



Sherfield Park Runners Club Club Constitution (v8)

Club Name & Colours

The Name of the Club is "Sherfield Park Runners Club" ("the Club") and the club was established in April 2013. The Club Colours shall be a predominantly Black and Grey/Silver with flash trim in a colour scheme aligned to club running shirt sponsors. The running shirts will be available only from the club and will have the club name boldly across the back, plus sponsors logos in line with any commercial agreements in place.

Objects of the Club

The Objects of the Club are:

- to facilitate participation in and promotion of recreational and competitive running and jogging in the Sherfield Park area (and surrounding community catchments), North Hampshire, and amongst the community thereof and related sporting & social activities therein;
- to provide enjoyment and improvement of running for its members, who will be of 18 years and over, hereinafter referred to as members;
- to maintain membership of UKA/England Athletics [7692498] The ARC (Association of Running Clubs) [354] and/ or other running affiliations so that members may enjoy the associated benefits including insurance; and
- to do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.

Membership of the Club

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running and jogging, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs but must be aged 18 years or over on the day of application.

Management of the Club shall be vested in a Committee consisting of a Chairman, Treasurer, Secretary and other elected and co-opted members.

Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time. Applications must be submitted to The Club Secretary, or another Committee Member of the Club, and accompanied by the appropriate subscription fee – preferably a year's subscription.

Every candidate for membership shall be considered by the Committee, which 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, and the rules and regulations of UKA/England Athletics and the Association of Running Clubs (ARC). Membership of the Club is confined to amateurs as defined by the Amateur Athletic Association:-



'An amateur is one who has never competed for a money prize or monetary consideration in any Athletic Sport or Game, or been in anyway interested in a staked bet or wager made in connection with any Athletic competition in which he was an entrant or competitor; who has never engaged in or taught any athletic exercise for pecuniary consideration or in any other way exploited his athletic ability for profit; and who has never taken part in any athletic competition with anyone who is not an amateur.'

There will be full membership allowed for adult members aged 18 or over, which will entitle the holder to attend, participate in and vote at general meetings and to stand for election to the Committee.

Members will, at all times, take full responsibility for themselves, their safety and actions, including making personal decisions whether to run with headphones/ music, although to assist communication and awareness The Club does not recommend use of both earpieces.

Subscriptions

The Club will, as a condition of membership, require annual or monthly subscription fees to be paid by Members of the Club, the rates to be 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.

Members shall pay their subscription fees into the Club's Bank Account directly. Payment of membership fees will entitle to member to the range of benefits as set out by the Committee, on the following fees basis for 2014/15 (with the 2015/16 fees to be agreed by The Committee ahead of the AGM in June 2015):

Club Membership costs: 1st June 2014 – 31st May 2015

ANNUAL - £45 annual membership fee in advance – this includes each Member's £10 registration with UKA/ England Athletics and affiliation to ARC

FAMILY – £75 annual membership fee in advance for 2 runners – this includes both Member's £10 registration with UKA/ England Athletics and their affiliation to ARC

Members having arrears of subscriptions of more than six weeks will have their membership automatically terminated 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. Reductions in fees for new members joining part way through a financial year will be decided by the Committee and posted as appropriate on the club's website.

Cessation of Membership

Members may resign at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period except at the discretion of the Committee who will be required to consult the membership on each



individual case. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.

The Committee shall have the power to expel a Member when, in its opinion, it would not be in the interests of the Club for him or her 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

The day to day management of the Club shall be by a Committee consisting of up to **eight Officers**. The 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 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.

Committee Members shall undertake the day to day operation of the Club. The allocation of these duties shall be by mutual consent between the Committee Members. Duties may be reallocated at any time as required and may be delegated to Members of the Club, who can either report to the Committee through an Officer or be co-opted onto The Committee. The Committee Members shall report to and advise the Committee on the status of such tasks. **The officers will be:**

THE CHAIRMAN	TBC at AGM 13/6/2014
THE TREASURER	TBC
THE SECRETARY / MEMBERSHIP SECRETARY	TBC
THE TRAINING SECRETARY	TBC
THE SOCIAL SECRETARY	TBC
THE PRESS & PROMOTIONS SECRETARY	TBC
THE LADIES RUNNING SECRETARY	TBC
THE RACE and EVENTS SECRETARY	TBC

No one person may hold more than one post at any one time and any existing Committee Member must resign from one post before requesting or accepting nomination for another. The tasks of any unfilled post shall be shared by mutual agreement amongst the other Committee Members till such time as the post is filled. The tasks may be delegated to other members of the club, who may be co-opted onto The Committee with voting rights along with the named Officers.

Election of Committee

Any Member may be nominated (proposed and seconded) by any other two Members, with his/her approval, as a candidate for any of the posts of Committee Member by notice in writing (including email) to the Secretary at least ONE week before the date of the Annual General Meeting. A Member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only one of these posts at any time. BUT if a Member shall be elected to a post during the prescribed course of business, his or her name shall be deleted from all subsequent voting for the remaining elected posts at that meeting.

If the number of candidates for the post of any 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, ballot



papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.

If the number of candidates for election as the 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, ballot papers shall be prepared, containing in alphabetical order all the names thus proposed: 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:

- (a) Resigns at any time by notice in writing to that effect given to the Chairperson and such resignation shall take effect immediately.
- (b) Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- (c) is absent for more than two consecutive General Meetings
- (d) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of, the Association of Running Clubs, England Athletics Limited or UK Athletics Limited;]
- (e) is asked to resign by all the other Committee members, acting together.

The Committee shall, between General Meetings, have the power to appoint a Member to fill any vacancy by co-option on the Committee. 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.

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 in a General Meeting. Any additional meetings may be held in a manner agreeable to the committee (including by e-mail). ALL General Meetings, including one Annual General Meeting (to be held in JUNE of each year and to be convened by the Chairperson at a time and venue suitable to most Members of the Club) shall be open to ALL members.

Four of the voting members of the Committee 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 Ordinary Committee by this constitution. 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 three 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 at a General Meeting.

Questions arising at any meeting and requiring a decision shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chairperson shall have a casting or additional vote. ALL members of the club shall be entitled to vote at General Meetings.

The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record, in minutes of that meeting, 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 and all club members for comment.

Powers of the Committee

The Committee shall be responsible for the management of the Club. The Chairperson, with a minimum of two further Committee Members acting together, shall have the following specific powers delegated to a minimum of three Committee Members to:

- (a) Make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members. This must be done in consultation with all club members as soon as possible
- (b) Appoint any person or persons to accept and hold in trust for 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) Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
- (f) Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- (g) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (h) Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (i) 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.
- (j) Organise Club activities.

The members of the Committee and any members appointed to act as trustees shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

Club Meetings

The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.

At all such meetings Chairperson, or in his or her absence a member of the Club selected by those members of the Ordinary Committee present, shall take the Chair. At all special 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 Chairman of the meeting shall have a casting vote. The Chairperson will only vote if required to give a casting vote. The following rules shall apply to all General Meetings:

- (a) The quorum for an Annual General Meeting shall be NINE Members personally present and entitled to vote. No business shall be transacted at any General Meeting unless a required quorum of five members is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum, unless the number present falls below five, and may transact the business for which the meeting was called.
- (b) All resolutions (and amendments thereto) shall be put to the meeting.
- (c) Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least one week before the date of the meeting.
- (d) Amendments may be proposed at any time during debate, although the Chairperson shall have the right to require these to be put in writing together with the name of the proposer.
- (e) The Chairperson shall deal with amendments in the strict order in which they are proposed, although he or she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.

The Chairperson of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

Annual General Meetings

Calling Of AGM - The Annual General Meeting of the Club shall be held within the month of JUNE 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 Ordinary 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 elect from those present a Returning Officer to oversee any elections conducted at the meeting. This can be an Committee member or a club member and shall only be in post for the duration of the meeting.

General Meetings

Not less than two weeks notice of a 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 five Members entitled to vote at such meetings, convene a Special 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 a Special General Meeting.

Accounts

Financial affairs shall be the responsibility of the Treasurer. 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 June 1st to May 31st 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.

Bank Account

An account shall be kept in the name of the Club, at a bank approved by the Committee. This account will be used to hold money received by the Club and also to facilitate payments due by the Club.

The Club Secretary, Treasurer and one other Committee member shall be authorized to sign cheques drawn on the Club's account, and such cheques shall be signed by any two of the authorized signatories.

Property and Facilities

The property of the Club, other than cash at bank, shall be vested in the Trustees 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 objects. The Club may also in furtherance with the objects of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis.
- Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Committee Member or member his/ her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.
- Pay for reasonable hospitality for visiting teams and guests.

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



Interpretation of Club Constitution & Rules

The Constitution may be added to, repealed or amended by resolution at any Annual General, General or Special General Meeting convened in accordance with the procedures above 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 any Annual General, General or Special General Meeting.

Dissolution of The Club

If at any special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special 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 special General Meeting. If successful, the Ordinary 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 having similar objects and affiliations, as nominated at the Special 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 Special General Meeting and at which no fewer than ten of the total voting members of the Club 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 and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for 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 third arbitrator shall be appointed by a relevant organising body as shall be nominated by the Committee. 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.



Grievance Procedures

It is hoped that all members of the club will feel welcomed, equally treated and comfortable in all activities of the club. If any member doesn't feel this way they may approach any member of the Committee in confidence – the Committee member will then discuss the issue with at least two other Committee members. Any member raising an issue in this way can nominate which Committee members (a minimum of three) s/he would like to deal with the issue and no action will take place till any possible solution has been relayed to the club member.

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 social media site/ s.

Data protection Act

Under the provisions of the Data Protection Act, all members are advised that personal membership data is held on computer records. Individual objections to these arrangements must be made known to the Secretary.

REVISION HISTORY

This was adopted by the members present at the inaugural meeting held on 15th April 2013, and as amended as below:

- V1 Draft for Inaugural GM of 15th April 2013
- V2 Edits following INAUGURAL GM of 15th April 2013
- V3.2 As adopted by the Ordinary Committee on 7th May 2013
- V4 Minor updates following Committee Mtgs 2 and 3
- V5 Changes to Annual Membership and shirt costs
- V6 Minor edits
- V7 Post change of Chairman and Committee Mtg 9/1/14
- V6 Minor edits post Committee Mtg 29/4/14

Issued 30th April 2014