

## Club Constitution – November 2015

### 1.0 Name

- 1.1 The club will be called 'NORWICH ROAD RUNNERS' and will be affiliated to England Athletics – Registration Number 2658376.

### 2.0 Headquarters

- 2.1 The headquarters of the club shall be Sewell Park Sports Centre, Constitution Hill, Norwich NR3 4BX.

### 3.0 Objectives

- 3.1 The objectives of the club are:
- To promote and provide facilities for the amateur sport of running within Norwich and the surrounding area;
  - To affiliate to United Kingdom Athletics Limited (UKA), the National and Regional Associations;
  - To offer coaching competitive opportunities in road and cross country running;
  - To ensure a duty of care to all members of the club;
  - To provide all services in a way that is fair and in accordance with UKA welfare policy;
  - To maintain and fairly apply a code of conduct that ensures the reputation of the club is upheld at all times;
  - To provide and maintain club-owned equipment for the use of its members;
  - To work with other running clubs in Norfolk to further the sport of running in the county and have input into the Athletics Norfolk Road Running Committee, or similar body.

### 4.0 Membership

- 4.1 Membership of the club shall be open to anyone interested in the sport of running on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership based on available facilities is allowable on a non-discriminatory basis. Membership is open to all individuals who are defined as an 'amateur athlete' by England Athletics in their Rules of Competition.

Any individual wishing to try the club and its activities before becoming a member may attend for a period of 4 calendar weeks before being formally asked to join the club

All members will be subject to regulations of the constitution and the club's Code of Conduct, and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Membership runs from April 1<sup>st</sup> to March 31<sup>st</sup>, and includes UKA Affiliation. Members will be enrolled in one of the following categories:

- Adult

- Junior: Under 17 years

Individuals must become paid members of the club to participate in its activities and represent the club at sporting events.

The Membership Secretary will be responsible for approving, processing, maintaining and updating the club membership records.

The club will ensure that all present and future members receive fair and equal treatment.

If a member wishes to leave the club they must do so in writing to the Membership Secretary, giving a minimum notice of 14 days. The individual will be responsible for paying any fee put in place by UK Athletics for the administration of change of club status.

The club committee may refuse membership or remove it, only for good cause such as a conduct of conduct violation likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the Management Committee and is governed by the clubs Grievance Procedure.

#### 4.2 **Second Claim Members**

Individuals are allowed to join the club as Second Claim members, in which they are affiliated to another athletics body but wish to participate in the activities of the club. Second Claim members have the same rights as First Claim members except for:

- Entry into the London Marathon ballot (Section 7).

Individuals may be asked to provide proof of membership to a First Claim club, at the request of the Membership Secretary.

#### 4.3 **Honorary Members**

The club may wish to make individual members 'Honorary', in which they are made members of the club for life with no membership to pay. This can be on the basis of services to the club over a long period of time, for recognition of performance, or for any other reason. Nominations can be made by any member of the club and must be made to the Management Committee; these are subject to the same decision making process as described in Section 8.

A list of Honorary members is maintained by the Membership Secretary. All Honorary Members are subject to the same regulations, procedures and codes of practice as all members defined in this constitution, the Code of Conduct, and the Grievance Procedure.

#### 5.0 **Membership Fees**

- 5.1 Membership to the club lasts from the date the individual joins the club (as determined by the date paid) until the 31<sup>st</sup> March the following year (or if joining after 31<sup>st</sup> December, that year). Membership must be paid in full upon completion of the club's membership forms.

Membership fees will be set annually and agreed by the management committee. Proposed changes to the membership fees will be put to the members at the Annual General Meeting for approval.

Membership fees must be paid within thirty (30) days of the due date. Failure to pay within this period will constitute resignation of membership with immediate effect. If a member is deemed to have resigned they cannot rejoin within thirty (30) days of the date of resignation. Special dispensation to this may be given by the club's Chair, subject to written confirmation.

The club will take all reasonable steps to provide members with advance notice that their membership fees are due but, ultimately the responsibility for payment within the required timescale rests with the member.

## **6.0 Club Colours**

6.1 Club colours must be worn at all registered events where the member has entered as a Norwich Road Runner affiliated amateur athlete.

Current club colours are the officially registered black vest with a red and white vertical stripe, bearing the Norwich Road Runners branding, black shorts or tights.

## **7.0 London Marathon Ballot Rules**

7.1 As part of its affiliation to UKA, the club usually receives a number of London Marathon ballot places. This is based upon the number of club members, and the amount awarded varies from each year. In order to ensure fairness in the draw, the Management Committee shall implement the London Marathon Ballot Rules.

Note. London Marathon Club Ballot Rules are not governed by the club's constitution and can be varied by the Management Committee without prior permission from the membership. The Management Committee shall, where possible, consult members on the proposed changes before implementing them, and will ensure that they are agreed and publicised in advance of the draw.

## **8.0 Management of the Club**

8.1 Management of the club shall be undertaken by the Management Committee.

The Management Committee consists of:

### Officers of the Club

Officers of the club are members who are elected into defined roles, which they conduct on behalf of the club and members. They are:

- Chair;
- Vice Chair;
- Club Secretary;
- Treasurer;
- Communications Officer;
- Welfare Officer;

- Membership Secretary.

Officers will be elected annually at the Annual General Meeting. All officers will stand down each year but will be eligible for re-appointment. Should more than one person apply for the same Officer role, members at the AGM will vote for their preference, with the person with the most votes elected into that position.

### Committee Members

Committee members are members of the club who do not have a defined role (unlike the Officers) but have an input into the running of the club, the decision making process, and vote on committee actions, rules and procedures which have an effect on the club and its members.

The Management Committee shall be composed of the seven (7) officers of the club (see above) and up to five (5) members, all will be elected at the Annual General Meeting.

All Management Committee members will stand down each year but will be eligible for reappointment up to a maximum of five (5) consecutive years, after which time they must stand down and be stand for individual re-election.

The Management Committee will be convened by the Club Secretary and held no less than six (6) times per year.

The quorum required for business to be agreed at Management Committee meetings will be seven (7) members of which at least three (3) must be Officers.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

Any vacancies remaining after the Annual General Meeting or occurring during the year shall be filled by election / co-option at a meeting of the members or by the Management Committee.

All decisions made by the Management Committee shall be by a majority vote (except where key responsibility is consensually agreed and delegated to a member), in the event of an equality of votes, the Chair will have the casting vote. Officers of the club and committee members have the same voting rights – 1 person = 1 vote.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / procedures / constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings. If a member of the Management Committee is alleged to be involved in an infringement of the club rules / regulations / procedures / constitution, the said individual shall be suspended from the Management Committee until the matter is resolved.

The Management Committee will have due regard to the law on disability, discrimination and child protection.

## **9.0 Property and Funds**

- 9.1 The property and funds of the club cannot be used for the direct or indirect private benefit of members other than reasonably allowed by the rules and all surplus income or profits are reinvested in the club.

The club may provide porting or related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses or post event refreshments and other ordinary benefits of amateur sports clubs as provided for under schedule 18 in the Finance Act 2002.

The club may also in connection with the sports purposes of the club:

- Sell or supply food, drink and related sports clothing and equipment;
- Employ members (though not for competing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person being present;
- Indemnify the Management Committee and members acting properly in the course of running the club against liability incurred in the proper running of the club (but only to the extent of its assets).

## **10.0 Finance**

- 10.1 All club monies will be banked in an account held in the name of the club.

The Treasurer will be responsible for the finances of the club.

The financial year for the club will end on 31<sup>st</sup> August each year.

The independently examined statement of annual accounts will be presented at by the Treasurer at the Annual General Meeting.

## **11.0 Annual General Meeting**

- 11.1 Notice of the Annual General Meetings (AGM) will be given by the Club Secretary, not less than twenty one (21) days clear notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the examined accounts.

Nominations for officers and other members of the Management Committee will be sent in writing to the Club Secretary prior to the AGM. Existing members of the Management Committee do not need to nominate themselves if they wish to stand for re-election.

Election of officers and Management Committee (including Officers) are to take place at the AGM.

All members (except Junior members)) have the right to vote at the AGM. The quorum for AGM's will be one third of the membership.

The standard business of the AGM shall be:

- 1) Chairs report
- 2) Election of Officers
- 3) Election of the Management Committee
- 4) Approval of the audited accounts
- 5) Determination of the membership fees for the forthcoming year
- 6) Any other relevant business which has been notified in writing to the Management Committee not less than seven (7) days prior to the date of the AGM
- 7) Other business, as the majority present may wish to consider

The election of the Management Committee shall be through the members voting by a paper ballot or a 'show of hands', but only if an election proves necessary.

## **12.0 Extraordinary Meetings**

- 12.1 An Extraordinary General Meeting (EGM) of the club can be called at the instance of the Management Committee or at the written request of not less than ten (10) members of the club, stating the business to be dealt with in the meeting.

Notice of the EGM, which shall be held within six (6) weeks of the date of the request, shall be given by the Club Secretary to all members of the club, not less than twenty one (21) days before the date of the meeting. Such notice shall detail the business to be dealt with and the EGM shall not carry out any other business.

Junior members are not eligible to vote at EGM's.

## **13.0 Disciplinary and Appeals**

- 13.1 All concerns, allegations or reports of poor practice / abuse will be recorded and responded to swiftly and appropriately (including actions such as involving the Police or local authorities as required by law) and where necessary in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding behavior of members should be presented and submitted in writing to the Club Secretary.

The Management Committee will hear complaints within fourteen (14) days of a complaint being lodged and has the power to take appropriate disciplinary action including the termination of membership. The alleged person must be given an opportunity to respond to the complaint.

The outcome of the disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within fourteen (14) days of the hearing.

There will be the right of appeal to the members following disciplinary action being announced. The members should consider the appeal within fourteen (14) days of the Club Secretary receiving the appeal.

## **14.0 Dissolution**

14.1 The Management Committee by a two thirds majority of that committee may determine to seek the dissolution of the club. In the event the Club Secretary shall call an Extraordinary General Meeting.

Dissolution of the club shall require the approval of at least two thirds of the membership (Junior members are not entitled to vote).

If dissolution is agreed, the Management Committee will be responsible for the orderly winding up of the club's affairs.

After settling all liabilities of the club the Management Committee shall dispose of the net assets remaining to one or more of the following:

- To another club with similar sports purposes which is a registered charity and / or
- To the sports governing body for use by them for related community sports.

## **15.0 Amendments to the Constitution**

15.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **16.0 Declaration**

16.1 The Norwich Road Runners club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: ..... Name: .....

Date: ..... (Club Chair)

Signed: ..... Name: .....

Date: ..... (Club Secretary)