

Harwich Runners Constitution

Club Name: Harwich Runners - established in 1982

Colours: Harwich Runners colours are black and white

Aims & Objectives of Harwich Runners:

To encourage and promote the participation of running at all levels within the local communities.
To promote all aspects of health and fitness within the local community.
To provide space for social interactions within a running environment.
To manage the club in a just and fair way that aims to benefit all members.
To look after the welfare of all members through its safeguarding policy.

Membership:

Membership of Harwich Runners shall be inclusive to all from the age of 8.
Every member of the club agrees to abide by the policies and procedures of Harwich runners.
There are four membership categories; Life Member, Full Member, Honorary Member and Junior Member

Membership Fees:

The committee will agree on membership fees annually.
Membership fees will be paid annually between 1st March and 1st April

Committee:

The committee consists of The Chair, Vice-Chair, Secretary, Treasurer and up to eight other members.
The committee will manage the club's affairs and have the right to vote at meetings.
The committee will form on at least ten occasions annually.
A quorum of two-thirds is required for a vote to be carried.
Each committee member should attend a minimum of 6 meetings annually unless pre-arranged exceptional circumstances through the Chairman or Vice-Chair.
The committee will be responsible for all the club's affairs including adopting new policies and procedures and arranging disciplinary hearings.

Accounts:

The club treasurer will be responsible for the club's finances.
All cheques require two signatures of which one should be the Treasurer and another committee member.
An annual statement of accounts will be presented at the AGM following the club's financial year-end on the last day of October.

Annual General Meeting:

21 days notice of the AGM will be given to the membership requesting nominations for officers and positions on the committee.
The Chair will provide an annual report for the AGM
Nominations and Elections of committee members will take place at the AGM
All members have the right to vote at an AGM. The majority attending the meeting will carry motions.

Complaints Procedures:

All complaints about the club or its members should be submitted in writing to the club secretary.
All complaints will be discussed at the next available committee meeting and appropriate action taken.

Dissolution of the club:

A resolution to dissolve Harwich Runners will need a majority vote of 75% of the membership, and can only be decided at an AGM or EGM
In the event of dissolution, the assets would be distributed amongst local community charities nominated by the committee.

Amendments to the Constitution:

The constitution will be reviewed yearly after the AGM. If any members wish to propose a change, they need to do so in writing to the Chairman at least 14 days before an AGM.

Further details of the Constitution are available on request.

Harwich Runners hereby accepts and adopts this constitution:

Signed:

Name: Gina Patrick
Position: Secretary
Date:
Version 2

Signed:

Name: Peter Gooding
Position: Club Chair
Date:
Version 2

Harwich Runners will endeavour to:

- *To provide a suitable venue for Harwich Runners to meet for training.*
- *To provide adequate storage facilities for club resources and equipment.*
- *To maintain an online presence promoting Harwich Runners*
- *To organise events and co-ordinate teams for other events*

Membership

- *Membership of Harwich Runners shall be available to any person over the age of eight interested in the aims and objectives of Harwich Runners and agrees to the constitution.*
- *Individuals who wish to become members of Harwich Runners must apply using the Membership Application Form.*
- *The subscription fee must accompany membership Applications.*
- *Membership assumes you wish to be a First Claim member of Harwich Runners for all forms of running. Those wishing to run for Harwich Runners as Second Claim must inform the Membership Secretary at the time of their membership application.*
- *Running as Second Claim for another club is allowed in events where Harwich Runners are not participating, or in a League in which Harwich Runners does not participate.*
- *Members who wish to switch from First Claim to Second Claim for Harwich Runners must inform the Membership Secretary so that a form can be sent to SE Region, EA for approval.*
- *By becoming a member of Harwich Runners, every member agrees to follow Harwich Runners Constitution, Rules and Policy.*

Club Rules

- *No sponsorship forms should be brought to training meetings*
- *In order to cease membership of Harwich Runners please notify the Membership Secretary*
- *Children must be eight years or above to join juniors*
- *Juniors between the age of 8 and 14 may train with the seniors under the direct supervision of a parent or guardian.*
- *All Coaches are to be made aware of any juniors participating by the responsible parent or guardian.*
- *Club records will only be awarded to members of the Club.*

Notes on Membership

- *Prior to joining a new club please let the Membership Secretary know that you wish to change to a 2nd claim member or cease your membership.*
- *All membership subscriptions are final; no refunds are given for any circumstance.*
- *The Committee can cancel membership if a member does not act in accordance with the constitution.*
- *Former members of Harwich Runners are not entitled to any benefits, use of brand or intellectual property under the Harwich Runners name or subsidiary brand.*
- *The committee welcomes questions from the members. However, these will not be considered until the next committee meeting.*
- *Any Member disciplined or excluded from Harwich Runners for disciplinary reasons may lodge an appeal with the Committee.*

- *Harwich Runners regularly provides access to training courses. The committee will decide in conjunction with existing coaches to who these places are given. Anyone who benefits from a course will be expected to use his or her qualification to the benefits of Harwich Runners for 2 years, with a minimum of 10 coaching sessions per year or repay the cost of the course.*
- *Harwich Runners are awarded currently a club place to the London Marathon each year. This will be drawn from a hat of names of those people that have reached the qualifying terms. The terms are: a member since April of the year of application, have not been awarded the club place in the last 5 years and have a rejection email from LM. If another place was to be awarded then the Committee would consider the allocation of the place on volunteering, work undertaken on behalf of the club and performance.*

Election of Committee

- *Any Member who is interested in becoming a Committee member should advise a committee member at least two weeks before the date of the Annual General Meeting.*
- *The position of Chairman of the committee is only open to a current committee member or a member who has previously served on the club committee in the previous five years.*
- *At the AGM all committee members will stand down for election of a new committee.*
- *If more than one person stands to be elected there will be a vote conducted on the day of the AGM or EGM.*

Leaving Office

- *The committee member can choose to leave at any time. However, it would be beneficial to everyone if you could inform the Chairman or Club Secretary in advance.*
- *On the rare occasion where a committee member breaks the rules of the club or policy or the UK law, disciplinary procedures may result in being removed from the committee.*
- *The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or appoint an Honorary Officer until the AGM or EGM takes place.*

Proceedings of the Committee

- *Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of equal votes, the Chair shall have a casting vote.*
- *The Committee may regulate their meetings and proceedings as they think fit.*
- *The Committee shall, record minutes and publicise these to club members.*
- *The Committee may invite persons who are not members of the Committee to address a meeting.*
- *A committee member or Race Director has a spending limit of no more than £50. Any amount above this by a committee member or Race Director can only be made with the agreement of two other committee members.*

The following rules shall apply to the AGM:

- *The quorum for a General Meeting shall be twenty Members personally present and entitled to vote.*
- *All resolutions and amendments shall be put to the meeting.*
- *Amendments may be proposed at any time during the debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.*

- *The Chair shall deal with amendments in the order in which they are proposed.*

Extraordinary General Meeting

- *No less than three weeks' notice of an EGM specifying the place, day and time of the meeting shall be given to the Members.*
- *An EGM shall only be called for a single significant reason by submission of 20 members.*

Accounts

- *The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports in line with the committee meetings. Harwich Runners' financial records shall always be open to inspection by the Committee*
- *In the event of Harwich Runners being gifted a large amount of monies an EGM would be called by the committee*