

SRR Club Constitution

(1st April 2020 to 31st March 2021)

1. Name of Club

The club will be called Smalley Road Runners (**Club**), and may also be known as SRR. Smalley Road Runners will be affiliated to England Athletics.

2. Aims and Objectives

The aims and objectives of the Club will be:

- To facilitate participation in and the promotion of recreational and competitive running, predominantly in the area of Smalley, Heanor, East Midlands and the UK.
- To offer coaching and competitive opportunities to its members in the sport of running.
- To promote the club within the local community.
- To honour the duty of care owed to all members of the Club.
- To provide all its services in a way that is fair to everyone.
- 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.
- Acquire and maintain a permanent clubhouse facility that will further help;
 - encourage people in the community to participate in running/jogging as part of a healthy and active lifestyle;
 - create a supportive and inclusive network where all members are valued and feel motivated to improve and maintain their wellbeing; and
 - improve and support the mental health of the local community through participation in sport.

3. Club Colours

The Club colours shall be an orange vest / t-shirt with a black vertical stripe either side.

4. Membership

- (a) Membership of the Club is open and all inclusive, on application, to anyone interested in promoting, coaching, volunteering or participating in the recreational or competitive sport of running regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs. There is no limitation to the number of members allowed.
- (b) The membership shall consist of the following categories:
- Full England Athletics Affiliated member
 - Casual member
 - Junior England Athletics Affiliated member (age 12 – 16 years)

- Junior member (age 12 – 16 years)
 - Second Claim England Athletics member
- (c) England Athletics Affiliated Members must designate themselves as either “First Claim” or “Second Claim” members.
- (d) Members in each category will pay membership fees as determined at the Annual General Meeting.
- (e) Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee annually.
- (f) By becoming a member of the Club, every member agrees to abide by the Club’s Constitution and the Club Rules and other rules and regulations of UK Athletics Limited (or relevant successor bodies).
- (g) Ordinary members shall pay their subscription fees into the Club's bank account, by such date as the Committee shall prescribe each year (usually 1st April).
- (h) Junior members must have permission from a parent or guardian to become a member of the Club and to train with the Club.
- (i) Ordinary members shall be entitled to receive notice of, attend and vote at an Annual General Meeting (**AGM**) or Extraordinary General meeting (**EGM**) of the Club.
- (j) 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 Committee.

5. Cessation of Membership

- (a) Members may resign their membership of the Club at any time by notice to that effect given to one of the Club Captains. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
- (b) Membership shall not be transferable.
- (c) 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 to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures referred to in article 16.
- (d) 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 legal title to the rights in any intellectual property created by a member for the Club whilst performing any duties for the Club will be transferred to the Club from the member prior to the cessation of their membership.

6. Sports Equity

- (a) The 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.

- (b) 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, political belief or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) The Club will deal with any incidence of discriminatory behaviour seriously, according to the relevant disciplinary procedures.

7. The Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the following:
 - i. Honorary Officers - Chair, Treasurer, Secretary, Club Captain (Male) and Club Captain (Female);
 - ii. Vice Officers – Vice Chair, Treasurer and Secretary (**Vices**); and
 - iii. ordinary Committee Members who shall be elected at the Annual General Meeting.
- (b) All Committee Members must be members of the Club.
- (c) Any member may be nominated by any other two members, with his/her approval, as a candidate for any of the posts of the Committee Member roles by notice in writing (including email or Facebook message) to the Secretary at least two weeks before the date of the Annual General Meeting.
- (d) The Honorary Officers and the Vices cannot hold more than one key position within the Club (e.g. Chair cannot be Chair and the Secretary).
- (e) Anyone who accepts a nomination to potentially join the Committee must complete a Skills Set audit as part of any admission process.
- (f) If the number of candidates for the post of any Honorary 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 or internet survey shall be prepared containing in alphabetical order all the names thus proposed. Every eligible Member may vote for each candidate with the first candidate to reach a majority elected.
- (g) If the number of candidates for election as the ordinary Committee Members is equal to or less than the number of vacancies (19 in total), they shall be declared

elected unopposed. If the number of candidates is greater than the number of vacancies, ballot papers or internet survey 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 are filled.

- (h) The term of office for the Honorary Officers shall be a minimum of three years until the end of the Annual General Meeting in the third year after their election. Each Honorary Officer will then be eligible for re-election. The Chair and the Secretary and the Female Captain positions will be up for re-election in the first even numbered year following their minimum term. The Treasurer and the Male Captain positions will be up for re-election in the first odd numbered year at the end of the minimum term.
- (i) The term of office for the Vices shall be for a minimum of three years until the end of the Annual General Meeting in the third year after their election. The Vice chair and Vice secretary positions will be up for re-election in the first odd numbered year following their minimum term. The Vice treasurer position will be up for re-election in the first even numbered year at the end of the minimum term.
- (j) Committee Member positions shall run for two years until the end of the Annual General Meeting in the second year after their election and members shall be eligible for re-election.
- (k) Honorary Committee Members may delegate and assign tasks to other members of the Committee and the Club via individual assignments or via the creation of any sub-committees or teams. Temporary positions or assignments created in this way will be reviewed at the next AGM called following their creation where their mandate will either be extended or will terminate at the AGM.
- (l) Ordinary Committee Members shall aid the Honorary Officers and the Vices 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 Honorary Officers/Vices and the respective Committee Member. Ordinary Committee Members may not delegate and assign tasks to other members of the Committee or the Club without authorisation from at least two Honorary Officers / Vices. The Committee Member shall report to and advise the Committee on the status of such tasks.
- (m) If the post of any Honorary Officer or Vice Officer or ordinary Committee Member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting. Any temporary replacements will stand down at the next Annual General Meeting but is available for re-election with immediate effect.
- (n) If an Honorary Officer position become vacant after election but prior to the end of that person's term, the equivalent Vice would automatically fill the position and a new Vice will be elected.
- (o) The Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club.
- (p) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

- (q) 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.
- (r) Any Committee Member (whether or not they are an Honorary Officer, Vice Officer or simply a member of the Committee) must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Club or any other transaction already entered by the Club which has not previously been declared (**Disclosing Member**).
- (s) If any declarations are made pursuant to article 7 (r) above the Disclosing Member must not, where possible, participate in any subsequent discussions regarding the relevant transaction and will not be entitled to vote on any future decisions taken by the Committee that relate to the relevant transaction, unless the remaining Committee Members unanimously vote otherwise.
- (t) There are three of types of meeting the Club can hold: (i) Committee Meetings, (ii) Annual General Meetings (**AGM**) and (iii) Extraordinary General Meetings (**EGM**).

8. Committee Meetings

- (a) Committee Meetings will be convened by the Chair of the Club and be held no less than six times per year – in person or by virtual methods subject to article 8 (c) below.
- (b) All elected Committee members will have the right to vote at Committee Meetings.
- (c) The quorum required for business to be agreed at Committee Meetings is 51% of the elected Committee members present in attendance or virtually participating in a Committee Meeting.
- (d) 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 Committee Meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify what type of meeting is being called.
- (e) At all such meetings the Chair, or in his or her absence the Vice or a member selected by those members of the Committee present, shall take the Chair. At all Committee Meetings every Committee Member shall have one vote unless disqualified from voting by the Constitution.
- (f) 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.
- (g) The following rules shall apply to all Committee Meetings:
 - i. No business shall be transacted at any Committee 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.

- ii. All resolutions (and amendments thereto) shall be put to the meeting.
 - iii. Resolutions proposed for consideration by a Committee Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.
 - iv. Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.
 - v. The Chair shall deal with amendments in the strict order in which they are proposed, although he/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.
- (h) During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the Committee Meeting.
 - (i) The Chair of the Committee 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.
 - (j) The minutes of all Committee Meetings will be made available to all members of the club in an accessible manner to be determined by the Committee.

9. 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 England Athletics Limited.
- (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) Manage and control the finances of the Club, in line with the Clubs' Finance Policy.

- (e) 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.
- (f) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (g) Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (h) Appoint members or establish 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.
- (i) Organise Club activities.

10. Leaving Office

- (a) The office of an elected member of the Committee shall be vacated if he or she:
 - i. resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately;
 - ii. is excluded or suspended from the Club under disciplinary proceedings.
 - iii. is absent from the Committee Meetings for three or more consecutive Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee. A member deemed to have vacated his or her position under this section shall be ineligible to stand for re-election at the next Annual General Meeting.
 - iv. 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; and/or
 - v. is asked to resign by all the other Committee members, acting together.

11. Finances

- (a) The Club Treasurer will be responsible for the finances of the Club. The Treasurer will ensure proper accounts are kept and provide Committee Members with a brief monthly overview followed up with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.
- (b) The treasurer will also provide further bi-monthly financial overviews for the Trustee meetings.
- (c) The financial year of the Club will run from 1st April and end on 31st March the following year.
- (d) All club monies will be banked in an account held in the name of the Club.

- (e) If the accounts are not accepted by the Committee, an audited statement of annual accounts prepared by a qualified Accountant will be presented by the treasurer at an Annual General Meeting. The cost will be incurred by the Club.
- (f) Any cheques or electronic bank transfers to be drawn against club funds will require the authorisation of either the Chair, Vice, Male/Female Captain, Treasurer/Vice Treasurer, always on the provision that any transaction will require the approval of at least three of these positions. This will be in line with the finance policy and procedures.

12. **Application of surplus funds**

The Club is a registered Charitable organisation (register number 1190288) (**Charity**). 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 equipment or otherwise in furtherance of the Club's objects. The Club may also in furtherance of the objects of the Club as a Charity:

- (a) fundraise through the sale of food, drink, related sports merchandise and equipment;
- (b) remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the member being present);
- (c) reimburse any Committee Member or Honorary Officer his/her reasonable and proper out of pocket expenses incurred on Club business; and
- (d) pay for reasonable hospitality of visiting invited guests.

13. **Annual General Meetings and Extraordinary General Meetings**

- (a) AGM's are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall ordinarily hold the AGM in the month of April on a date and at a reasonable time and place to be fixed by the Committee to:
 - i. Approve the minutes of the previous year's AGM;
 - ii. Receive reports from the Chairperson and Secretary;
 - iii. Receive a report from the Treasurer and approve the Annual Accounts;
 - iv. Receive a report from those responsible for certifying the Club's accounts;
 - v. Elect the officers on the committee;
 - vi. Agree the membership fees for the following year;
 - vii. Consider any proposed changes to the Constitution; and
 - viii. Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to this Constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM via the Club's Facebook page(s).

- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 51% of Committee members. Where possible the AGM will be held in person but it may also be held virtually as long as there is a valid quorum of participants.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at Committee Meetings, AGMs and EGMs.
- (i) An 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.
- (j) All procedures for an EGM shall follow those outlined above for AGMs in this article 13.

14. Property and Facilities

The property of the Club including cash in the Club bank account, shall be vested in the name of the Charity which in turn is controlled by its' appointed trustees. The trustees of the Charity will ensure the property of the Club is used in order to further the objectives of the Charity and the Club (which are the same).

15. Amendments to the Constitution

This Constitution will only be changed through agreement by majority vote at an AGM or EGM.

16. Discipline and appeals

Disciplinary matters within the Club will be handled in accordance with the Disciplinary Policy and Procedure (which is not set out in this Constitution but is available for review by any member of the Club).

17. Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the whole membership.
- (b) Following such majority vote an EGM 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.
- (c) In the event of dissolution, all debts should be cleared with any clubs' funds. Any assets of the club that remain following this will become the property of another club with similar objectives (decided at the final EGM) or England Athletics.

18. 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 email address of the member as appropriate or by publication on the Club's Facebook Page or forthcoming website.

19. Interpretation of Club Constitution and Rules

- (a) The Constitution may be added to, repealed, or amended by resolution at any AGM or EGM carried by a majority of at least two-thirds of the Members voting thereon.
- (b) The Honorary Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Honorary 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 an Extraordinary or Annual General Meeting.

20. Declaration

Smalley Road Runners hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	Secretary
Sign		Date	

Name		Position	Treasurer
Sign		Date	

Name		Position	Captain
Sign		Date	

Name		Position	Captain
Sign		Date	

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