

LISS RUNNERS

CONSTITUTION & CLUB RULES

1 **Name of Club**

The club will be called LISS RUNNERS (Hereinafter will be referred to as The Club) and will be affiliated to county and national athletics associations.

Headquarters; The Triangle Centre, Liss Centre, Liss, Hampshire.

2 **Aims and Objectives**

The aims and objectives of the club will be:

- To provide basic instruction in running.
- To assist those members who wish to compete in officially sanctioned competitions.
- To promote the club within the local community.
- To provide a sociable environment for its members.
- 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

3 **Membership**

- (a) Membership of the club is open to anyone over the age of 18 interested in promoting, coaching, volunteering or participating in running, regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Full member (with England Athletics affiliation)
 - Member (without English Athletics affiliation)
 - 2nd claim member (already affiliated with another club)
 - Life member
- (c) 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.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) 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 Club committee.
- (f) Members having arrears of subscriptions of more than twelve weeks will have their membership terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted.

- (g) Resignation: members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
- (h) If a member resigns and is a current holder of club yearly trophy/award then this will need to be returned immediately to the committee.

4 Sports Equity

- (a) 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.

- (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 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) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of The Executive Committee being that of Chair, Treasurer, and Secretary, plus ordinary Committee being that of Membership Secretary, Ladies Captain, Men's Captain, Kit Manager, Newsletter Editor, plus general committee members to a maximum of 12 overall, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club. A member may hold more than 1 position on the committee, but the positions of Chairman, Secretary and Treasurer must be held by different people. In the event of 1 person holding more than 1 post, they shall only be entitled to 1 vote on the committee.
- (c) If required, the committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.

- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) 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.
- (i) The committee meetings will be convened by the Chairman of the Club and be held no less than four times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be 5.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st April and end on *31st March*.
- (c) All club monies will be banked in an account held in the name of the club.
- (d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
 - The Club shall hold the Annual General Meeting (AGM) in the month of March to Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - To receive other reports from committee members on the club's activities during the preceding year and to allow members to ask questions about those reports.
 - Receive a report from the Treasurer and approve the Annual Accounts.

- Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (b) Notice of the AGM will be given by the committee with at least three weeks' notice to be given to all members.
- (c) Nominations for officers of the committee should be sent to the chairman either at or prior to the AGM.
- (d) Only fully paid up members have the right to vote at the AGM.
- (e) The quorum for AGM will be at least 30 members or 50% of members whichever is the fewer.
- (f) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (g) An Extraordinary General Meeting (EGM) shall 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.
- (h) All procedures shall follow those outlined above for AGMs.

8 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of club members will be recorded and responded to swiftly and appropriately in accordance with the club's policy and procedures and will be presented and submitted in writing to the Secretary.
- (b) The Committee 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 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.
- (d) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

9 Alteration and interpretation of the Rules/Constitution

The Constitution may be added to, repealed, or amended by resolution at any Annual or Extraordinary Meeting carried by a majority of at least two-thirds of the Members voting thereon.

The Committee shall be the sole authority for the interpretation of the Constitution and of 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 Annual General Meeting.

10 Declaration

LISS RUNNERS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	