

Athletics Club / Running Club Constitution Template

1. Name of Club / Title

1.1. The Club will be called The Heath Massive Running Club (Hereinafter will be referred to as 'the Club') and may also be known as Heath Massive. will be affiliated to **Welsh Athletics**.

2. Aims and Objectives

2.1. The aims and objectives of the Club will be:

- To encourage the practice, promotion, development and participation of athletics locally and in the wider community.
- To offer coaching and competition opportunities for members.
- 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, Cross-Country Running Fell and Mountain Running, and Trail Running.
- To ensure a duty of care to all members of the Club.
- To provide all services in a way that is fair to everyone.

3. Membership

3.1. Membership of the Club shall be open to persons who are amateurs as defined by UK Athletics / Welsh Athletics at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available resources and facilities is allowable on a non-discriminatory basis.

3.2. The membership shall consist of the following categories:

- Senior Member
- Student Member
- Family Membership
- Founder Member

3.3. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and the Codes of Practice/Behaviour that the Club has adopted.

3.4. Members in each category will pay membership fees, as determined at the Annual General Meeting.

- 3.5. 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 subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- 3.6. When available members will be encouraged to wear the official club colours when representing the Club in competitions.
- 3.7. Any member wishing to resign from the Club must do so in writing or by email to the club Secretary.
- 3.8. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers, the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.

4. Sports Equity

- 4.1. This club is committed to ensuring that equity is incorporated across all aspects of its development.
- 4.2. 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.
- 4.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Management Committee

- 5.1. The affairs of the Club shall be conducted by a management committee which shall consist of the Chair, Treasurer, Secretary, Male Welfare Officer, Female Welfare Officer who shall be elected at the Annual General Meeting. Other such persons may be co-opted onto the management committee as required.
- 5.2. All committee members must be members of the Club.

- 5.3. The term of office shall be for one year, and members shall be eligible for re-election.
- 5.4. If the post of any officer or ordinary committee member should fall vacant after such an election, the management committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.5. The management committee will be responsible for adopting new policies, codes of conduct / practice / behaviour and rules that affect the organisation of the Club.
- 5.6. The committee will have powers to co-opt and appoint any advisers to the committee as necessary to fulfil its duty and business effectively.
- 5.7. The Committee will be responsible for 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.
- 5.8. The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- 5.9. Only the posts listed above will have the right to vote at committee meetings.
- 5.10 The quorum required for business to be agreed at management committee meetings will be 80% of current committee members

6. Finances

- 6.1. The Club treasurer will be responsible for the finances of the Club.
- 6.2. The financial year of the Club will run from 1st January and end on 31st December
- 6.3. All club monies will be banked in an account held in the name of the Club.
- 6.4. An independently verified statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 6.5. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- 6.6. No action involving expenditure in the name of, or on behalf of, the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution committee.

6.7. The Club operates as a not-for-profit organisation and all surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

7. Annual General Meetings and Extraordinary General Meetings

7.1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2. The Club shall hold the Annual General Meeting (AGM) to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

7.3. Notice of the AGM will be given by the Club Secretary with at least 28 days' notice to be given to all members.

7.4. Nominations for officers of the committee will be sent to the secretary at least 14 days prior to the AGM.

7.5. Proposed changes to the constitution shall be sent to the secretary at least 14 days prior to the AGM, who shall circulate them at least 7 days before an AGM.

7.6. The Agenda and all relevant papers will be circulated to the membership 7 days before the AGM.

7.7. All members have the right to vote at the AGM in person.

7.8. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

7.9. An Extraordinary General Meeting (EGM) can 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.

7.10. The business which may be conducted at an EGM may be one or more of;

- Removing all of or any of the officers or committee members of the Club and filling vacancies thereby caused
- Changes to or altering the rules outlined in this constitution
- Dissolving the Club

7.11. All procedures at EGMs, with the exception of 7.3, 7.4, 7.5 and 7.6 shall follow those outlined above for AGMs.

7.12. The main method of communication with club members shall be the club web site and messenger group. Printed information will be sent at the request of club members who advise the Club Secretary that they are unable to access the internet or regularly attend training.

8. Amendments to the Constitution

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

9. Discipline and Appeals

9.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of members (including but not restricted to children, young people and vulnerable adults) will be recorded and responded to swiftly and appropriately in accordance with the Club's Welfare and/or Child Protection Policy and Procedures. The Club Welfare Officer(s) is the lead contact for all members in the event of any welfare and child protection concerns.

9.2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Welfare Officer, Secretary or Chairperson.

9.3. 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 including the termination of membership.

9.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

9.5. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Indemnity

10.1. The members of the committee shall not be personally liable for any loss suffered by the Club as a result of the discharge of their respective duties.

10.2. The members of the management committee shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

11. Dissolution

11.1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

11.2. The dissolution shall take effect from the day when the resolution is passed and the committee shall be responsible for the winding up of the assets and liabilities of the Club.

11.3. In the event of dissolution, all debts should be cleared with any remaining club funds. Any assets of the Club that remain following this will become the property of Welsh Athletics.

12. Declaration

12.1. The Heath Massive Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	