



East Grinstead Runners – Constitution

1. Name, Colours and Logo of the Club

The name of the club is “**East Grinstead Runners**” (“the Club”) and was established in 2018 as a group with them formalising as a club in 2019. The Club is an unincorporated association.

The Club’s colours are Blue and White and the Club owns the logo on the constitution. No Member is permitted to use the Logo without Committee approval. No Member may modify a Club short without Committee approval and this includes adding sponsors to your shirt.

2. Aims and Objectives and Purposes

The aims and objectives of the Club are:

- To facilitate participation in and promotion of recreational and competitive running on both road and off road (trail);
- To provide other ordinary benefits of an amateur sports club (including the provision of suitably qualified coaches, coaching courses and insurance);
- To do all things that the Committee thinks fits to further the interests of the Club; and
- To promote the Club within the local community.

3. Membership

3.1 Membership application

Membership of the Club is open to anyone interested in recreational or competitive running regardless of gender, disability (provided that we have the means to assist we will), ethnicity, nationality, sexual orientation, religion or other beliefs.

Individuals who wish to become members of the Club must email membership@eastgrinsteadrunners.co.uk with the completed Membership Application Form and pay the £10 subscription fee. This is an annual fee.

All those interested in becoming a member are able to come to two free taster sessions beforehand. Just email info@eastgrinsteadrunners.co.uk to let them know which session you want to attend.

Every candidate for membership shall be considered by the Executive Officers who 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 Code of Conduct; the where applicable the rules of competition for relevant races when competing as a Club member and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies) as may apply.

All members must be 14 years old or more at the time of membership.

Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscriptions and membership fee has been paid by the due date and/or membership has been agreed by the Club committee.

3.2 Subscriptions

Every member must pay in cash, £1 per session attended to the Committee Member collecting at start of the session.

If a Member forgets or does not pay for 4 or more sessions in a row they will be asked not to attend a session and their membership may be revoked until or if they can pay the owed amount. Repeated issues will result in a termination of Membership.

3.3. Cessation of Membership

Members may resign from membership at any time by notice to that effect given to the Secretary. Refunds of the Club subscription fees will be at the discretion of the Executive Officers.

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 sport or 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.

4. Sports Equity

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.

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.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to club welfare and complaints policy and any disciplinary policy as may be relevant.

5. The Club Committee

The day-to-day management of the Club shall be deputed to a Committee consisting of 3 Executive Officers and not more than 9 Ordinary Committee Members. All Committee Members must be members of the Club.

The Committee shall have powers to:

- Create and adopt new policy, codes of practice and rules that affect the organisation of the club;
- appoint any advisers to the Committee as necessary to fulfil its business;
- 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;
- operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited;
- determine how and by whom any such power shall be executed, operations effected and documents signed or things done. 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;
- organise Club activities; and
- run 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.

The Committee Meetings will be convened by the Secretary of the Club and be held no less than 3 times per year.

Only the posts listed above will have the right to vote at Committee Meetings. The quorum required for business to be agreed at Committee Meetings will be 50% of the Committee Members.

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 an additional vote.

The Committee may regulate their meetings and proceedings as they think fit. 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.

5.1 Executive Officers

The Executive Officers of the Club shall be the **Chair**, the **Treasurer** and the **Secretary**, 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 Executive Officers shall remain in office for a term of one year after their election until next Annual General Meeting and shall be eligible for re-election. These Officers may delegate and assign tasks to other members of the Committee and Club.

The Executive Officers shall have the power to:

- 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; 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.
- 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.
- pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.

The members of the Committee and any members appointed as set out above 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.

If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

5.2 Ordinary Committee Members

The 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 next Annual General Meeting and shall be eligible for re-election.

Ordinary Committee Members shall aid the Executive 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 Executive 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.

5.3 Election of Committee

In the first year of the Club the Committee has been elected and set up by the Chairman as a way to begin the running of the club before the formal arrangements were made.

The Committee will sit in post until the first AGM to be held on or around the 1st April 2020 where they may be eligible for re-election.

Thereafter the following arrangement shall apply:

Any Member can either propose themselves and be seconded by two other Members or they may be nominated by any other two Members, with his or her approval, as a candidate for any of the posts of Executive Officer or Ordinary Committee Member by notice in writing (including email) to the Secretary at least **four weeks** before the date of the Annual General Meeting.

A Member may accept nomination for any of the "separately" elected posts constituting the Committee ("Executives"), subject to being eligible to hold only one of these posts at any time. 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.

Notice of who are up for election and which posts shall be included in the notice for the AGM.

Any Member wishing to apply for any of the **Executive positions** must have completed **one year** as an **Ordinary Committee Member**. If the number of candidates for the post of any Executive Officer (as each fall 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 all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.

A Member can hold more than one Committee post if the Committee agrees.

If the number of candidates for election as 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, 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.

5.4 Leaving Office

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

- 5.4.1 resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
- 5.4.2 ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- 5.4.3 is absent from the Committee Meetings for more than two consecutive or one third of Committee meetings without the explicit consent of the Chair, such consent to be recorded in the minutes of the Committee meeting. A member of the Committee who is absent from one third (rounded to the nearest whole number) or more of properly organised Committee meetings without the explicit consent of the Chair between any two AGMs shall be deemed to have vacated his or her position and shall be ineligible to stand for re-election.
- 5.4.4 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;
- 5.4.5 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 Executive 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 Executive Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

6. Finances

The Club is a non-profit-making 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.

With approval of the Committee the Club may fundraise for a charity of choice from time to time and will pick one charity per year to focus on. Such charity shall have either a connection to a Member or shall be a local charity.

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
- reimburse any Committee Member or Executive Officer his/ her reasonable and proper out of pocket expenses incurred on Club business;
- No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

The Club Treasurer will be responsible for the finances of the Club. No money to be spent unless approved by the Treasurer. All receipts and invoices to be supplied to the Treasurer. The first financial year of the club will be extended to April and then run from 1st April to 31st March each year. All Club monies will be banked in an account held in the name of the Club. The Club's financial records shall always be open to inspection by the Committee.

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

Any cheques drawn against club funds should hold the signatures of the treasurer plus one other Executive Officer.

All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7. Club Meetings

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. 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.

At all such meetings the Chair, or in his or her absence a member of the Club selected by those members of the 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 Chair of the meeting shall have an additional vote.

The following rules shall apply to all General Meetings:

a) the quorum for a General Meeting shall be 15% of Members personally present and entitled to vote. No business shall be transacted at any Special General Meeting unless the required quorum 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 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 four weeks before the date of the meeting.

The Chair 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.

7.1 Annual General Meetings

Calling Of AGM

The Annual General Meeting of the Club shall be held within the month of April 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:

- approve the minutes of the previous year's AGM.
- to receive from the committee an Annual Report, Receipts and Payments Summary and Statement of Assets and Liabilities for the preceding financial year;
- to elect the Executive Officers (after two years) and the Committee (annually).
- to decide on any resolution which may be duly submitted to the meeting as provided by these Rules.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

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

7.2 Special General Meetings

Not less than two weeks' notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the Members by the Committee.

At least 15% of the Members entitled to vote at such meetings can call a Special General Meeting by co-ordinating and requesting in writing (including email) that a Special General Meeting be called within three weeks of the receipt by the Secretary Such request must state the business to be raised. No other business is to be discussed at a Special General Meeting.

8. Amendments to the constitution

The Constitution may be added to, repealed, or amended by resolution at any Annual or Special 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 policies. 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 Special or Annual General Meeting.

9. Property and Facilities

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

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

10. Discipline and appeals

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members. 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 **six** 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.

11. Dissolution

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 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 running or athletics, or to UK Athletics Limited for use in community-related running initiatives or to a charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.

12. Notices

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by email to the last known email address of the member as appropriate or by publication on the Club's Website or Social Media pages.