



Ackworth Road Runners

Constitution

reviewed December 2017

1 Title

The title of the club shall be Ackworth Road Runners.
The Junior Section shall be known as Ackworth Road Runners Juniors.

2 Objectives

The objectives of the club shall be:

- To encourage the practice and development of amateur athletics
- To provide coaching for members and to organise competitions
- To organise teams to represent the club in Championships and Leagues and in such other competitions as the Management Committee shall decide.

Junior Section:

- To offer coaching and competitive opportunities in running, jumping and throwing
- To promote the club within the local community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

The club shall cater for:

- Track and Field Athletics
- Cross Country Running
- Road running and road relay running
- Fell Running

3 Membership

- Membership shall be open to persons who are amateurs as defined by UK Athletics.
- There shall be a minimum age of entry of 15 years for senior members.
- Children aged 4 to 14 years may join the Junior Section.
- Each applicant for membership must complete the official application form and must be proposed, seconded and elected or otherwise at a properly convened meeting of the Committee.
- Concessionary membership shall be granted to all members who have both reached the age of 60 years and been paid up members for a minimum of 10 consecutive years.
- Junior members are allowed to put proposals to and attend, but are not allowed to vote at Annual General Meetings.

4 Management

The management of the club shall be vested in a Management Committee which shall consist of President, Chairman, Honorary Treasurer, Honorary Secretary, who shall be officers of the club, together with a committee of at least 6 members which shall include the Captain of the Male section, the Captain of the Female section and the Chair of the Junior Section.

All of the foregoing shall be elected the Annual General Meeting and remain in office until the Annual General Meeting of the following year. The Committee shall have the power to fill vacancies as and when they arise. The Committee shall also have the power to co-opt members for particular projects, but co-opted members shall not have a Committee vote.

Junior Section:

The affairs of the Junior Section shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, coaches, run leaders and Child Safety Officer, who shall be elected at the Junior Section Annual General Meeting.

If required, the committee shall elect a Vice Chair from among its members. The term of office shall be for one year, and members shall be eligible for re-election. If the post of any 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.

The Junior Section shall maintain a separate independent financial structure.

5 Annual General Meetings

The Annual General Meeting of the club shall be held in the month of February for the purposes of:

- a) Receiving the Annual General Report of the Committee.
- b) Receiving the audited statement of the Accounts and Balance Sheet.
- c) Electing the Officers and Committee for the ensuing year.
- d) Electing the Honorary Auditors.
- e) Considering any amendments to the Constitution Rules of which notice has been given to all the members. Any proposed changes to a Constitution Rule by a member must be received by the Chairman or Honorary Secretary at least 21 days prior to the date of the Annual General Meeting in order that all members shall have sufficient notice of the proposal.

At least 14 days notice shall be given to the members of the date, venue and agenda items for the Annual General Meeting. Each fully paid up member present at the meeting shall have one vote.

Junior Section:

The Section shall hold an Annual General Meeting (AGM) in the month of May for the purposes of:

- a) Approving the minutes of the previous year's AGM.
- b) Receiving reports from the Chairman and Secretary.
- c) Receiving a report from the Treasurer and approve the Annual Accounts.
- d) Receiving a report from those responsible for certifying the Section's accounts.
- e) Electing the officers on the committee.
- f) Agreeing the membership fees for the following year.
- g) Dealing with other relevant business.

Notice of the AGM will be given by the section secretary with at least 14 days notice to be given to all members. Nominations for officers of the committee will be sent to the secretary prior to the AGM. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM. All members have the right to vote at the AGM. The Chair of the Section shall hold a deliberative as well as a casting vote at general and committee meetings.

6 Affiliations

The club shall seek to be affiliated to England Athletics and to such other amateur athletic bodies as the Management Committee considers appropriate in order to carry out the objectives of the club.

7 Subscriptions

Current subscription rates are shown in Appendix A.

8 Non-payment of Subscriptions

The Committee shall have the power to expel any member whose subscription is not paid by 31st March of the subscription year and their name will automatically be removed from the membership list.

The name and address of any person so expelled from the club shall be sent to England Athletics and there entered in the "Black Book" kept for that purpose. Every person whose name has been entered in the "Black Book" shall be suspended from competing at any meeting held under the UKA Rules until the liability causing the expulsion, which shall not exceed one year's subscription, shall be discharged.

9 Resignations

Any member wishing to resign must do so in writing or email to the Chairman or Honorary Secretary. The resignation shall be considered by the Committee within one calendar month of receipt and will be held effective from the date of tendering.

Resignations will not be accepted if the member is financially indebted to the club i.e. has not paid his or her subscription for the current year and acceptance will be withheld until the debt has been discharged.

10 Extraordinary General Meeting

An Extraordinary General Meeting shall be called by the Honorary Secretary or Chairman within one month of a requisition signed by at least 20 (twenty) members stating the purpose of the meeting. At least 14 days notice shall be given to all fully paid up members of the date, venue and purpose of the Extraordinary General meeting. No other business shall be conducted at such a meeting.

Junior Section:

An Extraordinary General Meeting (EGM) shall be called by an application in writing or email 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.

11 Constitutional Amendments

No Constitutional Rule may be altered, added to, or deleted except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose and only then by a two-thirds majority of those present and voting.

12 Disciplinary Procedures

- a) If it shall appear to the Club Committee that any irregularity or breach of its Constitution or any other matter of concern to it may have occurred, it shall at its discretion appoint an individual (who may or may not be a Club Member) or a Committee to investigate, with such terms of reference as the club Committee sees fit.
- b) If it shall appear to the club Committee that there is evidence that any person is in breach of its Constitution, or if it shall appear to the club Committee that the continued membership of the club by any person is detrimental to the club, the Honorary Secretary shall write to the person concerned, setting out the alleged breach and invite the person in question to comment in writing by a specified date which, unless the club Committee otherwise directs, shall not be less than 14 days after the date the letter was sent.
- c) The club Committee shall consider the response (if any) at its next convenient meeting and if it is not satisfied that the Constitution has been observed or that continued membership of the club by the person in question is not in the best interests of the club it shall refer the matter to the Disciplinary Committee appointed by it, which shall consist of not less than three nor more than 5 people, none of whom shall be directly interested in the matter otherwise as members of the club. The Disciplinary Committee shall make further enquiries as it sees fit and shall afford to the person against whom the allegation has been made a reasonable opportunity to appear before it and state his/her case and answer the allegations brought against him/her and the Committee shall hear such witnesses as he/she reasonably produces and shall allow the person against whom the allegations have been made the right to be accompanied and/or represented by a friend.

It shall make such procedural provisions as shall be necessary for the just and efficient disposal of the case remitted to it.

If it is satisfied that a breach of the Constitution has occurred, the Disciplinary Committee may recommend to the club Committee one or more of the following penalties:

- i. Resolve to note the offence but take no further action
 - ii. Warn the person concerned as to his/her future conduct and thereafter take no further action.
 - iii. Suspend or disqualify the person from athletic competition, coaching and or administration for a period fixed or indefinite.
 - iv. Recommend to England Athletics that the person concerned shall be disqualified from any involvement in athletics for any period, fixed or indefinite.
 - v. Such other penalty as the Disciplinary Committee in the circumstances of the case shall consider appropriate.
- d) The Disciplinary Committee shall report its recommendations to the club Committee in writing within seven working days and the club Committee shall determine its decision as soon as practical thereafter.
 - e) A term of suspension starts from the time it is pronounced by the club Committee unless otherwise stated and does not expire until the close of the day named in the decision.
 - f) Every person suspended, expelled or disqualified, or otherwise dealt with shall be notified in writing by hand or by recorded delivery post within seven working days of the decision.
 - g) The club Committee shall, as it sees fit, transfer as many of its duties under the provision of its Constitution to such Disciplinary Committee as from time to time it shall set up.

Any person suspended, expelled or disqualified by decision of the club Committee may appeal against such decision. The appeal must be made in writing to England Athletics within 14 days of notification with a copy to the club Secretary or Chairman.

13 Club Dissolution

- a) If at any General Meeting of the club, a resolution is passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special Meeting, the resolution is carried by not less than three quarters of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.
- c) The Committee shall then be responsible for the orderly winding up of the club's affairs.
- d) After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one of the following:
 - i. To another club with similar sports purposes which is a registered charity and/or
 - ii. To another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
 - iii. To the club's governing body for use by them for related community sports.
 - iv. In the case of the Junior Section being dissolved, net assets shall be transferred to the parent club.

Appendix A – Subscriptions 2018

Subscriptions are subject to annual review.

Senior Section:

The amount of the annual subscriptions shall be:

1st January to 31st December 2018

- Senior Members: £25 including EA registration fee
- Second claim Members: £15
- Concessionary Members: £15 including EA registration fee
(over 60 with 10 years continuous membership)
- Social Membership £5
- (no longer an active runner)
- Members aged 15 to 17 years £5 (plus £15 EA registration fee if required)

The yearly subscription must accompany the application for membership and thereafter is due on 1st January in each year.

Members joining the club after 1st September will only be required to pay a reduced joining fee for that year.

Junior Section:

The amount of the annual subscriptions shall be:

- All members aged 4 to 14 years £10 per calendar year