

*Affiliated to the S.E.A.A & K.C.A.A  
Member of B.A.R.R*

## CONSTITUTION FOR ISTEAD & IFIELD HARRIERS

1. The Club called Istead & Ifield Harriers will be affiliated to the regional associations for running and other such bodies as necessary to fully pursue the aims and objectives of the Club.

### 2. Aims and objectives

The aims and objectives of the Club will be:

- to promote Running and the Club in the local community
- to offer competition opportunities
- 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
- to ensure that all present and future members receive fair and equal treatment

### 3. Membership

Membership shall consist of the committee officers and members of the Club. 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 conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Full member: entitles a member to all benefits and activities, athletic, social and administrative, offered by the Club.
- Student / Over 65 member : as Full member.
- Family / Couple member : as Full member.
- 2<sup>nd</sup> claim ; as full member.
- Honorary Life member

### 4. Election

Every new member must complete and sign an official Club application form . Every application must be accompanied by the appropriate joining fee due on election;

### 5. Subscription rate

A subscription rate shall be reviewed annually by the Committee to determine any change, taking advice from the Honorary Treasurer. The subscription year shall run from 1st April. If an increase is deemed necessary, this will be proposed at the AGM and put to a vote by all members attending

## 6. Officials (Committee) of the Club

The Officials of the Club will be:

- The President
- Hon. Secretary
- Hon. Treasurer
- Membership Secretary
- Men's Captain
- Ladies Captain
- Stock Controller
- Social Secretary

Officials will be elected annually at the Annual General Meeting. All Officials will be eligible for re-election, except (a) normally the President being selected by the serving committee

## 7. Committee

The Club will be managed by the Committee of Officials

Others may be co-opted as found necessary. Only those present will have the right to vote at meetings of the Committee, where all decisions will be by a majority vote, the President having a casting vote in the event of a tie.

The Honorary Secretary will arrange meetings during the year usually every two months or when deemed necessary. Any one of the committee may at any time convene a meeting. Minutes of the committee meetings will be kept and, with the exception of personal matters, may be made available to any Club member.

The Committee will be responsible for the general management of the Club, adopting new policy, codes of conduct and rules that affect the running of the Club. The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil their business.

## 8. Finance

The Club Treasurer will be responsible for the general finances of the Club and will bank Club monies in accounts in the name of the Club. Any cheques drawn against Club funds should hold the signature of any two authorised signatories. The financial year of the Club will end on 30th March. Audited statements of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## 9. Headquarters

The Club Headquarters will be located at Cascades Leisure Centre Gravesend Kent. Should the need arise to change the venue, this must be proposed and placed to a vote (to all attending members) at an extraordinary meeting / AGM with not less than 7 days notice

## 10. General Meetings

The Annual General Meeting of the Club will be held in March of each year. Notice of the Annual General Meeting will be issued by the Secretary to all members, with not less than 21 days clear notice. Any items for inclusion on the Agenda must be received at least 28 days before the meeting. The Committee may include any item of business on the Agenda

The AGM will receive a reports from all nominated committee members and statement of financial accounts of the Treasurer

The nomination for President will be made by the retiring President and committee. Nominations for the committee must be made and seconded by two paid up Full Members of the Club

All members present who are not in arrears of subscriptions, have the right to vote at any General Meeting. Voting will be by simple majority. In the event of a tie the President will have a casting vote.

An Extraordinary General Meeting of the Club shall be arranged on the instruction of the President / Committee or within fourteen days of receipt by the Honorary Secretary of a written request signed by at least 10 Members; such meeting to be held within twenty-one days of the original request. Such written request shall state the matter it is proposed to bring forward. The Honorary Secretary shall post to all Members details of such business with notice of the meeting at least seven days before the meeting. No other business may be brought forward or discussed at such a meeting.

#### 11. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted to the Honorary Secretary for consideration by the Committee. This may include any offence, either within athletic activities or outside, which might bring the Club into disrepute.

If the Committee is satisfied that there was an offence then it may recommend appropriate action

#### 12. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM by a majority of not less than two thirds of the members as vote.

#### 13. Amendments to the Constitution

A resolution amending this Constitution shall be passed at an EGM or AGM by a majority of not less than two thirds of such Members as (being entitled to do so) vote.