



## Constitution

### 1 Name of Club

The club will be called ***Harwell Harriers Running Club*** (hereinafter will be referred to as The Club). *Harwell Harriers* will be affiliated to England Athletics.

### 2 Aims and Objectives

The aims and objectives of The Club will be:

- To promote running as a social event, enabling members to improve their own standards in a friendly and supportive environment
- To offer coaching and competitive opportunities in running
- To promote The Club within the local community and running
- To ensure a duty of care to all members of The Club
- To provide all its services in a way that is fair to everyone

### 3 Membership

- (a) Membership of The Club is open to anyone over 18 years of age who is interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
  - Adult first claim member
  - Adult second claim member
- (c) All members will be subject to the regulations of The Constitution and by joining The Club will be deemed to accept these regulations and codes of practice that The Club has adopted. Members must also agree to abide by the rules of Competition and other rules and regulations of England Athletics or other relevant governing bodies.
- (d) Members will pay membership fees, as determined at the Annual General Meeting.
- (e) New and renewing members are required to complete and sign the appropriate application/renewal form.
- (f) Every application for membership to The Club will be reviewed by the Committee who shall approve admittance unless to do so would be contrary to the best interest of the sport or the good conduct and interests of The Club.
- (g) Individuals shall not be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection to any Club team unless the applicable

subscription has been paid by the due date and/or membership has been agreed by The Club Committee.

- (i) If members intend to renew their membership they should do so within one month of receiving a formal request from the Membership Secretary.

#### **4 Club Dress**

- (a) The Club colours are a Kelly green T-shirt or vest with navy blue club logo. The wearing of the Club Colours is required when competing for the Club.

#### **5 Sports Equity**

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **6 Committee**

- (a) The affairs of The Club shall be conducted by a Committee which shall consist of the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Welfare Officer, and Social Secretary, who shall be elected at the Annual General Meeting.
- (b) All Committee members must be members of The Club.
- (c) The term of office shall be for one year, and members shall be eligible for re-election up to a period of three years in a row. After this term they will be asked to stand down from re-election for a period of at least one year. In the case that there are no volunteers to fill the vacant role the member may stand for re-election for a further

one year, ad-indefinitum, until a volunteer is found at an AGM. Candidates need to be suitably capable, and appropriately qualified, for their role.

- (d) If the post of any officer or ordinary Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (e) No member may hold more than one official post unless no candidates comes forward to fill vacancies.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of The Club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) 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.
- (i) The Committee meetings will be convened by the Secretary of The Club and be held no less than six times per year.
- (j) Only the posts listed in Section 6(a) will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be four.

## **7 Finances**

- (a) The Club Treasurer will be responsible for the finances of The Club.
- (b) The financial year of The Club will run from 1<sup>st</sup> April and end on 31<sup>st</sup> March.
- (c) All Club monies will be banked in an account held in the name of The Club.
- (d) A statement of accounts will be presented by the Treasurer at the Annual General Meeting.
- (e) Any withdrawals from Club funds should bear the approval of a designated financial operator. For exceptional purchases over £200, the committee must be in agreement to approve the funding.
- (f) All members of The Club shall be jointly and severally responsible for the financial liabilities of The Club.

## 8 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of The Club exercise their democratic rights in conducting The Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) between the months of May and June:
- Approve the minutes of the previous year's AGM.
  - Receive reports from the Chair and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying The Club's accounts.
  - Elect the officers on the Committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) At least 21 days' notice will be given to members for an AGM specifying the day, time and location of the meeting.
- (d) Nominations for officers of the Committee will be sent to the Secretary at least seven days prior to the AGM.
- (e) All members have the right to vote at the AGM, and can submit a vote by doodle poll or proxy if they cannot attend the meeting. No member will be entitled to vote twice.
- (f) The quorum for AGMs will be a majority of voting members, including those who have voted by doodle poll or proxy as described in Section 8(e).
- (g) The Chair of The Club shall hold a deliberative as well as a casting vote at General and Committee meetings.
- (h) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 25% of the members of The Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- (i) At least 21 days' notice will be given to members for an EGM specifying the day, time and location of the meeting.
- (j) All procedures shall follow those outlined above for AGMs.

## 9 Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. The proposed changes to the Constitution shall be sent to the Club Secretary, who will circulate no less than 7 days prior to the meeting.

**10 Discipline and appeals**

- (a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officer.
- (b) The Committee will meet to hear complaints within ten days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the hearing.
- (d) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within ten days of the Welfare Officer receiving the appeal.

**11 Dissolution**

- (a) A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership, provided a quorum is achieved. If a majority vote is reached, a further EGM will be convened no less than 4 weeks later (with no less than 14 days' notice specifying the day, time and location of the meeting) to further consider the matter. The Members may vote to wind up the club if 75% of those eligible to vote support the proposal (including those present at the EGM, and those who have voted by doodle poll or proxy).
- (b) In the event of dissolution, all debts should be cleared with any Club funds. Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed for charitable purposes to Boundary Park.

**12 Declaration**

*Harwell Harriers* hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

|             |  |                 |       |
|-------------|--|-----------------|-------|
| <b>Name</b> |  | <b>Position</b> | Chair |
| <b>Sign</b> |  | <b>Date</b>     |       |

|             |  |                 |          |
|-------------|--|-----------------|----------|
| <b>Name</b> |  | <b>Position</b> | Co-Chair |
| <b>Sign</b> |  | <b>Date</b>     |          |

|             |  |                 |            |
|-------------|--|-----------------|------------|
| <b>Name</b> |  | <b>Position</b> | Vice Chair |
| <b>Sign</b> |  | <b>Date</b>     |            |

|             |  |                 |           |
|-------------|--|-----------------|-----------|
| <b>Name</b> |  | <b>Position</b> | Secretary |
| <b>Sign</b> |  | <b>Date</b>     |           |