

Rules & Constitution

NEWENT RUNNERS CLUB RULES & CONSTITUTION

1. Name and Colours

The Club is called Newent Runners (“the Club”).

The Club Colours are black and orange. The wearing of these colours is required when competing for the Club unless the Rules of Competition of UKA or the IAAF provide otherwise.

2. Definitions

2.1 “the IAAF” means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;

“the Chair” means the person elected or appointed from time to time to be the chair of the Club in accordance with Rule 9;

“the Secretary” means the person elected or appointed] from time to time to be the secretary of the Club in accordance with Rule 9;

“the Treasurer” means the person elected or appointed from time to time to be the treasurer of the Club in accordance with Rule 9;

“the Membership Secretary” means the person elected or appointed from time to time to be the membership secretary of the Club in accordance with Rule 9;

“the Committee” means the committee appointed under Rule 9 to manage the Club;

“the Members” means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

“the membership year” means 1st February to 31st January each year.

“National Association” the Home Country Athletics Association to which the Club is from time to time affiliated which at the date of adoption of these Rules is England Athletics;

“the UKA” means the UK Athletics Limited which is the governing body of athletics within the United Kingdom of Athletics House, Central Boulevard, Blythe Valley Park, Solihull B90 8AJ;

2.2 Words

denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender..

3. Objects

The objects of the Club are:

- (a) principally to provide facilities for running and generally to promote, encourage and facilitate running in the area of Newent irrespective of age, gender, creed or race;
- (b) to provide and maintain club-owned equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation [provision of

suitably qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments];

(d) to sell or supply food or drink and provide other activities as a social adjunct to the sporting purposes of the Club;

(e) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;

(f) to affiliate to UKA and the National Association;

(g) to comply with and uphold the Rules and Regulations of the National Associate, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated;

[(h) to acquire, establish, own, operate and turn to account in any way, for the Members' benefit, the facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;

(i) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;

(j) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be);
and

(k) to do all such other things as the Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4. Application of Surplus Funds

4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organisation. The same conditions apply to any distribution of assets on winding-up or dissolution of the Club.

4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a Member for his employment by the Club, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed with the Member on an arm's length basis. If a Member is to be employed by the Club and the person concerned is also a member of the Committee or a Trustee, any remuneration, salary, fees or benefit in money or money's worth paid to such Member (or someone connected to him) by the Club for discharging his duties as such must:

(i) be fixed having regard to the current remuneration of officers in comparable posts;

(ii) not exceed the general market rate for officers providing comparable services;
and

Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by him to the Club of goods or services, nor prevent any payment in good faith by the Club:

- (a) of interest on money lent by a Member or its officers at a commercial rate of interest;
- (b) to any officer, committee or sub-committee member of reasonable and proper out-of-pocket expenses;
- (c) of reasonable and proper rent for premises demised or let by any Member or by any officer; or
- (d) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the officers (or any of them) in relation to the Club.

4.3 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

5. Membership

5.1 Eligibility for membership

5.1.1 Persons of either sex are eligible for membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, gender, occupation, sexual orientation, religion, political or other beliefs.

5.1.2 Persons below the age of 17 may not be members.

5.1.3 The number of Members is unlimited.

5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Committee shall decide. Every candidate for membership shall be considered by the Committee or the Membership Secretary acting on its behalf, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

5.3 Classes and definitions of Members

There shall be the following classes of members for the Club:

Full Membership – Open to any person who is 17 years of age or over on admission to the club or at the beginning of the membership year

Full Members shall be entitled to receive notice of, attend and vote at general meetings.

Second claim members – open to any person who is 17 years of age or over on admission to the club or at the beginning of the membership year and who is also a member of another running club

All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF.

5.4 *Subscriptions*

5.4.1 The annual subscription for each type of Member shall be determined from time to time by the Committee provided that the Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.4.2 The Members shall pay any annual subscription fees set by the Committee from time to time.

5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the first annual subscription.

5.4.4 Any Member whose subscription is not paid by 3 months after the 1st February shall be deemed to have resigned his membership of the Club. Payment of the full membership fee on or after 1st February will result in registration with England Athletics from the following May for 12 months.

5.4.5 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being “*active members*”.

5.4.6 Any member who has been registered with another club is responsible for transferring their England Athletics registration

6. **Resignation**

6.1 A Member may withdraw from membership of the Club on 3 months clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

6.2 In line with the rules of the sport the club will only accept a resignation when satisfied that the member has cleared any debt owed to the club.

6.3 The member intending to resign should ensure that they comply with the Eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

7. **Expulsion**

7.1 The Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.

7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Committee at which his expulsion shall be considered and written details of the complaint made against him.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Committee then present vote in favour of his expulsion.

7.4 The Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations.

8. **Effect of Resignation or Expulsion**

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9. The Committee

9.1 The Club shall be managed by a Committee consisting of:

- (a) the Chair;
- (b) the membership secretary
- (c) the Secretary;
- (d) the Treasurer;
- (e) the welfare officer
- (f) the Coaching Co-ordinator
- (g) no more than 5 other Members elected annually at the annual general meeting.

9.2 The Secretary shall send to the Members each year a nomination form for the election of Office Holders and other members of the Committee in the place of those retiring. Those persons proposed to be nominated as members of the Committee to fill any vacancies that have arisen must be nominated by any two Full Members on the form prescribed by the Committee and must be submitted to the Secretary by such date as the Committee shall prescribe each year

9.3 Any person nominated as a member of the Committee must be a Full Member

9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

9.5 The Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the Members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).

9.7 The Committee may appoint any Member to fill any casual vacancy on the Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.

9.8 Retiring members of the Committee may be re-elected.

9.9 A member of the Committee shall be deemed to have vacated office if:

- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) he is, or may be, suffering from mental disorder; or
- (c) he resigns his office by notice to the Club; or

- (d) he shall without sufficient reason for more than three consecutive meetings of the Committee have been absent without permission of the Committee and the Committee resolves that his office be vacated; or
- (e) he is suspended from holding office or from taking part in any activity relating to the administration or of the Club by a decision of the Constituent Body or UKA; or
- (f) he is requested to resign by not less than two-thirds of the other Committee members acting together.

10. Proceedings of the Committee

10.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than 3 meetings each year. The quorum for such meetings shall be 5. The Chair and the Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 14 days' notice of a meeting.

10.2 The Chair shall be the chair of the Committee. Unless he is unwilling to do so, the Chair shall preside at every meeting of the Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling or unable to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chair shall preside. If there is no Vice-Chair or if he is unwilling or unable to preside, or if he is not present within five minutes after the time appointed for the meeting, the members of the Committee present may appoint one of their number to be chair of the meeting.

10.3 Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the Chair (or the acting chairman of that meeting) shall have a casting or additional vote.

10.4 The Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

10.5 The Committee shall be responsible for the of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

10.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the of the affairs of the Club.

11. Annual general meeting

11.1 The annual general meeting of the Club shall be held at such time as the Committee shall decide each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the accounts of the Club for the previous year, and the Treasurer's report as to the financial position of the Club;
- (c) to elect the Officers and other members of the Committee;

- (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and
- (e) to deal with any special matters which the Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next

12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 25 senior members stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall notify each Member either electronically or at his last known postal address or by placing an advice on the Club Notice board of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 10 senior members.

13.3 The Chair shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Committee present to preside and if no other member of the Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.

13.4 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chair of the meeting shall have a casting or additional vote.

13.5 The Secretary, or in his absence a member of the Committee, shall take minutes at annual and extraordinary general meetings.

13.7 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

19. Alteration of the rules

19.[1] These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

20. Regulations and Standing Orders

The Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Committee.

21. Finance

21.1 All moneys payable to the Club shall be received by the person authorised by the Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by 2 of the 3 signatories who shall be the Chair, Secretary, Treasurer or any other member of the Committee so authorised by the Committee or by bank transfer authorised by the Treasurer and Chair. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.

21.2 Subject to Rule 24.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

21.3 Any proposed item of expenditure of a value exceeding £100 must be agreed by a majority of the Committee either at a meeting or electronically. Proposed items of expenditure of a value up to £100 may be made following the agreement of two officers of the committee one of whom must be either the Chair or Treasurer. In all cases the Officers concerned will show proper consideration for the current and possible financial position of the Club.

21.4 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with Rule 4.2.

21.5 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer.

21.6 Full accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an independent person. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

22. Borrowing

22.1 The Committee may borrow a maximum total amount of £1,000.00 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

22.2 When so borrowing, the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club.

22.3 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

23. Property

23.1 The property of the Club, other than cash at the bank, shall be vested in the Committee.

24. Dissolution

24.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

24.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

24.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed in accordance with paragraph 4.1

25. Coaches

25.1 Any member may request funding to train or renew their licence as a Leader in Running Fitness (LiRF) or Coach in Running Fitness (CiRF). Such a request must be endorsed by the coaching co-ordinator. The committee will decide whether to approve such a request

25.2 Any LiRF or CiRF whose training has been paid for by the club must sign an agreement to coach or assist with coaching for at least 12 sessions in each year for the duration of their licence.

25.3 Any LiRF or CiRF whose training has been paid for by the club agrees to reimburse a proportion of the training fees (pro-rata based on a 3 year licence) if they fail to comply with para 25.2 subject to the discretion of the committee in the event of illness, injury or personal circumstances.

Codes of Conduct

The Club has adopted UKA's Codes of Conduct which outline the standards of behaviour expected for everyone involved in the Club. It is a requirement of membership that every member agrees to comply with these.