

# HUNCOTE HARRIERS ATHLETICS CLUB CONSTITUTION

## Club Name and Colours

The Name of the Club is 'Huncote Harriers Athletics Club' ('the Club') and was established in April 1983. The Club Colours shall be a 'Yellow vest with a diagonal emerald sash'.

## Objectives of the Club

The Objectives of the Club are:

- to facilitate participation in, and promotion of recreational and competitive running
- to organise teams to take part in championships and other suitable competitions
- organising Club events including social activities, as the Committee may from time to time decide
- to further the interests of the Club
- to foster and promote a healthy lifestyle.

## Membership of the Club

### Membership Application

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Individuals who wish to become members of the Club must apply using the Membership Application Form accompanied by the subscription fee.

The Committee shall consider every candidate for membership. The Committee shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

### Membership Classes

The Club shall have the different classes of annual membership set out below. Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either "First Claim" or "Second Claim" members.

## **Ordinary Members**

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become an Ordinary Member, provided that they are an amateur as defined from time to time by UK Athletics. (and that they are aged over 16 at the age of their application). All members must affiliate to EA.

There are 2 classes of ordinary membership: Senior and Junior. Anyone under the age of 18 years at the date of his or her application shall join as a Junior Member.

Ordinary Members shall be entitled to receive notice of, attend and vote at general meetings of the Club.

## **Social Members (non runner)**

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become a Social Member, provided that they are an amateur as defined from time to time by UK Athletics [and that they are aged over 18 at the date of their application].

Social Members shall be those wishing to support the Club either practically by being coaches, officials, helpers of Officers of the Club. They must be non runners.

Social Members shall pay a reduced fee, as they will not be affiliated to the relevant governing body. Social Members shall be entitled to receive notice of, attend and vote at general meetings of the Club.

## **Life Members**

Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. Individuals to be appointed as Life Members shall be proposed by an individual of the Club and seconded by the Committee and elected at an Annual General Meeting and must have the support of two thirds of voting members present. Life Members are exempt from payment of annual subscriptions but shall otherwise have the same rights as Ordinary Members.

## **Honorary Members**

Honorary membership may be granted to individuals who are active in club affairs. Honorary Members may be proposed by an individual of the Club and then voted upon by the Committee. Honorary Members shall not have voting rights and shall not pay subscriptions. Honorary membership shall end when so determined by the Committee.

## **Subscriptions**

The Club may, as a condition of membership, require annual or other periodic subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.

Ordinary Members shall pay their subscription fees to the Membership Secretary from the start of the membership year (October 1<sup>st</sup>).

If subscriptions are not paid within 2 months of the start of the membership year, an additional levy will be applied, unless there are mitigating circumstances which will then be decided by the Committee

Members having arrears of subscriptions of more than 3 months may have their membership terminated at the discretion of the committee and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee.

Any member joining the club from January 1st onwards will pay reduced membership fees as agreed the members of the committee. These are displayed on the club's website and associated paperwork.

### **Cessation of Membership**

Members may resign from membership at any time by notice to that effect given to the Membership Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.

The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for them to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

## **The Club Committee**

### **Outline of the Committee**

The day-to-day management of the Club shall be deputed to a Committee consisting of five Honorary Officers and not more than eight Ordinary Committee Members.

### **Honorary Officers**

The Honorary Officers of the Club shall be the Chair, the Treasurer, the Secretary and the Men's and Ladies Captains, who shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting.

The Honorary Officers shall remain in office for a term of one year. Each position will be re-elected at the Annual General Meeting. These Officers may delegate and assign tasks to other members of the Committee and Club.

### **Ordinary Committee Members**

Ordinary Committee Members shall be nominated in accordance with the procedure

entitled "Election of Committee," set out below, and elected by the Members at the Annual General Meeting. The Ordinary Committee Members shall remain in office for a one-year term until the end of the Annual General Meeting in the year after their election and shall be eligible for re-election.

Ordinary Committee Members shall aid the Honorary Officers by undertaking tasks and roles to facilitate the day-to-day operation of the Club. The allocation of these duties shall be by mutual consent between the Honorary Officers and the respective Ordinary Committee Member. Duties may be reallocated at any time as required and may be delegated to Members of the Club. The Ordinary Committee Member shall report to and advise the Committee on the status of such tasks.

### **Election of Committee**

Any Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the posts of Honorary Officer or Ordinary Committee Member at the Annual General Meeting.

Any person may hold only one position of Office unless a position becomes or remains vacant due to unforeseen circumstances.

If the number of candidates for the post of any Honorary Officer (as each falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, voting will take place with a show of hands.

If the number of candidates for election as the Ordinary Committee Members shall be equal to or less than the number of vacancies, they shall be declared elected unopposed. If the number of candidates is greater than the number of vacancies, voting will take place with a show of hands. Every eligible Member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies were filled.

### **Leaving Office**

The office of an elected member of the Committee shall be vacated if he or she:

- resigns at any time by notice in writing to that effect given to the Secretary and such resignation
- shall take effect at a mutually agreed date.
- ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- meetings shall be deemed to have vacated his or her position and shall be ineligible to stand for re election.
- is or may be suffering from a mental disorder.
- is suspended from holding office or taking part in any activity relating to the administration or
- management of a Club by a decision of England Athletics Limited or UK Athletics Limited;
- is asked to resign by all the other Committee members, acting together.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the

Committee or amongst the Honorary Officers until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings. Any Honorary Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

### **Proceedings of the Committee**

The Committee shall meet at least four times each year in person and as often as may from time to time be necessary. Any additional meetings (above 4) may be held in a manner agreeable to the committee.

Two-thirds of the voting members of the Committee (which must include 3 Officers) shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below eight; in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote.

The Committee may regulate their meetings and proceedings as they think fit. The Committee shall record the decisions that it has taken and publicise these to Club Members. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

### **Powers of the Committee**

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

- A. make decisions on the day to day operation of the club and its activities. Such decisions may not supersede or contradict provisions of the Constitution and must be readily available to Members
- B. nominate any person or persons to accept and hold on behalf of the Club any property belonging to the Club or in which it is interested
- C. make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club
- D. invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit
- E. to maintain and operate the clubs banking accounts in good order
- F. pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things

- G. determine how and by whom any such power shall be executed, operations effected and documents signed or things done
- H. appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them
- I. with a majority vote of committee members, convene an Extraordinary General Meeting
- J. Organise Club activities.

The members of the Committee and any nominated officers appointed under Point (B) above to act as nominated officers shall be entitled to an indemnity out of the assets of the Club for all authorised expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

## **Annual General Meetings**

### **Calling Of AGM**

The Annual General Meeting of the Club shall be held within the month of September each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

- to receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year;
- to elect the Honorary Officers and the Committee;
- to decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

Not less than three weeks notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Annual General Meeting shall nominate the Chair to oversee any elections conducted at the meeting.

At all such meetings the Chair, or in his or her absence the Treasurer or other a member of the Club committee selected by those members of the Committee present, shall take the Chair.

At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes the Chair of the meeting shall have a casting vote

### **Extraordinary General Meetings**

Not less than three weeks notice of an Extraordinary General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Secretary shall, on the requisition in writing (including email) of not less than twenty Members entitled to vote at such meetings, convene an Extraordinary General Meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at an Extraordinary General Meeting.

## **Financial Matters and Property**

### **Accounts**

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Club's Financial Year shall run from September 1<sup>st</sup> to 31<sup>st</sup> August inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

### **Property and Facilities**

The property of the Club, other than cash at bank, shall be vested in the nominated officer(s) who shall deal with the property as directed by resolution of the Committee.

The Club's facilities shall be provided to its members without discrimination.

### **Application of Surplus Funds**

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objectives.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

## **Constitutional Processes**

### **Interpretation of Club Constitution & Rules**

The Constitution may be added to, repealed, or amended by resolution at any Annual or Extraordinary General Meeting carried by a majority of at least two-thirds of the Members voting thereon.

The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Extraordinary or Annual General Meeting.

### **Dissolution of the Club**

In order for the club to be dissolved, an Extraordinary General Meeting must be called either by the Committee or Members as stated previously.

If at any Extraordinary General Meeting a resolution for the dissolution of the Club shall be

passed by a majority of the Members present, a further Extraordinary General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened Extraordinary General Meeting. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics or to a charitable organisation, as nominated at the Extraordinary General Meeting.

### **Disciplinary Procedures**

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting and at which no fewer than three quarters of the total-voting members of the Committee shall be present.

Such Member shall have one month's clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee within 14 days of the original judgement and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one club member chosen by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the Committee shall nominate the third arbitrator. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

### **Notices**

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or address of the member as appropriate [or by publication on the Club's website].

### **Changes to the Constitution**

These rules may be altered by resolution at an AGM or EGM provided that the resolution shall not be passed unless carried by a majority of at least two thirds of the members present and voting at the general meeting, the notice of which contains particulars of the proposed alterations or additions.



18<sup>th</sup> September 2023