

Roundhay Runners Club Constitution

1. Title

The club will be known as Roundhay Runners hereinafter after referred to as 'the Club'.
Established in 2009, Club colours are royal blue with white vertical stripe.

2. Aims and objectives

The aims and objectives of the Club will be:

- a. To encourage the practice, promotion, development and participation of amateur athletics.
- b. To promote the Club in the local community and support appropriate community activities.
- c. To provide training and coaching for Club members.
- d. To organise open and club races.
- e. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
- f. The Club shall cater for all running disciplines but not necessarily have active coaching or participation in all disciplines (member dependent).
- g. The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate, to carry out the objectives of the club.
- h. The Club shall register with HMRC as a "Community Amateur Sports Club" and comply with all eligibility criteria as updated on the HMRC website. Referred to as "CASC" in this document.
- i. The Club shall only provide benefits normally associated with an amateur sports club.
- j. At least 50% of members must take part in the sport of running, to be eligible as a CASC.

3. Club Equity Statement

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.

- a. 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.
- b. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- c. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- d. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Roundhay Runners Club Constitution

4. Membership

- a. Membership of the Club commences on the actual day of completion of the application and payment of the membership fees. Membership of the Club shall be open to any amateur male or female of a minimum age agreed by the Committee (18 years). All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- b. Members will be enrolled in one of the following categories:
 - First Claim Member
 - Second Claim Member
 - Social Member
- c. Social Member status is open to any non-running members who are associated with the club. This status is not time limited. Social members will not be registered with English Athletics and will not be able to enter events as an affiliated club runner.
- d. Any member wishing to resign from the club must do so in writing or by email to the Membership Secretary.
- e. Without exception, no member of any category under the age of 18 years will be permitted to join.

5. Membership fees

Each Club member shall pay an annual fee which shall be decided by the Committee prior to the end of the fiscal year and which shall become due on the 1st April each year.

- a. Part of the fee shall be sent to the National Governing Body to cover the registration of the club members with that organisation. National Governing Body will issue a membership number, which will be void unless subscriptions are renewed each year by the 15th May in that year. Our NGB is English Athletics.
- b. Members joining after the 1st January may have reduced membership rates (decided on an annual basis by the Committee) but will not be registered with English Athletics until the annual club renewal date on 1st April of that year.
- c. Any members failing to make payment by 15th May shall cease to be entitled to the rights and privileges of membership and no longer be a member of the club, if notice has been sent at least twice to the member's last known email address informing him/her of the proposed action. This date is 6 weeks after the first renewal date.
- d. To maintain CASC eligibility, membership fees shall never be more than £10 per week.

Roundhay Runners Club Constitution

6. Management

- a. The management of the Club shall be vested in a Committee that shall consist of:
 - Club Secretary
 - Club Treasurer
 - Membership Secretary
 - Social Secretary
 - Training Coordinator
 - Racing Coordinator
 - Kit Secretary
 - Mental Health Club Lead
 - Welfare Officer (x 2: male and female)
 - One non-committee 'ordinary member' rotating from membership
 - Other officers as may be determined from time to time dependent on support required
- b. All officer positions at the club are on a voluntary and unpaid basis. Only authorised expenses can be claimed from club funds, approved in advance at Committee meetings.
- c. Committee members shall be elected at the AGM and remain in office until the conclusion of the AGM the following year.
- d. All officers have the option to retire each year but will be re-eligible for re-appointment.
- e. If the incumbent wishes to remain in place for another year and no members have expressed a wish to stand for election and there is no expressed objection to the incumbent remaining in post, the Committee can re-appoint at the AGM.
- f. Five elected Committee members are required for a quorum for a Committee meeting to take place providing the Club Secretary or Club Treasurer is also present (within the five headcount).
- g. The Committee shall have the power to fill vacancies if they arise and to co-opt members for additional projects unless the vacancies are Club Secretary or Club Treasurer.
- h. The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.
- i. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- j. Only elected members of the Committee will have the right to vote at Committee meetings. Members attending committee meetings as the "non-committee 'ordinary member' rotating from membership" or other persons attending/speaking will not have the right to vote.
- k. Committee meetings will be held a minimum of 5 times per year, generally bi-monthly.
- l. Notes of Committee meetings will be made and available to members on request (subject to data protection, privacy and removal of sensitive information).

Roundhay Runners Club Constitution

7. Committee

The Club will be managed through the Committee as follows:

- a. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- b. The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- c. 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.
- d. Control the finances of the Club.
- e. Deal with all matters relating to membership and competitions.
- f. Call annual and extraordinary general meetings.
- g. Make proposals to a general meeting for the alteration of the constitution.
- h. Agree membership fees for the following twelve months.

8. Finance

- a. All funds of the Club shall only be used for the Club's aims and objectives.
- b. The financial year of the Club shall end on 31st March.
- c. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. Cheques drawn on the club bank account can have a single signatory. The Treasurer plus two other Committee members will be authorised signatories on the Club account. Changes in signatories will be decided by the Committee.
- d. The use of online banking to administer the club bank account and receive/transfer payments is permitted at the discretion of the Committee; any transactions made by this method shall be reported to the Committee at the next Committee meeting.
- e. An audited statement of annual accounts will be presented by the treasurer at the AGM.
- f. Any charitable donations should be aligned with the Club's aims and objectives. They must be first discussed and approved at a Committee meeting. These charitable donations should be reviewed at the Club's Annual General Meeting.
- g. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club. The Club is an unincorporated organisation, meaning it isn't a separate legal entity. Members are jointly liable for any outstanding debts of the club.

9. Dissolution and Winding Up

- a. 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 general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one of more of the following
 - To another registered CASC sports club (or clubs) with similar sports purposes
 - To the Club's national governing bodies for the use by them for related community sports

Roundhay Runners Club Constitution

10. Annual General Meetings

At least once in every calendar year there shall be held an annual general meeting at such time and place as may be determined by the committee, but not more than eighteen months shall elapse between the dates of two successive meetings.

11. Extraordinary General Meetings

- a. An extraordinary meeting shall be convened at any point in the year.
- b. An EGM can be convened at the resolution of the committee.
- c. An EGM can be convened with written notice being given in writing to the Club Secretary by not less than 20 voting members, not less than 35 days prior to any meeting.
- d. In both cases, there must be a clear statement of the business to be dealt with at such meeting.

12. Notice of General Meetings

- a. Not less than twenty-one days' notice shall be given to each paid up member. The notice will be placed on the Club's website and Facebook page. Such notice shall specify the place, day, hour and nature of the business of such meeting.
- b. Only paid up members will be entitled to vote on any matter at the meeting.
- c. A new member or member re-joining the club will be entitled to vote at a general meeting providing that their subscription was received before the date of the meeting.

13. Proceedings at General Meetings

The business of the general meeting shall be: -

- a. To receive and consider the annual reports of the committee.
- b. To receive and consider the audited accounts.
- c. To elect the committee.
- d. To consider any proposed alterations to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 21 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
- e. To transact any business of which 21 days' notice is given in writing to the management committee via the club secretary. Any such business can be voted upon.
- f. The business of any other general meeting shall be confined to that business of which the required notice has been given to the management committee and to members.
- g. At the Committee's discretion there will be an open forum at the end of the meeting.

Roundhay Runners Club Constitution

14. Votes at General Meeting

- a. Each qualifying member and any elected officer shall be entitled to one vote per resolution.
- b. The Chairman of the AGM (Club Secretary) will determine the method of voting for election of the committee including proxy voting.
- c. Any other proper business of the meeting shall be decided by a majority of those voting.
- d. Twenty ordinary (non-committee) members plus at least five Committee members (including at least the Club Secretary and the Club Treasurer) are required for a quorum for an Annual General or Extraordinary General meeting to take place.

15. Discipline and appeals

- a. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary or Welfare Officer.
- b. Three members of the Committee including either the Secretary or Welfare Officer 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.
- c. The member against whom the complaint was made is permitted bring a witness to the disciplinary meeting.
- d. 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 14 days of the hearing.
- e. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal in writing.

16. Amendments to the constitution

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

17. Appendices

The Club Rules are attached as appendix A.

18. Declaration

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

Signed: James Carvello Date: 10 September 2018 Name: James Carvello Position: Club Secretary

Signed: Tony Hodge Date: 10 September 2018 Name: Tony Hodge Position: Club Welfare Officer

This updated version of the Club Constitution was accepted following a consultation period with members.

An EGM was held on 06 September 2018, where a quorum was present (>20 ordinary members plus 5 committee members). Proxy voting was completed via a Facebook poll 04 – 06 September 2018.

Result: EGM - >30 votes in favour, nil reject. Proxy voting via Facebook: 49 votes in favour, nil reject.