

SOUTHWELL RUNNING CLUB

Rules and Constitution

1. NAME

The Club shall be known as Southwell Running Club (hereinafter referred to as the Club) and may also be known as SRC. Southwell Running Club will be affiliated to England Athletics.

2. OBJECTIVES

The objective of the club shall be to promote all activities related to running within the local community.

3. CLUB COLOURS

The colours of the Club shall be navy with a white trim.

4. MEMBERSHIP

- a. Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in running, regardless of gender, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b. Membership shall be open to anyone aged 14 and over.
- c. All members shall be subject to the regulations of the Constitution and by joining the Club shall be deemed to accept these regulations and codes of practice that the Club has adopted.
- d. The rates of subscriptions shall be set by the Committee one month before the AGM. They are due from 1st April each year.
- e. Any person wishing to run with Southwell Running Club must complete a membership form and pay the appropriate subscription within two months of first running with the Club. Current members whose details have changed shall also be required annually to provide a completed membership form with their subscription. Membership forms can be downloaded from the Club website. It is the responsibility of the Secretary to ensure that all active members have paid their subscription.
- f. After six months of the membership year, subscriptions for new members shall be reduced to half the subscription fee plus the England Athletics affiliation fee. Runners who join within the last two months of the membership year have the option of paying the full subscription, which will then be carried over to the next year.
- g. There will be four types of membership:
 - Adult
 - Junior (under 18s) or Student (full time education)
 - Associate (non-running)
 - LifeLife members are not obliged to pay annual subscriptions.
- h. Members may be second claim members on payment of the appropriate subscription fee minus the England Athletics affiliation fee. Second claim members can take a full part in Club activities and have the right to vote at General Meetings.
- i. A member who is no longer running with the Club and whose membership has not been paid by the next AGM shall be deemed to have resigned from the Club.
- j. Any person guilty of conduct liable to bring the name of the Club into disrepute or guilty of an offence against another Club member shall render themselves liable to either suspension or expulsion from the Club. This shall be determined by the Committee.
- k. Individuals shall not be eligible to take part in the business of the Club, vote at General Meetings or be eligible for selection for any Club team, unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Committee.
- l. Members and guests accept that engaging in sport can be dangerous and may result in injury and damage to property. Members and guests shall take personal

responsibility for their own actions and participate in the Club's sporting activities at their own risk.

- m. To the extent permitted by law, the liability of the Club and its Officers to any member is limited to the net assets of the Club.

5. COMMITTEE

- a. The management of the Club shall be in the hands of the Committee.
- b. The affairs of the Club shall be conducted by a Committee, which consists of a Chairperson, Vice Chairperson, Secretary, Treasurer and Newsletter Editor plus other Committee members. Club Welfare Officers shall also be appointed. All are to be elected at the AGM.
- c. The Committee is empowered to deal with any matters not covered by the Rules and Constitution and to fill any Committee vacancies, which may arise during the year.
- d. The Committee shall meet as and when necessary. The Secretary shall prepare an agenda for the meeting in advance, and take minutes.
- e. All decisions shall be by a majority vote, the Chairperson having a casting vote.
- f. The Committee has the power to co-opt extra members up to a limit of three, and to form Sub-committees as and when considered necessary.
- g. Non-committee members may attend meetings providing they notify the Chairperson at least 48 hours in advance.

6. ANNUAL GENERAL MEETING (AGM)

- a. The AGM shall be held within three months of the end of the Club's financial year. The Secretary, in consultation with the Committee, must give at least 28 days' notice of the AGM to all club members. Notice must be given in writing in the Club newsletter and on the Club website.
- b. A quorum for the AGM shall be ten members or 20% of the membership, whichever is the larger.
- c. The formal business of the AGM shall be to:
 - Confirm and accept the minutes of the previous AGM and deal with any matters arising.
 - Receive the Chairperson's annual report.
 - Receive the Treasurer's report and approve the annual checked accounts.
 - Elect Committee members for the ensuing year. All existing and prospective Committee members must state their intention to stand for the Committee 21 days before the AGM. They must do so by notifying the Secretary, with the names of a proposer and seconder. The Secretary shall publish the names on the Club website 14 days before the date of the meeting. If necessary, there shall be a vote at the AGM. If there are no nominations for a position then nominations may be taken at the AGM.
 - Discuss items proposed by members in advance and vote upon them if necessary. Proxy voting shall be allowed providing the member notifies the Secretary before the AGM stating either their voting wishes or the name of the person nominated as their representative at the meeting.
 - Attend to AOB approved by the Chairman and not requiring a vote.
- d. In addition there shall be the opportunity to contribute towards an open discussion on the development of the Club.
- e. Motions to be discussed at the AGM must be submitted in writing to the Secretary at least 14 days before the meeting. An agenda shall be provided by the Secretary and published on the Club website at least seven days before the meeting.
- f. The Rules and Constitution may be changed by a two-thirds majority decision at the AGM and notice of the intended alterations shall be given to the Secretary in writing at least 14 days before the AGM.
- g. Every member over the age of 16 shall be entitled to one vote at the AGM provided their membership fee for the current year has been paid.

7. EXTRAORDINARY GENERAL MEETINGS (EGM)

- a. An EGM shall be called by an application in writing to the Secretary, supported by at least 10% 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.
- b. An EGM must be convened by the Secretary within 28 days.
- c. At least 14 days' notice of the EGM must be given in writing to all Club members by notice in the Club newsletter and on the Club website, specifying the business to be discussed.
- d. A minimum of ten members or 20% of the membership, whichever is the larger, must be present to form a quorum. At least a two-thirds majority of those present is required for a motion to be binding.

8. FINANCES

- a. The Treasurer shall have the responsibility for controlling the income and expenditure of the Club.
- b. All Club monies shall be banked in an account held in the name of the Club.
- c. At each Committee meeting the Treasurer shall advise the meeting of the current financial situation.
- d. Banking arrangements can only be changed by agreement of the Committee.
- e. Cheques issued by the Club must be signed by the Treasurer or other authorised members.
- f. Transactions over £100 must be sanctioned by the Committee before completion.
- g. Receipts or invoices must be kept for all purchases.
- h. The Club's financial year shall run from 1st April to 31st March.
- i. The Treasurer shall value any Club assets e.g. kit stock, as near as possible to 31st March each year.
- j. A checked set of accounts must be prepared by the Treasurer, endorsed by the Committee and presented at the AGM. These accounts shall be checked by a competent person, who must not be a Committee member. These arrangements shall be determined by the Treasurer and approved by the Committee.

9. OTHER POLICIES

- a. The Club has policies on adult safeguarding, child safeguarding, health and safety, grievance and disciplinary matters, and inclusion. All policies must be adhered to at all times by all members.
- b. Club Welfare Officers are appointed by the committee and are the lead contacts for all members in the event of any safeguarding concerns.

10. DISSOLUTION

The Club can only be dissolved through a resolution called for that purpose at either the AGM or an EGM called specifically for that purpose. In the event of dissolution of the Club any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved or charitable bodies:

- i) A registered charitable organisation(s)
- ii) The sport's national governing body for use by them for related community sports.

11. THE RULES AND CONSTITUTION

A copy of the Rules and Constitution shall be available on the Club website. Any member may request a copy of the Rules and Constitution from the Secretary and this must be provided within seven days.

12. DECLARATION

Southwell Running Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.