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GREENSTONE HILL RUNNING CLUB CONSTITUTION

1. DEFINITIONS AND TERMS

Wherever the following terms and expressions are used in text of this Constitution, they shall have the meaning which is hereby ascribed to them:

- a. **"The Constitution"** shall always stand for the Constitution of the Greenstone Hill Running Club.
- b. **"The Club"** shall always mean the Greenstone Hill Running Club.
- c. **The "C.G.A.A.A"** shall stand for the Central Gauteng Amateur Athletics Association.
- d. **"Chairperson", "Secretary", and "Treasurer"** shall always mean the officials as specified, of the Greenstone Hill Running Club.
- e. **"The A.S.A."** shall always mean Athletics South Africa.

2. NAME

The name of the Club shall be: **Greenstone Hill Running Club**

3. ADDRESS

Unit 8 Storangeworx, Stoneridge Mall
Stoneridge Drive
Greenstone Hill
1616

4. COLOURS

- a. Athletic vest: Green, White and Black – On green/white vests
- b. Shorts: Black
- c. Logo:



5. AIMS AND OBJECTS

The aims and objectives of the Club shall be to foster, encourage, improve, control and manage the sport of Amateur Athletics in the area under its control and jurisdiction. Invite members primarily from the Greenstone and Edenvale area to participate in athletics and formal events to grow the sport and participate in the relative disciplines.

6. WAYS AND MEANS OF ACHIEVING AIMS AND OBJECTIVES

- a. By affiliating itself to the Central Gauteng Amateur Athletics Association (C.G.A.A.A).
- b. By providing suitable grounds, premises and other conveniences necessary for the practising and carrying out the sport of road running.
- c. By acquiring in all legal manner of means, such property, both movable, and immovable as may be required to achieve the aims and objectives of the Club.

7. MEMBERSHIP

Is open to all persons who are prepared to abide by the rules of the Athletics South Africa (A.S.A) and the C.G.A.A.A.

8. EXECUTIVE COMMITTEE

- a. The management of the affairs of the Club shall be in the hands of and under the control of the Executive Committee.
- b. The Executive Committee shall consist of:

The 2024 Executive Committee voted in at the Annual General Meeting (AGM) in January 2024 by the members:

Chairperson: Marissa Damons
Vice Chairperson: Vacant - refer to clause 8e)
Treasurer: Sudika Sekonyela
Secretary: Angelique van Greunen
Running captain: Kurt Greaves (representing all Running School Captains)
Marketing/Events: Connor Esterhuizen
Memberships: Juanita Subroyen

- c. Every member of the Executive Committee as set out above shall be entitled to one vote at Executive Committee meetings with the exception of the Chairperson who in addition to a deliberate vote shall also have a casting vote.
- d. Members of the Executive Committee as set out above, shall also be elected annually at the AGM of the Club. The names of the elected members as set out above must be submitted to the secretary of C.G.A.A.A within fourteen days after the date of the AGM.
- e. Should any vacancies occur in the Executive Committee, the remaining members shall have the power to fill such vacancies except that of the Chairperson who has to be elected by a General Meeting, and to appoint, whenever necessary, an acting Chairperson pending the election of such officers.
- f. The Executive Committee as defined in Clause 8b) shall meet at least once a month.
- g. Powers of the Executive Committee shall be:
 - i. To appoint a sub-Executive Committee for any purpose it may deem necessary to further the aims and objectives of the Club and to receive, consider and deal with all reports of such sub-Executive Committees.
 - ii. To prepare or cause to be prepared an annual report and financial statements (including an income statement and balance sheet for submission to members at the AGM of the Club.
 - iii. To deal with such matters or things as may be considered expedient in the management of the Club's affairs in accordance with its proclaimed aims and objectives, and subject to the terms of the Constitution.
 - iv. To hear any complaints which are brought about by any alleged transgression of:

1. Rules pertaining to the C.G.A.A.A. or the A.S.A.
 2. Any contents of the Constitution.
 3. Any contents of the rules pertaining to the Greenstone Hill Running Club.
 4. Any other generally accepted rules of conduct of a disciplinary nature applicable to the Club.
- v. To deal, as it deems necessary, with the allegation based on the outcome of the hearing.
 - vi. Any appeal or review by any concerned party in such a hearing will be referred to the Club Chairperson who will not be part of the hearing but will make any final decision if so required.
 - vii. The powers of this Executive Committee shall be to enforce the rules of the A.S.A. and the C.G.A.A.A. as an amateur athletic club.
 - viii. Every year at the AGM, the existing Executive Committee shall automatically be dissolved, once all matters pertaining to the current year are closed and finalised. A new Executive Committee shall be voted in at that AGM to take up office immediately for the following year.
 1. All Executive Committee members may hold the same position for two consecutive years running i.e. each position needs a new member to take up the role every second year.
 2. Notwithstanding clause 1) above, for continuity, the Secretary and Treasurer may continue for a third year if proposed by the Executive Committee and approved at the AGM .
 3. Executive Committee members may hold other roles within the Executive Committee should they accept nomination and be voted in.
 4. In the case where family members hold the position of Chairperson and Treasurer, , only the Treasurer will be given signing power on the banking account and the Executive Committee shall agree as to the second signatory.
 5. Voting shall take place by way of
 - a. Nominations from the current Executive Committee for each position
 - b. Acceptance of nominations by members
 - c. Voting by members present on the day of AGM

- ix. As reward for volunteering to be on the Executive Committee the outgoing committee will receive their membership free for the year after service. No other form of remuneration shall be given to Executive Committee members as it is a voluntary position.

9. MEETINGS OF THE EXECUTIVE COMMITTEE

- a. Meetings of the Executive Committee
 - i. The Executive Committee shall meet once every calendar month.
 - ii. All meetings of the Executive Committee shall be convened by written or verbal notice to be addressed to all Executive Committee members at least seven days before the date of such meeting.
 - iii. In cases of extreme urgency the time allowed for the convening of a meeting may be reduced at the discretion of the chairperson and secretary, in which case members of the Executive Committee may be summoned verbally either in person or by telephone to such a meeting.
 - iv. The quorum at the Executive Committee meeting shall be four, except in the case of an emergency meeting, an Executive Committee consisting of the chairperson and secretary, in which case members of the Executive Committee may be summoned verbally either in person or by telephone to such a meeting.
 - v. The procedure at all Executive Committee meetings shall be as provided for in this Constitution for General Meetings.
 - vi. Minutes shall be kept of the proceedings at all meetings of the Executive Committee and copies of all such minutes shall be circulated to all Executive Committee members.
 - vii. Any elected member of the Executive Committee who shall be absent from three consecutive meetings of the Executive Committee without leave, shall be deemed to have vacated his or her seat.
 - viii. The minimum time to give notice of absence for any Executive Committee meeting is 24 hours.

10. GENERAL MEETINGS

There shall be two kinds of General Meetings:

Annual General Meeting and **Special General Meeting**

- a. Annual General Meeting:

- i. The AGM of the Club shall be held during January of each year.
 - ii. Notice of the Annual and General Meetings of the Club shall be given in writing stating venue, date and time. The agenda shall be posted to all members and office bearers of the Club at least twenty-one days before the date of the meeting.
 - iii. The following business in the order given, shall be dealt with at the AGM:
 1. Notice convening the meeting.
 2. To read and adopt the minutes of the previous AGM and to deal with matters arising therefrom.
 3. To read and adopt the minutes of any Special General Meetings which may have been held since the previous AGM and to deal with matters arising therefrom.
 4. To present the Annual report of the Executive Committee by the Executive Committee Chairperson.
 5. To present and discuss the income statement and balance sheet.
 6. To elect the office bearers and additional members of the Executive Committee of the Club in terms of the electoral procedures as set out in the Constitution.
 7. To deal with any special business of which due notice has been received at least thirty days prior to the AGM by the Executive Committee so that it can be embodied in the agenda accompanying the notice convening the AGM.
 8. To deal with any other business of a general nature.
- b. Special General Meeting:
- i. A Special General Meeting of the Club shall be called:
 1. Upon a resolution to that effect by the Executive Committee.
 2. Upon a receipt of the requisition for such a Special General Meeting signed on behalf of at least 20% of the club members of good standing, and giving reasons for holding such a Special General Meeting.
 - ii. The Secretary shall send out notices in writing to all club members within seven days of such requisition, giving venue, date and time, and clearly stating the business of such a Special General Meeting.

- iii. The date of such a Special General Meeting shall not be less than fourteen days nor more than twenty-one days from the date of dispatch of the notice convening such a Special General Meeting.
- iv. The business of such a Special General Meeting shall be to deal with the special business of which the Special General Meeting has been called.
- v. No business other than that for which the Special General Meeting has been called, can be dealt with at such a Special General Meeting, unless agreed to by at least two-thirds of the accredited delegates present.

Representatives of General Meetings:

- vi. At every General Meeting of the Club, members in good standing shall be entitled to vote.
- vii. At every General Meeting of the Club the members of the Executive Committee shall be entitled to one vote each with the proviso that no one member shall have more than one vote.
- viii. Members of the outgoing Executive Committee, provided they are willing to stand, may be nominated by the new Executive Committee.

Procedures at General Meetings:

- ix. Quorum
 - 1. At least one-fifth of the senior club members in good standing must be represented at the General Meeting to form a quorum.
 - 2. Should there be no quorum within the one half-hour after the time for which the General Meeting has been called, the meeting shall stand adjourned for seven days at the same venue and time, and the Secretary shall immediately give notice to all club members.
 - 3. Those club members represented at the adjourned meeting shall be deemed to be a quorum, and the business for which the meeting was originally called shall be proceeded with.
- x. The Chairperson of the Club shall preside at all General meetings of the Club. Should the Chairperson not be present at the meeting, the members present shall elect one other Executive Committee member to preside at such General Meeting.
- xi. Voting at all General Meetings shall be by show of hands.
- xii. The Chairperson shall have a deliberate vote as well as a casting vote.

- xiii. Minutes shall be kept of the proceedings at all General Meetings of the Club copies of such meetings shall be mailed to all members of the Executive Committee and all club members of good standing.

11. FINANCE

- a. The finances of the Club shall accrue in the following way:
 - i. By revenue derived from sport meetings.
 - ii. By annual subscription fees.
 - iii. By gifts, grants, donations and legacies.
 - iv. By interest and investments.
 - v. By profits on sales of equipment, refreshments at sports meetings, programmes etc.
 - vi. All monies accruing to the Club shall be deposited with the Treasurer of the Greenstone Hill Running Club, to the credit and in the name of Greenstone Hill Running Club.
- b. All monies and other assets belonging to the Club shall be under the control of the Executive Committee of the Greenstone Hill Running Club
- c. The Treasurer shall keep proper books and an income statement and balance sheet shall be submitted to each AGM.
- d. The Treasurer shall give a report on the finances of the Club at every meeting of the Executive Committee.
- e. Subscription suggestions shall be presented at the Annual General Meeting and shall be approved by a two-thirds majority vote.
- f. Members must adhere to the rules and regulations of the Greenstone Hill Running Club that are in effect at that time.
- g. Subscriptions will also be used to further the aims of the Club as a sporting and social organisation.

12. FOUNDING MEMBERS AS FOLLOWS:

- a.
 - i. Maria Paschalides
 - ii. Scharlie and Marty Mortlock
 - iii. Mark Buchel
 - iv. Nic and Nicole Campbell

- b. Founding members are lifetime members and exempt from paying membership fees only. They are liable for CGA licence numbers and merchandise costs.

13. CHANGES IN THE CONSTITUTION

- a. Changes of whatever nature in this Constitution can only be made at an AGM or at a Special General Meeting called for this purpose.
- b. Notice of any proposed change in the Constitution must be embodied in the agenda accompanying the notice convening the Special General Meeting.
- c. No proposed change in the Constitution shall be effective unless agreed to by at least two-thirds of the accredited delegates present.

14. KEY CLUB EVENTS

- a. 1st of May every year shall be the Williams|Phiri Charity run.
- b. Annual Beyers Greenstone Run.

15. CODES OF CONDUCT & DISCIPLINARY PROCEDURES

Foreword

Greenstone Hill Running Club's Committee has developed procedures and protocols to ensure the smooth running of the Club. The Club is subject to the Constitution of Greenstone Hill Running Club. However, to ensure the effective and efficient running of its running operation and lifestyle events it has been necessary to publish relevant guidelines regarding aspects of the Club.

This document, *Greenstone Hill Running Club's Code of Conduct and Disciplinary Procedures* is binding on all members and guests of the Club, which summarizes the Club's expectations and details the procedures to be followed by a members in terms of how they conduct themselves and in respect of any member that wishes to lodge a complaint.

Introduction

This code of conduct is designed to enhance the values of our Club and to ensure that all members and guest enjoy the running and other events the club may

host, in a pleasant, family friendly environment.

The Club promotes the values of:

- *Safety*
- *Sportsmanship*
- *Open Communication*
- *Personal Conduct and & Accountability*
- *Code of Ethics*
- *Adherence to Club Policies*
- *Integrity*
- *Honesty*
- *Respect and Inclusivity*
- *Fairness*

This code applies to all members of Greenstone Hill Running Club.

For the purposes of this code Greenstone Hill

Running Club uses the following definitions:

Misconduct: (see definition of misconduct)

Complaint: An expression of dissatisfaction of a member, in writing via email, WhatsApp or SMS, that requires, in their sole discretion, a response from the club committee.

Misconduct

Misconduct, for the purposes of this Code, is the improper interference, in the broadest sense, with the proper functioning or activities of the Club, its members or guests.

Subject to the general definition above, the following shall, inter alia, constitute misconduct:

- Disruption of, or improper interference with the administrative, sporting, social or other activities of the club in all respects, Obstruction of or improper interference with the functions, duties or activities of any fellow

- member, or guest/s
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst
 - Any improper or untoward conduct while engaged in any club activity
 - Fraud, theft, deceit, deception or dishonesty in relation to the club or in connection with holding any office in the club or in relation to being a member of the club
 - Behaviour likely to cause injury or impair safety during club activities or events Sexual, racial, gender or any other form of personal harassment of any fellow member or any guest/s
 - The use of any unfair means in competition
 - Damage to or defacement of club property, the property of other club members caused intentionally or recklessly, or the misappropriation or misuse of such property
 - Conduct which constitutes a criminal offence where that conduct takes place during club activities, or affects or concerns other members of the club or members of the public, or
 - Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code

Disciplinary Procedures

The Committee of Greenstone Hill Running Club will deal with all club disciplinary matters.

The Committee will also deal with any complaint about the misconduct in race colours of a member of the Club at another affiliated race in the same manner as if the offending conduct had occurred at Greenstone Hill Running Club.

All matters which breach this code of conduct shall be processed as follows:

- The Club Committee, after receiving a complaint, may decide that the complaint does not raise a serious enough issue to warrant further investigation and a hearing. The complainant will so be advised.

- If the Club Committee having considered the alleged complaint is of the view that the complaint is of serious enough nature to investigate further it shall cause to obtain written statements from the complainant and any other witnesses or person who may have knowledge about the incident.
- After receipt of written statements the Club Committee will then decide to either conduct an enquiry where parties involved will be called upon to attend a hearing to discuss what transpired or to conduct a disciplinary hearing.
- If an enquiry is called for and convened the Club committee, in its sole discretion, may decide to finalise the matter there and then, provided that apart from a reprimand no further sanction may be imposed unless a party agrees thereto. If it appears to the Club committee or sub-committee that the matter is more serious than anticipated it can refer the matter for a disciplinary hearing.
- If the Club committee decides to conduct a disciplinary hearing it will inform the person implicated when and where the hearing will be held and inform him or her in writing of the allegations. The implicated person will be informed that he or she has the right to call witnesses and to cross-examine witnesses called on behalf of the club.

Note: No action will be taken by the Committee where reports of an incident are over-heard and commented on casually. Each complaint must be sufficiently justified and substantiated by evidence.

The following procedure must be followed by a member laying a complaint.

1. Report the incident as soon as possible to a Club Committee member.
 2. Put the complaint in writing and forward it to the Chairperson.
 3. The complainant must avail himself or herself to provide oral evidence at a disciplinary hearing and be cross examined or to take part in a general discussion at an enquiry.
 4. Abstain from confronting the alleged wrongdoer.
- Written complaint (including email) must be sent to the Club Captain or

Chairperson no later than 10 days after the incident which is the subject of the complaint. If the complaint directly involves the Club Captain or any other Committee member, the complaint should be addressed to the Chair of the Club or the Vice Chair.

- Once the complaints procedure is initiated by the Committee as a result of any of the above the following procedure will apply: The member will be notified in writing of the complaint against him/her. A copy of the complaint will be enclosed. The member will be given at 7 days notice to attend the meeting for the purpose of responding to the complaint
- Failure by the member to attend this meeting, without good cause, will result in immediate sanction
- In the event that the complaint is challenged, the matter will be fully investigated
- All parties to the complaint and relevant witnesses may be interviewed, if deemed necessary, by the committee
- Having considered all the facts, the *Committee* will decide whether or not to uphold the complaint. If the complaint is upheld the Committee will decide what sanction is appropriate. The details of the decision will be recorded and minuted
- The member will be informed of the committee's decision in writing within 7 days
- The member may appeal the decision in writing to the Chair or Vice Chair within 10 days of receipt of the decision
- The Committee will then refer the appeal to the *Disciplinary Appeals Committee*

- The Disciplinary Appeals Committee will consist of three full members of the club who are not members of the Club Committee. *The Disciplinary Appeals Committee* must meet within 7 days of receipt of the appeal. Its deliberations will include consideration of all the facts already presented, any new evidence that may be relevant and may include recalling witnesses
- The Disciplinary Appeals Committee must present its findings in writing to the Committee within 7 days of reaching their decision. The decision of the Disciplinary Appeals Committee will be final

Sanctions

Any one or more of the following penalties may be imposed for a breach of the Club's Code of Conduct as outlined in this document.

- a. A reprimand.
- b. A written warning as to future conduct.
- c. Suspension from membership of the Club and its activities for a determined period.
- d. Proposal to CGA to suspend membership.
- e. A requirement from the Committee that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe. A breach of this undertaking will constitute misconduct.

- f. Exclusion for a stated period or permanently from any part of Greenstone Hill Running Club or from the use of all of the facilities of the club.
- g. Expulsion from Greenstone Hill Running Club and all its activities.
- h. Such other penalties as determined from time to time by the committee including but not limited to suspension from the club or suspension of membership.

Note: In the case of a complaint of cheating the member will be disqualified from the competition and any prize received must be returned.

SIGNED AT Greenstone Hill ON THIS 1st DAY OF MARCH 2024

MARISSA A DAMONS

Marissa Damons

Chairperson

Greenstone Hill Running Club