casting vote.

7.5 A standing invitation to attend Executive Committee meeting shall be offered to a representative of Adastral Park site management (BT).

8 Operational Committee (Optional)

The Operational Committee Members will be invited and appointed by the Executive Committee. The Members of the Committee shall generally consist of:

- an Executive Committee representative – as Chairperson
- representatives from associated companies based at Adastral Park;
- an Adastral Park site management representative
- a BT Adastral Social Club (retired staff) representative
- an Events co-ordinator;
- a Communications co-ordinator

8.1 Any Member of the Operational 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.

8.2 The meetings of the Operational Committee shall be convened by the Secretary at the request of the Chairperson.

8.3 An Operational Committee meeting shall be quorate if the Executive Committee representative and at least three other duly appointed members are attending. In the event that a quorum is not present, the business shall be postponed for a period of not more than twenty-eight days.

8.4 The meetings shall be convened by the distribution of an agenda to each Member at least five working days before the date of the meeting.

8.5 The decisions of the Operational Committee shall be made by simple majority, the Chairperson having the casting vote.

9 AtLAS Administrative Calendar

9.1 The AtLAS administrative and financial accounting year shall run from 1 April to 31 March.

9.2 An ATLAS Annual General Meeting shall be held not later than 30 September in each year. At least twenty-eight days notification of the Annual General Meeting shall be given to AtLAS Clubs and individual Members.

10 Annual General Meeting

10.1 At the Annual General Meeting, the Executive Committee shall present a report and audited statement of accounts for the past financial year.

10.2 Any Member wishing to move a resolution at the Annual General Meeting shall forward the same in writing to the Secretary twenty-one 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 six days before the meeting. All resolutions and amendments shall be notified to the Club's Members and the proposers of motions.

10.3 A simple majority shall be required for the election of Executive Committee Officers and for voting on other proposals. The Chairperson shall have the casting vote.

10.4 A professionally qualified auditor (e.g. FCA) shall be appointed at each Annual General Meeting.

10.5 In the event that a quorum of Executive Committee Members are not present, the Annual General Meeting shall be postponed for a period of not more than twenty-eight days. Not less than fourteen days' notice of the resumed Annual General Meeting shall be given which shall be announced by the Club's Secretary. If a quorum of Executive Committee Members does not attend at the resumed Annual General Meeting any proposal before the meeting shall be deemed to have failed. Thereafter AtLAS shall be dissolved. The retiring Chairperson

shall stay in office until this is effective. Disposal of the assets of AtLAS shall be decided by an Extraordinary General Meeting of the Members.

11 Extraordinary General Meetings

11.1 These may be convened at any time by the Executive Committee, or by written request from an AtLAS Club or Member to the Secretary.

11.2 The only business conducted at an Extraordinary General Meeting shall be the consideration of the matter for which the meeting was convened.

11.3 Notice of such meetings shall be not less than fourteen days and shall take place within twenty-eight days of the request. Notice of an Extraordinary General Meeting shall be given to all AtLAS Clubs and individual Members.

12 Financial

12.1 Current and savings accounts in the name AtLAS shall be maintained at recognised banks and similar UK registered deposit takers as decided by the Executive Committee. Signatories to the accounts will be any two of the Members of the Executive Committee. **13 Constitution**

13.1 No alteration to the main body of the Constitution shall be made except by a General Meeting of the Club. The support of two-thirds of the Members that are present is required.

13.2 No alteration of the Annexes of this Constitution shall be made except by an Executive Committee Meeting.

13.3 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

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 on-site leisure and sports facilities (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 ○ e.g. squash, badminton, football, tennis, cricket.

AtLAS Silver Subscription (£11 per month or £15 per month for Friends & Family Membership)

- as Bronze Subscription plus:
- membership of the BodyTalk Gym

Club Affiliation Fee - for non-ATLAS members in Affilated Club (£1 per person per month)

- set at 50% of the prevailing AtLAS Bronze Subscription

Annex 3 - Clubs Status

Affiliated Clubs

Pilates/Yoga
Keep Fit Club
Photographic
BodyTalk Gym
Sailing Club
Table Tennis
Tennis
Radio Society
Karate
B.U.G
BT Lasers Basket Ball
Wing Chun
Woodbridge Badminton
Leopards BasketBall
ARCS
Model Aircraft (APIFC)

Associated Clubs

Christian Society
Angling Club
Speakers Club
BT Research Cricket
Horticultural Society
Netball
Model Aircraft (BTRMAC)
BTASC (Retired Section)
Diving Club
Golf
Twinning Association