



# Club Standard 1: Constitution

The Club will be known as Istead and Ifield Harriers (hereinafter to be referred to as “the Club”)

## **1. OBJECTIVES**

The objectives of the Club will be:

- a. to encourage the practice, promotion, development and participation of amateur athletics in Gravesham and the wider community.
- b. to provide training and coaching for members.
- c. to organise open, club and club handicap races.
- d. to organise teams to represent the Club in championships and leagues and in such other competitions as the Committee will decide.
- e. to cater for the following athletics disciplines: road running, track running, cross-country running, and trail running.
- f. to seek to affiliate to such national and regional amateur athletic bodies as the Committee consider appropriate to carry out the objectives of the Club. The Club will comply with and uphold the rules and regulations of these bodies being in force at the time.
- g. to ensure that equity is incorporated across all aspects of the operation, activities and development. In doing so, the Club acknowledges and adopts the Sport England definition of sports equity.
- h. to respect the rights, or dignity, and worth of every person and will treat everyone equally within the context of their sport, regardless of age, gender, ability, disability (where appropriate for a road and trail running club), ethnicity, nationality, sexual orientation, religion or other beliefs, and social/economic status.
- i. that everyone has the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- j. that all members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- k. to deal with any incidence of discriminatory behaviour seriously according to Club Standard 3 - Grievance and Disciplinary Policy.

## **2. MEMBERSHIP**

- a. Membership of the Club will be open to all adults (18 years and over) who are amateurs as defined by UK athletics governing bodies, regardless of age, gender, ability, disability (where appropriate for a road and trail running club), ethnicity, nationality, sexual orientation, religion or other beliefs, and social/economic status. Membership may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club.
- b. Members will be those persons listed in the Club's register of members, which will be maintained by the Membership Secretary.
- c. Each membership application must be made by the submission of the official club membership application form. The appropriate subscription must accompany the application for membership. New members may attend club training nights 3 times before committing to joining.
- d. Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an AGM in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.
- e. Any member wishing to resign and join another club must do so in writing or by email to the Membership Secretary.
- f. Resignation will be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, ie has not paid subscriptions for the current year and acceptance of the resignation will be withheld until the debt has been discharged.
- g. The Committee will have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers, the Committee will adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.
- h. Membership will terminate if an individual is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence, at the Committee's discretion.

- i. Membership is not transferable to anyone else.
- j. Members (and guests) acknowledge and accept that participating in sport of any kind can be dangerous and may result in injury. Members (and guests) will take personal responsibility for their own actions and participate in the Club's activities at their own risk.

### **3. SUBSCRIPTIONS**

- a. Annual subscriptions will become due for payment annually, on 31<sup>st</sup> March, with the amount being determined by the AGM.
- b. Annual subscription fees are set by the Committee and voted on at the AGM and will include age related categories and social membership.
- c. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- d. Any member failing to make payment by 30<sup>th</sup> June will cease to be entitled to the rights and privileges of membership and may be expelled provided notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.

### **4. MANAGEMENT**

- a. The management of the Club is vested in a Committee that consists of a minimum of 6 members including the President, Treasurer and Secretary, who will be Officers of the Club, and such other members as elected at the AGM who will deal with, respectively Membership, Welfare and DBS verification (although some roles will sit outside of the Committee). All the Committee members will be elected at the AGM and remain in office until the conclusion of the AGM of the following year. Elected Committee members may assume other positions within the Committee eg, Club Captain, Membership Secretary and these other positions may be amended by the Committee should the Committee feel it appropriate and beneficial to the ongoing effective management of the Club.
- b. At least 3 members of the Committee should be unrelated and not co-habiting.
- c. The position of President may be held for a single term of 3 years. Should no candidate be elected after this period, the current President may go on to serve a further term of 3 years, notwithstanding the requirement for annual re-election to the position at the AGM. The maximum period in the position of President is 2 terms.
- d. Five elected Committee members are required for a quorum for a Committee meeting to take place providing the President or Secretary is also present.
- e. The Committee will have the power to fill vacancies if they arise, and to co-opt members for particular projects, but co-opted members will not have a Committee vote.
- f. The Committee will also have the power to establish any subcommittee 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.
- g. The Committee will 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.
- h. The Committee will have the power to decide all questions arising in respect of any issue.
- i. Subject to these rules and the general law, the Committee will exercise its rights, powers and duties and will where appropriate use its best endeavours to ensure that others conduct themselves so that the business affairs of the Club are carried out in furtherance of the Objectives and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

### **Disqualification from Office**

- j. A person will cease to hold office if:
  - i) they are subject to a decision of EA or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club.
  - ii) the Committee reasonably believes that he/she has become incapable by reason of illness or injury of managing his/her own affairs and it decides to remove him/her from office.
  - iii) he/she resigns from his/her office by notice to the Club.
  - iv) he/she is absent, without valid reason, from 4 consecutive Committee meetings, and the Committee decide that his/her office be vacated.
  - v) he/she is removed from office by the Committee on the grounds that he/she is in persistent breach of the Club's Codes of Conduct. A decision to remove may only be passed if the officer has been given 21 days' notice in writing of the Committee meeting at which the decision will be made, and reasons why it is to be proposed, and the officer (or their representative) has been allowed to make representations to the meeting.
  - vi) he/she ceases to be a member for any reason whatsoever.
- k. the proceedings at any meeting will not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

## **5. ANNUAL GENERAL MEETING**

- a. The AGM will be held in March or April as dictated by the practical circumstances applicable at the time and will be no more than 15 months apart.
- b. At the AGM the meeting will:
  - i) receive the annual report of the President
  - ii) receive the financial statements and the Treasurer's report
  - iii) receive reports from those Committee members required to submit them
  - iv) elect the officers and the Committee for the coming year
  - v) consider any amendments to the Constitution for 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 will have sufficient notice of the proposal.
  - vi) Transact any other business
- c. At least 21 days' notice will be given to members of the date, venue and agenda items for the AGM
- d. All registered members of the Club at the meeting will have one vote. In the case of equality of votes the President will have a second (casting vote). Voting will be by a show of hands except where the President decides voting will be by ballot.

## **6. EXTRAORDINARY GENERAL MEETING**

- a. 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
- b. An EGM must be called if 25% of voting members so petition the secretary in writing (includes email)
- c. 3 weeks' notice of an EGM must be given to all members by email or in writing together with the motions to be discussed. No other business will be conducted.
- d. Procedures for voting will be as used for the AGM

### **Meetings: Committee**

- a. The Committee will not hold fewer than 4 meetings each year.
- b. A meeting of the Committee will be called on not less than 7 days' notice to all Committee members unless the President determines that urgent circumstances necessitate shorter notice.
- c. Notice of a Committee meeting will be given to each Committee member.
- d. Meetings will be chaired by the President or their nominated representative. The chair of the meeting will have a casting vote in the event of a tie.
- e. Decisions of the Committee will be made by a simple majority of those present.
- f. Decisions of the Committee will be minuted.

### **Meetings: AGM and EGM**

- a. No business will be transacted at any general meeting unless a quorum is present. The quorum for an AGM or EGM will be the greater of 40 members or 25% of the total number of members.
- b. If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum cease to be present, the meeting will stand adjourned to the same day in the next week at the same time and place as the Committee may decide.
- c. If the number of members present at the adjourned meeting is insufficient to constitute a quorum in accordance with a. above, the members present will constitute a quorum.
- d. The President, or in his/her absence any other officer, will preside as the chair of the meeting. Each member present will have one vote but in the event of an equality of votes, the chair of the meeting will have a casting vote.

## **7. COMPLAINTS AND DISPUTES**

All complaints and disputes will be dealt with in accordance with Club Standard 3 – Grievance and Disciplinary Policy.

## **8. FINANCE**

- a. The financial year of the Club ends on 31<sup>st</sup> March.
- b. All funds belonging to the Club will be deposited with a bank account that will carry the Club title. All accounts will operate on at least 2 signatures (physical or electronic) from the Treasurer and President, and one other named officer.
- c. Expenditure above agreed budget levels may only be authorised at a Committee meeting.
- d. The annual financial accounts will be independently audited on an annual basis.

## **9. 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, 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 members 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.

## **10. 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 EGM.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee will 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

## **11. ALTERATIONS TO THE CONSTITUTION**

The Constitution may be altered but only by a resolution passed by a two-thirds of those present and voting at an AGM or an EGM called for that purpose.

## **12. PRIORITY**

Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (Community Amateur Sports Clubs) first provided for by the Finance Act 2002.

## **13. REVISION HISTORY**

- a) This Constitution was formally adopted at the AGM held on \_\_\_\_\_ and replaces the Club's original Constitution used since its formation in 1992.
- b) It was revised and adopted at AGMs in March 2013, March 2015 and March 2022

Signed: ..... (Club President)                      Date: .....

Signed: ..... (Club Secretary)                      Date: .....

To be reviewed on: March 2025

This policy should be read in conjunction with the following Club Standards:

Committee and Club Supporting Roles and Responsibilities  
Grievance and Disciplinary  
Privacy Notice (GDPR)  
Inclusion and Diversity  
Safeguarding Codes of Conduct  
Health and Safety, including Risk Assessments  
Social Media