



# CROFT AMBREY RUNNING CLUB

## CROFT AMBREY RUNNING CLUB

### CONSTITUTION JUNE 2022

1. Name and Colours The Club, established in Herefordshire, UK, is called Croft Ambrey Running Club ("the Club"). The Club Colour is sky blue. The wearing of the primary sky blue colour is encouraged when competing for the Club and may be a requirement for entry in some league races.

#### 2. Definitions

"the Chairman" means the person elected from time to time to be the Chairman of the Club in accordance with section 9;

"the Secretary" means the person elected from time to time to be the Secretary of the Club in accordance with section 9;

"the Treasurer" means the person elected from time to time to be the Treasurer of the Club in accordance with section 9;

"the Committee" means the Committee appointed under section 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 section 5;

"National Associations" means the Home Country Athletics Association and other Associations to which the Club is from time to time affiliated. At the date of adoption of this Constitution this is England Athletics and The Trail Running Association.

"Operational Rules" means the Croft Ambrey Running Club Rules as documented and published by the Committee;

"AGM" means the Annual General Meeting. 'EGM' means an Extraordinary General Meeting

3. Objects The objects of the Club are:

3.1. principally to promote amateur cross country, trail, fell and road running and provide opportunities to compete and train in a social and supportive environment;

3.2. to provide and maintain Club-owned equipment for the use of its Members;

3.3. to provide other ordinary benefits of an amateur sports club including without limitation: reasonable provision of suitably qualified coaches; provision, or reimbursement of the costs, of their coaching courses; provision of insurance cover;

3.4. to obtain funding for the activities of the Club by collecting fees, membership subscriptions, sponsorship and other available funding;

3.5. to affiliate to National Associations;

3.6. to make rules concerning the operation of the Club including, without limitation, rules concerning disciplinary procedures; and

3.7. 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 section 3 of this Constitution;

3.8. to use reasonable means to protect member data in accordance with the club's privacy policy.

#### 4. Application of Surplus Funds

4.1. The Club is a non-profit-distributing organisation. All surpluses will be used in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club or to a charitable organisation on winding-up or dissolution of the Club. The Club may make occasional donations to charities at the discretion of the Committee. Where possible, the preferred charities shall be chosen by the Members at the AGM.

4.2. 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. Anyone is eligible for full membership of the Club provided they are at least 7 years old. No person shall be denied membership of the Club on the grounds of race, nationality, ethnic origin, creed, colour, age (provided they are at least 7 years old), disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1.2. The maximum number of Members shall be determined from time to time by the Committee.

### 5.2. Admission of Members

5.2.1. 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 appointed delegate of the Committee who will 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 of Members

Full Member

Life Member

Junior Member

Second Claim Member

5.3.1. Life Membership is awarded to any Member of the Club deemed by the Committee to deserve such a reward for their services to the Club.

5.3.2. A Second Claim Member is as defined by the National Association or its parent organisation.

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

5.3.4. All Members shall be subject to this Constitution and the Operational Rules of the Club.

### 5.4. Subscriptions

5.4.1. Members shall pay an annual subscription fee as set by the Committee from time to time. Annual subscriptions are non-refundable.

5.4.2. No candidate who has been admitted as a Member shall be entitled to the privileges of membership until they have paid their first annual subscription.

5.4.3. Any Member whose subscription is not paid by such date as the Committee shall decide shall be deemed to have resigned their membership of the Club.

5.4.4. The Club shall be required to register those Members as defined by the National Association, for competition purposes, as being "active members". At the date of adoption of this Constitution is England Athletics.

## 6. Resignation

6.1. A Member may withdraw from membership of the Club on 28 days' clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death, or dissolution of the Club or on the failure of the Member to comply or to continue to comply with any condition of membership set out in this Constitution and the Operational Rules.

6.2. In line with the rules of the National Association 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 National Association in the event that they wish to join another affiliated Club.

## 7. Disciplinary Matters

7.1. The Committee may at its sole discretion decide whether to invoke the disciplinary procedure of the Club, if it appears to the Committee that any Member has behaved in a manner detrimental to the interests of the Club, or the National Association.

7.2. The Committee will write to the Member concerned, setting out the alleged breach, and invite the Member to comment in writing within 21 days of the date of the letter and / or request a formal meeting with the Committee. The letter will be signed by the Chairman or the Chairman's designated representative.

7.3. The Committee may exclude the Member from Club sessions, meetings and events until the meeting considering the matter has been held.

7.4. If a formal meeting is not requested, or a response is not received, the Committee will consider the matter on the information available to them without further recourse to the Member.

7.5. Upon receipt of a response, if a formal meeting is requested, a meeting will be convened at a time mutually convenient to all parties provided that such meeting shall be held within 28 days of

receipt of that response. If a mutually agreeable time cannot be agreed the Committee may convene a meeting to discuss and conclude the matter without the Member being present. A Member may be accompanied by a single person, who may or may not be a Member of the Club, who may answer complaints made against the Member. At the end of the meeting, the Member will leave and the Committee will discuss the matter in private. The matter will then be decided by the Committee in private on a simple majority and in the event of an equality of votes the Chairman (or acting Chairman of that meeting) shall have a casting or additional vote.

7.6. Where the Member concerned is a Committee Member they may not vote on any of the decisions involved in the disciplinary procedure.

7.7. The Committee may resolve to impose a sanction. Sanctions may include but are not limited to:  
(a) Warning about future conduct (b) Temporary suspension from some or all activities (time period to be determined) (c) Expulsion (time period to be determined)

7.8. A letter will be sent to the Member confirming the Committee's decision within 21 days of the meeting.

7.9. Any disciplinary matter is confidential to the Committee and the Member involved.

## 8. Effect of Resignation or Expulsion

8.1. Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and the person has no right to the return of any part of their subscription.

## 9. The Committee

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

- (a) the Chairman;
- (b) the Secretary;
- (c) the Treasurer;
- (d) other Members elected to the Committee annually at the AGM; up to a maximum of 14 in total including the named officers in 9.1 (a) – (c).

9.2. Those Members wishing to stand for appointment to the Committee must be proposed and seconded by two Members. The appointment must be ratified by a majority of those present at the AGM.

9.3. At the AGM, the Members present shall elect one of their number to be the Chairman. Any Member of the Club is eligible to be nominated provided they are, or have been, a Committee member for a minimum period of six months, or have been a member of the club for the previous

five years. The Chairman remains in office for two years. If there is only one candidate nominated to be Chairman, that candidate shall be declared elected unopposed at the AGM. If there is more than one candidate there shall be an election at the AGM for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot. Unless disqualified, the Chairman may serve up to a maximum of eight consecutive years.

9.4. The Secretary and Treasurer shall be elected by the Members of the Committee from amongst their number.

9.5. The standard period of office for the Secretary and Treasurer is two years and will be reviewed by the Committee at the end of this period. The existing Secretary and Treasurer are able to re-stand for office at the end of each period to a maximum of eight consecutive years.

9.6. The Committee shall be elected at the AGM each year.

9.7. In addition to the Members elected in accordance with section 9 of this Constitution, the Committee may co-opt further Members who shall serve until the next AGM. Co-opted Members shall be entitled to vote at the meetings of the Committee.

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) the person becomes bankrupt or makes any arrangement or composition with their creditors generally; or

(b) the person resigns their office by notice to the Club; or

(c) the person shall without sufficient reason have been absent from more than three consecutive meetings of the Committee without permission of the Committee and the Committee resolves that their office be vacated; or

(d) the person 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 two meetings each year. The quorum for such meetings shall be 50% of the members of the Committee. The Chairman 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 Chairman shall be the Chairman of the Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Committee at which he is present. If there is no person holding that office, or if the Chairman is unwilling to preside or is not present the members of the Committee present may appoint one of their number to be Chairman 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 Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote. Members may participate in and vote by electronic means at the discretion of The Secretary.

10.4. The Committee may from time to time appoint from among its number such subcommittees as it considers necessary and may delegate to them such powers and duties of the Committee as the Committee may determine. Sub-committees may co-opt Members of the Club to serve on the sub-committee. All subcommittees are required to report their proceedings to the Committee periodically and shall conduct their business in accordance with the directions of the Committee.

10.5. The Committee shall be responsible for the management and finances of the Club. The Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all the Members.

10.6. 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 management of the affairs of the Club, providing such expenses or liabilities have been authorised by the Committee in advance.

10.7. The members of the Committee shall not be paid a salary or remuneration for their work on behalf of the Club.

## 11. Annual General Meeting

11.1. The AGM of the Club shall be held within Herefordshire 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 members of the Committee;

(d) to decide on any resolution which may be duly submitted in accordance with section 11.2 below;  
and

(e) to deal with any matters which the Committee desires to bring before the membership.

11.2. Notice of any resolution proposed to be moved at the AGM shall be given in writing to the Secretary not less than 21 days before the meeting.

11.3. No period greater than fifteen months shall elapse between one AGM and the next.

11.4. The agenda for the AGM, including the accounts, should be published 14 days before the meeting.

## 12. Extraordinary General Meetings

12.1. An Extraordinary General Meeting may be called at any time by the Committee. The agenda for the EGM should be published 14 days before the meeting. An EGM may also be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 20% of the Members stating the purposes for which the meeting is required and the resolutions proposed. Only Full, Senior or Life Members may sign the requisition.

## 13. Procedures at Annual and Extraordinary General Meetings

13.1. The Secretary shall send to each Member at their last known email or postal address written notice of the date of the AGM at least 14 days before the meeting.

13.2. The Secretary shall send to each Member at their last known email or postal address written notice of the date of the Extraordinary General Meeting together with the resolutions proposed at least 14 days before the meeting.

13.3. The quorum for the AGM and Extraordinary General Meetings shall be 5% of the membership of the Club.

13.4. The Chairman shall preside at all meetings of the Club. If the Chairman is not present within 15 minutes after the time appointed for the meeting or is unable to attend, the Members present and entitled to vote may choose one of the other members of the Committee to preside. 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.

13.5. Each 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 Chairman of the meeting shall have a casting or additional vote.

13.6. The Secretary, or in their 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.

#### 14. Guests

14.1. Any Member may introduce guests to the Club, and any athlete, coach, other team representative or spectator attending Club sessions, events or meetings (by invitation of the Club) who is not a Member shall be a guest of the Committee, provided that no one whose application for membership has been declined or who has been suspended or expelled from the Club may be introduced as a guest.

#### 15. Alteration of this Constitution

15.1. This Constitution may be altered by resolution at an AGM or Extraordinary General Meeting provided that the resolution is passed by a simple majority of the Members voting at the meeting, the notice of which contains particulars of the proposed alteration or addition.

#### 16. Operational Rules

16.1. The Committee shall have power to make, repeal and amend such rules as it may from time to time consider necessary for the wellbeing of the Club. The Operational Rules shall be documented and published by The Committee.

#### 17. Finance

17.1. 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 or building society account in the name of the Club. There shall be at least two authorised persons for the bank/building society account at any time, which shall include the Treasurer. For payments under £1000 one authorised person may effect the transaction. The Committee is required to approve in advance all payments above £1000. For payments of £5000 or more the transaction shall be referred in advance to the Committee and where possible an EGM or AGM for authorisation. Any moneys not required for immediate use may be invested as the Committee thinks fit.

17.2. Subject to section 18.3, 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.

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

17.4. Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be published and readily accessible to every Member when the agenda for the AGM is published. Prior to publication the accounts are to be reviewed by a Member of the Club or other appropriate person, who is not a Committee member, and whom the Committee has agreed as an appropriate reviewer.

#### 18. Dissolution

18.1. 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 voting.

18.2. 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.

18.3. Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for running or a charity to be decided by the Members voting at the Extraordinary General Meeting.