



Chasewater Runners constitution

1. Title

- a. The Club shall be known as Chasewater Runners (hereinafter referred to as “the Club”)

2. Objectives

The objectives of the Club shall be:

- a. To provide an opportunity for runners of all abilities to engage in running activities in a friendly and inclusive environment
- b. To encourage and facilitate participation in and promotion of recreational and competitive running in the areas of Brownhills and Burntwood, and amongst the wider community
- c. To provide training and coaching for members
- d. To organise and run races
- e. To provide internal competitions for the benefit of members
- f. To engage in any other activity which the Committee consider appropriate to carry out the objectives of the Club

3. Club colours

The Club logo shall be two jumping deer and the name Chasewater Runners. The Club colours shall be blue vests with black/grey deer and dark grey writing or grey vests with black/grey deer and blue writing.

4. Membership of the Club

*At present the qualifications held by the leaders of the Club only permit the leaders to work with over 12's therefore there is an age restriction in force for membership.

- a. Membership of the Club shall be open to any persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of sex, age*, disability, ethnicity, nationality, sexual orientation, religion, political or other beliefs. Junior members between the ages of 12 and 16 must be accompanied by a responsible adult.
- b. Junior members shall be anyone between the ages of 12 and 16 years inclusive.
- c. Each membership application must be made by on-line electronic submission using the website application form. Each candidate for membership must be proposed, seconded and elected or otherwise at a properly convened meeting of the Committee. The appropriate subscription must accompany the membership application. The Membership Secretary shall write formally to the applicant confirming The Committee's decision. By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).
- d. Honorary lifetime membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

- e. Members may resign from membership at any time by notifying the Membership Secretary by writing or email. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution. 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.
- f. 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 them to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

5. Voting rights

All members are eligible to vote at the annual general meeting (AGM) and Extra-ordinary general meeting (EGM)

6. Subscriptions

- a. All new members will be offered a 4 week trial period before payment must be made to the Club
- b. Annual subscriptions shall become due for payment on 01 April each year, with the cost of membership being determined in advance by the Committee and ratified at the AGM.
- c. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating
- d. Junior members will not be required to pay any membership fees
- e. Members joining the Club after 01 October will be offered a 50% reduction on membership fees
- f. Any member failing to make payment by 31 June shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the members last known address or email address informing him/her of the proposed action

7. Club management

- a. The management of the Club shall be deputed to a Committee that shall consist of honorary officers and ordinary Committee members. The honorary officers shall be the Chairman, Treasurer and Secretary who shall be the Officers of the Club, together with a Membership Secretary, Coordinator of main sessions, Coordinator of beginner sessions, two Welfare Officers and a Press Officer. There shall also be eight ordinary members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM the following year.
- b. The duties and responsibilities of officials acting for the Club shall be identified through a written profile prepared and agreed by The Committee. The written profile will be used for guidance purposes and may be varied by agreement of The Committee. The written profile shall be made available to members by the Secretary on request.
- c. Six elected Committee members are required for a quorum for a Committee meeting to take place providing one is the Chairman or Secretary.
- d. The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.
- e. 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.

- f. 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.

8. Disciplinary procedures

- a. Any member guilty of misconduct, as defined by the UK governing body for athletics, may be subject to caution, once or directly expelled from the Club by way of a majority decision of the Committee
- b. The Secretary shall inform the member formally in writing, giving 14 days' notice of the Committee's intention to consider an allegation of misconduct. The member shall have the right to make written representation and the Committee at its discretion may invite the member to attend the Committee
- c. The Secretary shall inform the member of the Committee's decision, formally in writing within 7 days
- d. Upon notification, any member expelled from the Club may appeal in writing within 28 days to the Secretary. Upon receipt of the appeal the Secretary shall convene a meeting consisting of the Chairman, the Secretary, the Membership Secretary and one of other member of the Committee. This sub-committee shall consider the appeal. The member shall have a right to attend and also be represented by a full member of the Club. The decision of the sub-committee shall be final. The Secretary shall formally advise the regional governing body for athletics of such final decision in writing.

9. Club meetings

a. Beginners running course meetings

1. Only leaders are required to be present at these meetings but all Committee members will be welcome to attend
2. Meetings shall be held as required to plan the bi-annually 6 week beginner running courses – to ensure programmes are in place for the 6 weeks, to allocate leaders for each session and to create promotional material
3. Meetings shall be held twice per year to debrief following the bi-annually 6 week beginner running courses – to discuss feedback from participants on the course and to share feedback amongst leaders

b. AGM

1. The AGM shall be held in the months of April or May as dictated by the practical circumstances applicable at that time
2. At the AGM the meeting will:
 - a. Receive the annual report of the Secretary
 - b. Receive the financial statements and the treasurers report
 - c. Elect the Officers and the Committee for the ensuing year
 - d. Consider any amendment 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 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
 - e. Transact any other notified business
3. At least 21 days' notice shall be given to members of the date, venue and agenda items for the AGM
4. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

- c. *Extra-ordinary general meetings*
 - i. An EGM may be called by the Committee to discuss changes to the constitution and rules or any other Club business too urgent to wait for the AGM
 - ii. An AGM must be called if 25% of voting members so petition the Secretary in writing
 - iii. Three weeks' notice of an EGM must be given to all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted.
 - iv. Procedures for voting shall be used as for the AGM

10. Financial arrangements

- a. The Clubs financial year shall run from 01 April to 31 March inclusive. The Treasurer shall present accounts for the previous financial year to the AGM for consideration and copies of these will be available to members at the meeting. If the accounts are not accepted at the AGM, a qualified accountant may be appointed to investigate members concerns.
- b. The Treasurer shall maintain records of the financial transactions of the Club and provide Committee Members with accurate financial reports on at least a quarterly basis. The Clubs financial records shall always be open to inspection by the Committee. Monies shall be held in a bank or building society that shall carry the Club title (Chasewater Running Club). The Treasurer will ensure proper accounts are kept.
- c. Any changes of account will require the agreement of the Chairman and Secretary.
- d. Cheques must be signed by a minimum of 2 authorised signatories from a list of members as agreed by the Committee.
- e. The financial transactions of the Club may be subject to external audit at such intervals as may be determined by The Committee or by resolution at an A.G.M. or E.G.M.
- f. Expenditure over £500 may only be authorised at a Committee meeting or AGM

11. Property and funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the Club
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002
- c. The Club may also in connection with the sports purposes of the Club:
 - i. Sell and supply food, drink and related sports clothing and equipment
 - ii. Employ member and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
 - iii. Pay for reasonable hospitality for visiting guests
 - iv. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

12. 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 setting all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more 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 CASC and/or
- iii. To the Club's national governing bodies for use by them for related community sports

13. Alteration to the Constitution

- a. The Constitution may be added to, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the members voting thereon.
- b. The Committee shall be the sole authority for the interpretation of the Constitution and the Club rules. The decision of the 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 a Special or AGM.

14. Adoption and revision history

This Constitution was adopted at the Annual General Meeting held on 08 May 2016. This will be the first constitution.

Signed:

MRS. Z. DICKINSON
Chairperson

Miss E Williams
Secretary