
Washington



Running Club

Washington Running Club

CONSTITUTION

PART ONE: THE CLUB

1.1 Name of Club and Colours

The Name of the Club is "Washington Running Club" and it was established in 2014. The Club Colours shall be a "blue" with "red" and "white".

1.2 Objects Of The Club

The Objects of the Club are:

- To facilitate participation in and promotion of recreational and competitive running in the area of Washington, Tyne and Wear and amongst the community and related sporting and social activities.
- To organise open, club and club handicap running races.
- To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
- The Club shall cater for the following athletics disciplines: Road Running, Trail Running, Cross-Country Running and Fell Running.
- The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.
- 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.

PART TWO: MEMBERSHIP

2. Membership of the Club

2.1 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 approved by the Committee from time to time. Applications must be accompanied by the subscription fee.

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; 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).

2.2 Membership Classes

The club shall have a Junior and Senior Membership. The different classes of annual membership set out below.

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become a 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 date of their application*].

2.2.1 Senior Members

- i) Anyone aged 16 years and over at the date of their application shall join as a Senior Member and shall be entitled to receive notice of, attend and vote at general meetings of the Club.
- ii) All Full Members of the club should pay a subscription upon entrance to the Club, when possible. The fee will be determined on an annual basis by the Club's Executive Committee.

2.2.2 Junior Members

- i) Junior Membership of the Club is available to young people aged between the ages of 8-16 years old from Washington and the surrounding areas.
- ii) Junior Members do not have voting rights.

Membership fee will be set annually and agreed by the management committee or at an Annual General meeting. Fees will be paid within one month of when due.

2.3 Life Members

Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. The total number of Life Members is not limited, but only two Life Memberships may be granted in one financial year. Individuals to be appointed as Life Members shall be [proposed 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.

2.4 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.

Separate subscription fees will be set between Junior and Senior Members.

Senior Members subscription fees are £22 each year; Junior Members subscription fees are £10 per month by standing order (to cover cost of hall fees).

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.

2.5 Cessation of Membership

Members may resign from membership 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.

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/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.

PART 3: COMMITTEE

3.1 The Management Committee

Management Committee shall be responsible for the running of the Club on a day to day basis. The Management Committee shall formally meet at least 6 times per year. The Management Committee shall comprise of the following officials:

- Chairperson
 - Secretary
 - Treasurer
-
- The Chairperson will ensure that all committee members do their jobs to a satisfactory standard, whilst ensuring that all complaints both internal and external are attended to.
 - The Secretary will be responsible for the promotion of the club's existence. The Secretary will promote any events being held and will also be responsible for general administrative works. The Secretary will work closely with the Treasurer in the assessment of any financial issues which need be attended to.
 - The Treasurer will be responsible for the assessment of the club's income and cash flow, as well as regulation of expenditures and the directing of income.
 - The Management Committee will also consist of up to eight other Committee Members.
 - The Management Committee will set targets for the club to meet, and each committee member will be responsible for ensuring that such targets are met under satisfactory standards. Any issues regarding any area of the club, including any disputes, will be reported to the Chairperson who will arrange for a meeting in which problems will be solved. The Chairperson will also arrange a meeting at least once a quarter, in which general issues will be discussed.

Each official shall hold office for a period of one year commencing on the first day of the financial year. Elections for new officials shall take place each May. All members shall be informed promptly of the outcome of all elections

The Management Committee shall be subject to the direction of Annual General Meetings which shall take place at least once a year. The Annual General Meeting must be held before the end of May. In addition, the Chairperson of the Club shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Club's members or half of the Club's Management Committee.

- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organization of the club.
- The Management Committee will have the powers to appoint sub-committees as necessary and appoint advisers to the management committee as necessary to fulfill its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The management Committee will be responsible for taking any action of suspension or discipline following such hearings.

These Officers may delegate and assign tasks to other members of the Committee and Club.

3.2 Committee Members

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.

3.3 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 Officer or Committee Member by notice in writing (including email) to the Secretary at least two weeks 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. 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.

3.4 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 Secretary 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 from the Committee Meetings for more than two consecutive or one third of Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee. 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 Committee between any two AGMs shall be deemed to have vacated his or her position and shall be ineligible to stand for re-election.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the 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 Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

3.5 Proceedings Of The Committee

The Committee shall meet at least 6 times each year in person and as often as may from time to time be necessary. Any additional meetings (above 6) may be held in a manner agreeable to the committee (including by telephone conference call).

Two-thirds (rounded to the nearest whole), 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 Committee by these Rules.

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, within two weeks of each meeting, 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.

3.6 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 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.
- (b) operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
- (c) 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. The Chairman from time to time is nominated as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment.
- (d) make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (i) determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (j) 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.
- (k) organise Club activities.

The members of the Committee and any trustees appointed under paragraph (c) 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.

3.7 Annual General Meetings

3.7.1 Calling Of AGM

The Annual General Meeting of the Club shall be held within the month of May 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 Officers and the Committee; and
 - 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.

3.7.2 Special General Meetings

Not less than three weeks notice of a Special 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 30% of 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.

PART 4: FINANCE

4.1 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.

All Club monies will be banked in an account held in the name of the Club.

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

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. 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.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

No Officer or Committee Member may:

- receive any benefit in money or in kind from the Club; or
- have a financial interest in the supply of goods or services to the Club; or
- acquire or hold any interest in property of the Club (except in order to hold it as trustee of the Club)

The Club's Financial Year shall run from April 1 to March 31 inclusive.

4.2 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.

4.3 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 Officer 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.

PART 5: DISCIPLINARY AND GRIEVANCES PROCEDURES

5.1 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 nine 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 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.

5.2 Grievances Procedures

All complaints relating to the Club, its activities and its procedures shall be submitted in writing to the Club Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action up to and including suspensions and / or expulsions..

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

There will be the right of appeal to the Management Committee, which must be lodged 14 days from the date of the letter received. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

PART 6: AMENDMENTS AND DISSOLUTIONS

6.1 Amendments to this Constitution

All Senior Members of the club shall have the opportunity to propose amendments to this Constitution. Amendments may only be approved if they receive the support of a two thirds majority voting at an AGM or EGM.

6.2 Interpretation of Club Constitution and Rules

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 Special or Annual General Meeting.

6.3 Dissolution Of The Club

The Group may be wound up at anytime if agreed by two thirds of those members present and entitled to vote at any AGM or EGM. In the event of winding up, any assets remaining after all debts have been paid shall be given to another community amateur sports club for road running or athletics or to a charitable organisation having similar objects and affiliations agreed by the Management Committee members present at the meeting to wind up the Group.

6.4 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].

PART 7: DECLARATION

Washington Running Club hereby adopts and accepts this constitution on the 6th December 2017 as a current operating guide regulating the actions of members, by the people whose signatures appear below.

| Signed: | Print Name and Address | Position |
|---------|------------------------|-------------|
| 1. | | Chairperson |
| 2. | | Secretary |
| 3. | | Treasurer |