

## Club Constitution

### Kenilworth Runners

#### 1. Name

The Club will be called **KENILWORTH RUNNERS** and will be affiliated to *England Athletics*.

#### 2. Aims and Objectives

- To promote and foster running in all its forms
- To offer coaching which develops individuals' abilities, in a safe and supportive environment
- To promote competition opportunities in running
- To promote the Club within the local and running communities
- To ensure a duty of care to all members
- To provide for social activities among the members
- To provide all its services in a way that is fair to everyone

#### 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.*

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

#### 4. Membership

Members will be enrolled into one of the following categories:

- Full member
- Youth member
- Life Member

All will be subject to the regulations of the Constitution, Club Rules and Codes of Conduct/ Practice as published by England Athletics. Joining the Club will be deemed acceptance of these regulations. Membership will consist of members and elected officers (the Committee).

#### 5. Membership Fees

Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting. Fees will be paid annually.

## 6. Officers of the Club

Officers will be elected annually at the Annual General Meeting. These officers will form a Committee being responsible for the day to day running of the Club and decisions taken on behalf of the club. All officers will retire each year but will be eligible for re-appointment. The officers of the Club will be:-

Chair

Secretary

Treasurer

Men's Captain

Ladies' Captain

In addition to these fixed Committee posts, additional Committee members may be elected to serve as 'general' Committee members or as 'special' Committee members with specific tasks (for example :- Press Officer, Social Secretary, Membership Secretary).

Only members elected to the Committee at the Annual General Meeting will hold voting rights in connection with any Club business discussed at subsequent Committee meetings.

## 7. Committee

The Club will be managed by the Committee as referred to above.

- Committee meetings will be convened by the Secretary. These will usually be held monthly, numbering no less than 6 meetings per year.
- The quorum required for business to be agreed at Committee meetings will be at least 50% of the Committee agreed at the previous Annual General Meeting.
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the Club throughout the course of any year. Any newly adopted or revised Club Rules will be subject to ratification at the next Annual General Meeting.
- The Committee will have the power to appoint sub-committees and advisors as necessary to fulfil its business.
- The Committee will be responsible for disciplinary hearings of members who infringe the Club Rules and/or Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- Any contended Committee decisions taken at any Committee meeting will be carried by way of a majority vote of Committee members in attendance.

## 8. Finance

All Club monies will be banked only in accounts in the Club name.

The Club Treasurer will be responsible for the finances of the Club. Financial decisions which are out of the ordinary such as large purchases and charitable donations should be brought to the Committee for approval by majority decision.

The financial year of the Club will end on 31st December.

A reviewed statement of Annual Accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatories of at least two members and in accordance with any bank mandate. Electronic transfers should be reviewed as part of the overall annual account review process.

## **9. Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice will be given to all members.

The AGM will receive a report from the Chair, the Treasurer, Men's Captain & Ladies' Captain and any other Committee member who wishes to give a report.

Election of officers, and additional Committee members who will form the Committee, will take place each year at the AGM.

All attending Club members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership or 25 members whichever is the lowest.

The Committee has the right to call an Extraordinary General Meeting at anytime subject to notice as above (21 clear days). Quorum figures as for AGMs.

## **10. Discipline and Appeals**

See also paragraph 7 above.

All complaints regarding the behaviour of a member should be presented and submitted in writing to the Secretary. The Committee will meet to hear complaints within 35 days of the complaint being received by the Secretary. The Committee will have the power to take appropriate action to include suspension of or termination of membership. 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. There will be a right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 35 days of the Secretary receiving the appeal.

The Committee reserve the right to refer complaints to England Athletics. This is only likely in connection with the more serious of complaints.

Any concerns, allegations or reports of poor practice/abuse relating to the welfare of Children & Young People (under 18 years of age) will be recorded and responded to swiftly and appropriately in accordance with the Club's policy on Child Protection (as per the Codes of Practice issued by England Athletics). The Club's Welfare Officer is the lead contact in the event of any Child protection concerns.

## **11. Dissolution**

A resolution to dissolve the Club can only be passed at an AGM or EGM and through a majority vote by those members in attendance.

In the event of dissolution, any assets of the Club that remain will become the property of England Athletics.

## **12. Amendments to the Constitution**

The Constitution can only be changed by a majority vote taken by those attending an AGM or EGM.



### **13. Declaration**

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

**Signed: *P Bryan***

**Date: 7th January 2016**

**Name: Peter Bryan**

**Position: Club Chair**

**Signed: *M N Crust***

**Date: 7th January 2016**

**Name: Mike Crust**

**Position: Club Secretary**