

### Objectives of the Club

To facilitate participation in, and promotion of recreational and competitive running.

### Membership of the Club

Membership of the Club is open to adults over the age of 18. The club membership year runs from 1st April to 31st March.

Individuals who wish to become members of the Club must apply via the website and pay the appropriate subscription fee. The Committee shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the Club.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution, Rules and Policies; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

### Membership Classes

The Club has three different classes of annual membership set out below.

#### · First Claim Members

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become a First Claim Member, provided that: they are an amateur as defined from time to time by UK Athletics. First Claim Members are entitled to receive notice of, attend and vote at Annual General Meetings (AGM) of the Club.

#### · Second Claim Members

Individuals with First Claim to another running club can train with the Club and join as 'Second Claim'. They cannot enter the Club Championship or vote at the AGM

### Subscriptions

Membership fees are due on 1st April each year. Fees are reviewed and each year and set by the Committee. New members joining after 1st January each year do not need to pay a membership fee on the 1st April immediately following.

Members having arrears of subscriptions will not be eligible to participate in the affairs or activities of the Club, including voting in any meeting, the London Ballot and Club Championship. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee and results count towards the Club Championship.

### Cessation of Membership

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns is not entitled to any part refund of subscriptions.

Membership is not transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.

The Committee has the power to expel a member when in its opinion it would not be in the interests of the sport or the Club for him/her to remain a member. Such expulsion shall be carried out in accordance with the club's Disciplinary Procedures.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

#### The Club Committee

The day-to-day management of the Club shall be deputed to a Committee consisting of the seven elected Officers

#### Officers' Roles

The Officers of the Club are: Chair, Treasurer, Secretary, Membership Secretary, DBS Verifier, Men's and Ladies' Captains, Lead Welfare officer and the Race Coordinator, who are nominated in accordance with the procedure entitled "Election of Committee" and elected annually at the AGM. The tenth position of the committee will be occupied by one of the club coaches.

The committee must consist of at least three people who are unrelated or not cohabiting in the key committee roles.

The Officers remain in office after their election for a one-year term until the end of the AGM after their election and are eligible for re-election. These Officers may delegate and assign tasks to other members.

#### Election of Committee

Any Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the Committee Member posts by notice in writing (including email) to the Secretary at least two weeks before the date of the AGM.

A Member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only one of these posts at any time. If a Member shall be elected to a post during the prescribed course of business, his or her name shall be deleted from all subsequent voting for the remaining elected posts at that meeting.

If there is only one candidate for the post of any Officer, that candidate will be declared elected unopposed. If the number of candidates is more than one, ballot papers will be prepared containing all the names proposed: every eligible Member may vote for each office; the candidate with a simple majority will be elected.

### Leaving Office

The office of an elected member of the Committee will be vacated if he/she:

- a) resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
- b) ceases to be a First Claim Member or is excluded or suspended from the Club under disciplinary proceedings.
- c) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited.
- d) is asked to resign by all the other Committee members, acting together.

The Committee has the power to appoint a member to fill any casual vacancy on the Committee or amongst the Honorary Officers until the next AGM. Any Honorary Officer or Committee Member so appointed will retire at the next AGM but is eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

The Committee will meet as often as necessary in any manner agreeable to the Committee (including telephone and social media). The quorum necessary for transaction of business is half (rounded to the nearest whole) of the members of the Committee. A meeting of the Committee at which a quorum is present and has been properly convened is competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is quorate, in which case it is entitled to act only for the purpose of appointing or arranging the election of new members of the Committee. Questions arising at any meeting will be determined by a simple majority of votes, illustrated by a show of hands. In the case of an equality of votes, the Chair will have a casting or additional vote.

The Committee may regulate their meetings and proceedings as they think fit. As soon as is reasonably possible after a meeting, the Secretary will distribute minutes of the meeting to the other Committee members for comment.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

### Powers of the Committee

The Committee is responsible for the management of the Club and has the following specific powers to:

- a) make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members
- b) operate a Members' Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
- c) appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested. The Chair from time to time is nominated

as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club. The provisions of the Trustee Act 1925 shall apply to such appointment.

- d) make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- e) issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts and promissory notes to operate on the Club's banking accounts.
- f) enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- g) pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- h) determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- i) appoint Members or sub-Committees to exercise such functions as the Committee may require.
- j) organise Club activities.

k) The members of the Committee and any trustees appointed under paragraph (c) above to act as trustees are 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.

#### Club Meetings

The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same will not invalidate the proceedings at any General Meeting. Every notice calling a meeting will specify the general nature of the business to be transacted and will specify if the meeting is to be an Annual General Meeting.

At all such meetings the Chair, or in his or her absence a member of the Club selected by those members of the Committee present, shall take the Chair. Every Member shall have one vote unless disqualified from voting. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands, the Chair of the meeting shall have a casting vote in the event of a tie.

The following rules shall apply to all General Meetings:

- a) the quorum for a General Meeting is ten Members personally present and entitled to vote. No business shall be transacted at any General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.

- b) all resolutions (and amendments thereto) shall be put to the meeting.
- c) resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.
- d) amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.
- e) the Chair shall deal with amendments in the strict order in which they are proposed, although he/she has the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments will be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution, but only one amendment will be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended will become the resolution to which further amendments may be proposed.

During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting.

The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business can be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

### Annual General Meetings

The Annual General Meeting of the Club shall be held in at the beginning of each year for the following purposes and order of business:

- to receive from the committee a statement of accounts for the preceding financial year;
- to elect the Officers and the Committee
- to appoint any non-committee roles
- to decide on any resolution which may be submitted to the meeting as per these Rules.
- Not less than three weeks notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The AGM will elect a Returning Officer from those present to oversee any elections conducted at the meeting.

### Special General Meetings (SGM)

Members will be given not less than three weeks notice of a Special General Meeting specifying the place, day and time.

Within four weeks of requisition in writing of not fewer than ten Members entitled to vote at such meetings, the Secretary will convene a SGM stating the business to be raised. No other business is to be discussed at a SGM.

#### Accounts

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Club's Financial Year runs from 1st April to 31st March inclusive. The Treasurer shall present accounts for the previous Financial Year to the AGM for consideration and copies will be available to Members at the meeting. If the Accounts are not accepted at the AGM, a qualified accountant may be appointed to investigate members' concerns.

The club aims to cover its costs each year through membership fees and club events

#### London Marathon places

As the Club is affiliated to England Athletics, it is entitled to receive a place(s) of entry into the London Marathon each year. The place will be allocated to club members via an open ballot. Entry into the ballot is open to those members who-

- have entered and been rejected in the London Marathon ballot and forwarded their "rejection slips" to the Club Secretary as requested.
- are in their second consecutive year of membership.
- are a 1<sup>st</sup> claim member.
- have not run the previous marathon using a club place or a deferred club place.

Any member who is awarded a club place and fails to use it will not be eligible for 3 draws after the latest marathon to which they could have deferred that place.

#### Notices

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known address of the member, as appropriate, or by publication on the Club's website