



# **CHINEHAM PARK RUNNING CLUB CONSTITUTION**

## **PURPOSE OF CONSTITUTION**

This document is provided to assist the expectations of new and current members regarding how the club is managed by an elected committee in a democratic way and what is provided to and expected of them. Its purpose is not to be prescriptive about detailed aspects of club control and operation.

## **THE CLUB**

The Name of the Club is "Chineham Park Running Club" and it was established in 2009. The Club colours are a red vest with a white swirl (as shown in Figure 1).

The objectives of the Club are:

- To encourage the development of individual running fitness to Club Members of all abilities that are 18 years and above, in a safe, supportive and friendly training environment.
- To facilitate and promote both individual and group participation in recreational and competitive running in the area of Basingstoke.
- That membership of the Club shall be open, on application, to anyone interested in recreational or competitive running, without prejudice.

## **MEMBERS**

Club Members (as distinct from Committee Members), are required to be over 18, amateurs as defined by UK Athletics, have paid a membership fee and completed a membership form.

They shall be entitled to join in with club activities and vote at general meetings of the Club.

All Members of the Club are required to abide by the Club's Constitution.

Members are also designated as either "First Claim" or "Second Claim", according to England Athletics rules. The latter owe their allegiance primarily to another club, have no voting rights in this Club, and can run on behalf of this Club if there is no opportunity to run for their First Claim Club.

Exceptionally, Honorary Membership may be given by the Committee to those who are unable to attend or take a physically active part in Club events but are supportive in Club affairs. They shall have access to Club Meetings and the Club's social media, but not have voting rights or pay subscriptions and membership shall end when so determined by the Committee. It is not meant as a method of reduced payment for part-time attendance.

## **SUBSCRIPTIONS**

Members are required to pay annual subscriptions, as determined by the Committee. The club's Membership year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March (inclusive).

New members joining part way through the year will be offered a pro-rata fee for the year.

Members who have not paid their annual subscription by more than six weeks after the 1<sup>st</sup> April will have their Membership automatically suspended and thus will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting and access to the Club's social media page. Payment of the full subscription at a later date will enable readmittance.

## **NEW MEMBERS**

Individuals who wish to become Members of the Club must apply using the Membership Application Form and pay the Membership fee.

The Committee has the right to deny Membership being given to an individual, who will be advised as to the reason why.

Those interested in joining the club are entitled to participate in one or two free coached or group run sessions, prior to joining. Access to the Club's social media will only be granted once the applicant is a member. Whether a Member or not, the first session with the Club is normally to be on a coached night unless their running ability is known.

Individual member details will be recorded, stored, used and deleted in compliance with General Data Protection Regulation (GDPR).

## **CESSATION OF MEMBERSHIP**

Members may terminate their membership at any time by informing the Club Secretary and are not entitled to any refund in respect of the remaining period. Membership shall not be transferable.

Membership may be terminated by the committee – see “membership termination”.

## **THE CLUB COMMITTEE**

The day to day management of the Club shall be conducted by a democratically elected committee consisting of both Honorary and Ordinary Committee Members.

## **HONORARY COMMITTEE MEMBERS**

The Honorary Committee Members of the Club shall be the Chair, Vice-Chair, Coaching Coordinator, Treasurer, Secretary and Membership Secretary.

They shall remain in office for a two year term and shall be eligible for re-election.

## **ORDINARY COMMITTEE MEMBERS**

The Ordinary Committee Members shall be the Captain, Vice Captain, Kit Co-ordinator, Race Co-ordinator, and Social Media Co-ordinator.

The Kit Co-ordinator, Race Co-ordinator, and Social Media Co-ordinator shall remain in office for a one-year term and shall be eligible for re-election.

The Vice Captain shall remain in office for a one-year term. At the end of this period they will be appointed Captain for the following year and a new Vice Captain will be elected.

## **ELECTION OF COMMITTEE MEMBERS**

Any Club Member, once nominated by two other Members, may apply in writing (including electronic communication) to be a candidate for any of the posts of Honorary or Ordinary Committee Members to the Secretary at least two weeks before the date of the Annual General Meeting. Sharing a post by two persons is acceptable with the agreement of the rest of the committee, but they may only have one vote at committee meetings. A Club Member may only hold one Committee post at any time.

If there is only one candidate for a particular post, that candidate shall be declared elected unopposed, subject to a majority agreement of the membership present on election night. Where there is more than one candidate, an election shall be held. Voting shall be secret and organised so the whole membership get a chance to vote. In exceptional circumstances, agreed by the majority of the Membership present, nomination and application on election night is acceptable, but the whole membership must get a chance to vote.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee until the next Annual General Meeting.

## **LEAVING THE COMMITTEE**

A Committee Member is deemed to have left office if he or she:

- Resigns in writing to the Secretary
- Ceases to be a Club Member for whatever reason
- Is unable to fulfil their responsibilities as a committee member, considered to present a risk (financial or operational) to the Club or considered to act in a way bringing

disrepute to the club, as agreed by a two thirds (rounded down) majority vote of total remaining Committee Members.

## **COMMITTEE MEETINGS**

A Committee Meeting (members physically present) shall be held at least four times each year.

Additional communication including ad hoc meetings, telephone conference calls, text communication etc may be used for information exchange. In the case of disagreement, a member may request that the matter is taken up at the next physical meeting of the committee. All important decisions made outside a Committee Meeting shall be required to be suitably controlled, requiring a majority in favour, and must be ratified and recorded at the next Committee Meeting.

The Committee can only conduct normal business if there are two thirds (rounded down) of the total number of Committee Members present. However, below this they can still arrange for the election of new members of the committee.

Committee decisions shall generally be made by consensus. Where this is not possible, a simple majority of votes illustrated by a show of hands shall be used, the Chair having a casting vote.

The Secretary shall issue minutes of meetings within two weeks of the meeting. The purpose of these is to record decisions that the Committee has taken and publicise these to the total Club Membership. The secretary shall ask at least one other Committee Member to comment on the minutes before issue.

Up to 3 Club Members may attend a Committee Meeting by prior request. They have no votes and may only speak at the Chair's request.

## **POWERS OF THE COMMITTEE**

The Committee shall, as a minimum, be expected to:

- Organise activities, particularly related to training sessions for members bearing in mind any appropriate risk assessment(s) required
- Look after the welfare of members (including safety)
- Manage club assets
- Purchase items necessary for Club operation
- Operate a bank account
- Make commitments, financial and otherwise, to third parties on behalf of the club
- Ask for help from members and give them responsibility for specific club matters
- Document and communicate decisions
- Enable the democratic process of electing the committee
- To appoint a Member to fill a temporary Committee vacancy until the next Annual General Meeting.

Committee members will be refunded for purchases made on behalf of the Club, providing a) the treasurer has pre-agreed there are sufficient funds and b) they are necessary as an understood on-going cost or specifically agreed by the Committee. Committee Members will not be held liable for honest mistakes.

Committee members shall operate under the following values:

- **Transparency** of action and information to Club Members
- **Listening** impartially to the views of all Club Members; including minority ones
- **Serving** the members, rather than being their over-seers

- **Fairness** of treatment for every member, without undue favour

## **CLUB MEETINGS**

Club Meetings (i.e. for all Club Members) fall into three types: General Meetings, Annual General Meetings and Special Meetings. All shall comply with the following principles:

- The agenda for the meeting shall normally be published at least 7 days before the meeting. Exceptionally, agenda items may be added at the meeting, given majority agreement by those voting Members present
- The Chairman and Secretary, or substitutes, must be present
- Votes may be given personally or by proxy.
- A minimum of 20% of total Membership must be present for business to be conducted.
- If this cannot be achieved, the meeting shall be adjourned to another time and a new meeting publicised. No quorum will be necessary at this new meeting. The publication of this meeting must make special effort to access all members and stipulate that there is a risk of fewer than usual members and decisions will be possible without a quorum.
- Agenda items for the meeting can be proposed by any Member if submitted in writing to the Secretary at least two weeks before the meeting

## **ANNUAL GENERAL MEETINGS**

The Annual General Meeting of the Club shall be held within the month of March each year, on a date and at a reasonable time and place to be fixed by the Committee. As a minimum it will undertake the following:

- To receive from the committee an Annual Report, balance sheet and statement of accounts (profit and loss) for the preceding financial year;
- To elect Committee Members
- Other agenda items, news or discussions

The Committee is required to give 3 weeks' notice of an AGM

A Returning Officer, not a member of the existing or new committee shall be chosen to oversee any elections.

## **SPECIAL GENERAL MEETINGS**

Special General Meetings are those general meetings called to discuss urgent and important matters. They require nomination by a minimum of 20% of Club Members.

## **ACCOUNTS & CLUB FUNDS**

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

The Club's Financial Year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March (inclusive). The Treasurer shall present balance sheet and accounts (profit and loss) for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate Members' concerns.

The Club is a non-profit-distributing organisation. All income is to be reinvested in the Club.

Spending of Club funds shall be focussed on services that generally satisfy all the following three criteria a) associated with running, b) supporting team activities and c) give all members an opportunity to benefit from (sometimes requiring alternative events to be grouped so all members can be involved in one).

## **CLUB CONSTITUTION**

The Constitution may be added to, repealed, or amended by resolution at any Club Meeting

The Committee shall be the sole authority for the interpretation of the constitution except if otherwise directed at a Club Meeting.

## **MEMBERSHIP TERMINATION**

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during Club Events or using the Club's or public social media.

Any Member may have their membership terminated if their conduct during Club Events or on either Club or public media, has been or is likely to be detrimental to the interests of the Club.

All means of resolving the individual's conduct with the Club should be addressed including consultation with a Club Welfare Officer.

Should this fail then the following shall take place:

1. A written statement of the offending conduct and the requirement for cessation is given to the individual
2. At a Committee Meeting, chaired by an agreed neutral party (a non-Committee Member may be appropriate), the individual is given reasonable time and opportunity to defend their conduct, with reasonable backing from supporters, and to listen to the views of the Committee.
3. The Committee, in their absence, vote on their removal from Membership, which is final, unless the Committee chose to allow the matter to go to further arbitration.

## **DISSOLUTION OF THE CLUB**

To dissolve the club, a Special General Meeting is required with a 75% voting majority.

Any physical equipment or stock remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another local like-minded community organisation, as nominated at the Special General Meeting.

Any surplus cash funds shall be distributed back to those who have been fully paid Members over the last 3 years according to "shares". Members get 3 shares for the current year, 2 shares for the previous and 1 share for the one previous to that.

## **DECLARATION**

The Constitution was agreed and adopted at the Annual General Meeting of the Club held on March 12th 2019.

The Constitution was amended September 2022 to incorporate the following changes:

- Mens and Ladies Captain to be replaced by a 1 year Vice Captain post with automatic appointment to Club Captain the following year. Change unanimously agreed by all members present at the Club General Meeting held on 19<sup>th</sup> November 2019
- Ordinary Committee Member roles updated to reflect the roles agreed by the Committee; at the Committee Meeting held on 10<sup>th</sup> March 2020
- Membership Secretary to become an honorary, 2 year, committee post. Change unanimously agreed by all members present at the Annual General Meeting held on Tuesday 29<sup>th</sup> March 2021

Club Chair (C R Johnson)



*Figure 1 - Club Colours*