

Styal Running Club



CONSTITUTION

1. Name

The name of the organisation shall be ***Styal Running Club*** hereinafter referred to as the Club.

2. Objectives

The Club will pursue these objectives:

- a) Participation in the sport of running for those aged over eighteen (18) years
- b) To offer support and encouragement, coaching and competitive opportunities in running
- c) To assist and encourage members to achieve their own personal goals
- d) To promote the Club within the local community
- e) To ensure duty of care to all members of the Club
- f) To provide services in a way that is fair to all members
- g) To foster a spirit of comradeship and co-operation between members, and promote a cordial relationship between members
- h) To co-operate with other clubs and leagues in all matters including those related to the laws and guidelines of England Athletics.

3. Affiliation

The Club shall be affiliated to ***England Athletics***.

4. Membership

All members are subject to the Constitution of the Club and the regulations of ***England Athletics***.

Membership of the Club is open to all individuals provided they comply with this Constitution.

- a) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual orientation, impairment, or disability.
- b) All applications for membership shall be accompanied by the appropriate annual membership subscription fee, which shall thereafter be payable on demand.
- c) The subscription year will run from 1 April until the following 31 March.
- d) New members joining after 31 December shall pay a pro-rata reduced fee covering membership through to the following 31 March.
- e) New members transferring in from other clubs shall provide, in addition to the Club application form, a completed first claim transfer form together with information required from their former first claim club to register the transfer, together with the England Athletics transfer fee.
- f) Each fully paid-up member will have an entitlement to attend and vote at General or Annual General Meetings.
- g) Fully paid-up members may stand for election and serve on the Committee.
- h) Fees will be set annually and agreed by the Committee, ratified by the Club membership at the Annual General Meeting and will be paid annually.

- i) Members entering races should run in official Club shirts and abide by the rules set out by the race organisers.

5. Officers of the Club

The officers of the Club will be:

- Chairperson
- Vice Chairperson
- Club Secretary
- Treasurer
- Coaching and Development Officer
- Assistant Coaching and Development Officer
- Memberships Secretary
- Communications Officer
- Social Secretary and Special Projects lead
- Lead Welfare Officer (and appropriate representation of Female & Male Welfare Officers)
- Any other relevant position as required from time to time as decided by the Committee.

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

6. Committee

The Club will be managed through the Committee consisting of the officers

- a) The Committee will have the power to appoint Sub-Committees/ Sub-Teams as necessary and appoint advisers to the Committee as required
- b) The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings (see 10).

7. Committee Meetings

- a) Committee Meetings shall be chaired by the Chairperson or another Committee member.
- b) Committee meetings will take place no less than 4 times per year.
- c) The Committee will agree an agenda for each Club meeting.
- d) The Club Secretary shall circulate that agreed agenda prior to the meeting.
- e) Any item to be discussed/ considered at a meeting shall be notified to the Club Secretary at least 14 days before the meeting in order that it may be included in the agenda.
- f) Any votes at Committee meetings shall be binding except matters that need to be referred for member approval at an AGM or EGM.
- g) Proxy votes will be permitted at Committee meetings.

8. Finance

- a) All Club monies will be banked in an account in the name of the Club.
- b) The Club Treasurer will be responsible for the finances of the Club.
- c) The Financial Year of the Club will end on 31st March.
- d) The Treasurer at the AGM will present a statement of annual accounts.
- e) On-line banking will be managed by the Club Treasurer. The Club Treasurer will have a single sign off authority for one-off purchases (up to £100). This is to simplify the purchase of items (for example name badges for c25k courses). Any transaction above £100 will require a secondary sign off authorisation by an additional two Committee members (i.e., Club Treasurer plus two additional Committee members). The Club

Treasurer will maintain a record of the sign off authorisation for these on-line banking transactions above £100.

- f) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- g) The Treasurer is responsible for the valuation of Club assets and the Committee is responsible for the care of the Club's assets
- h) All surplus income or profits are reinvested in the Club.

9. Annual General Meetings

- a) Notice of Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) will be given to members with at least 28 days' notice.
- b) The Committee shall agree the Agenda for each AGM/EGM prior to circulation to the Club Members by the Club Secretary.
- c) Club Members making nominations for officers of the Committee must be provided to the Secretary at least 21 days prior to the AGM or EGM at which an Election of officers is to take place. All nominations should be proposed and seconded by Club members and the nomination should clearly state who proposes and seconds the member seeking election.
- d) Elections of officers are to take place at the AGM or, in extraordinary circumstances, at an EGM.
- e) In the event of two members standing for one office, each member shall provide a written statement to the Club Secretary outlining why they believe they should be elected for that office. The statement shall be provided no later than 16 days prior to the AGM/EGM at which an election is to take place. The statements will be circulated to the members by the Club Secretary together with the meeting agenda not less than 14 days before the meeting and the person(s) standing for office shall not be permitted to make any further representation at the AGM/EGM at which the election is to take place. The statements will be read out at the AGM/EGM by the Club Secretary or Chairperson.
- f) An AGM or EGM shall be chaired by the Chairperson, Vice Chairperson or Club Secretary.
- g) All fully paid members at the date of an AGM or EGM shall be eligible to vote.
- h) In the case of an equality of votes, the Chair of the meeting (as per clause f above) will have a second, casting vote. Club Members who have an interest in a vote such as their own election to office must make the meeting aware of their interest in the vote and will not be permitted to vote on the matter.
- i) The quorum for AGM/EGM's will be 25% of membership.
- j) The Committee or 25% of the Members acting together have the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as the AGM.
- k) Any request for alteration of the rules or Constitution must be agreed at an AGM or EGM. A proposal to change a rule or the Constitution may be voted upon providing it is submitted in writing 21 days in advance, bears the name of the proposer and a seconder and has been circulated to the Club Members as an agenda item at least 14 days prior to the meeting at which it is to be considered.
- l) All votes at AGM/EGM's shall be by show of hands and passed by a simple majority.
- m) Members will be entitled to vote by proxy if they are unable to attend an AGM/EGM. Proxy votes must be submitted in writing to the Club Secretary no later than 7 days prior to the meeting. The Club Secretary will confirm to the meeting the outcome of any proxy votes and confirm who has voted by proxy.

10. Complaints

- a) Any Club Member wishing to register a complaint against the Club, or a member of the Club should do so in writing to the Club Secretary.
- b) The Committee will meet within 7 days of a complaint being received. The Committee has the power to take appropriate disciplinary action including the termination of the membership.
- c) The person who lodged the complaint and the member against whom the complaint was made will be informed of the outcome of a disciplinary hearing in writing within 7 days of the hearing.
- d) There will be the right of appeal to the Committee following disciplinary action. The Committee should consider the appeal within 7 days of the Club Secretary receiving the appeal.

11. Dissolution

- a) A resolution to dissolve the Club can only be ratified by the Club Membership at an AGM or EGM through a 75% majority vote
- b) In the event of a dissolution, any assets of the Club that remain will be donated to a charity chosen by Club members

12. Declaration

Styal Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed on behalf of the 2023-4 Club Committee

[List of names here]

Signed:

Signed:

Name:

Name:

Position: Club Chairperson

Position: Club Secretary

Date:

Date:

Version control

This version April 2023.

Earlier version revised May 2016.