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## Club Constitution

### The Club

- The name of the Club shall be 'Ilkeston Running Club.'
- The Club shall exist to promote and encourage the participation in sporting activity in the community, inspiring and supporting runners of all abilities, to provide training for its members, to organise running events and participate in championships and leagues.
- Club colours shall be a white vest with a red band around the centre.

### The Committee

Management of the Club shall be vested in a Committee consisting of a:

- Chairperson
- Club Secretary
- Club Treasurer
- Membership Secretary

Other Club Assistant roles to support with the management of the club may include (but are not limited to):

- Race Director
- Social Secretary
- Club Captain – Male
- Club Captain – Female
- Championship Manager
- Club Handicap Run Administrator
- Club Publicity Officer
- Social Media Secretary
- Club Website Manager



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Club Assistants may be asked to attend committee meetings but the responsibility for any decisions made rest with the committee.

**The duties of the general Committee shall be:**

- To control the affairs of the Club on behalf of the members.
- To approve membership of the Club.
- To keep accurate accounts of Club finances (the Club's financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March), which should be maintained via a Club bank account with at least three of the executive committee as signatories, any one to sign, and available for reasonable inspection by members and should be approved before every AGM.
- To seek advice and support of Club assistants to inform the Committee as necessary.
- To fill any vacancy which may occur in the executive officers or club assistants as necessary.
- To make decisions on the basis of a simple majority vote (in the case of equal votes, the Chairperson shall be entitled to an additional casting vote).
- A quorum for decision-making shall be a minimum of three of the elected Committee members and there should be a minimum of six Committee meetings during the year.
- To appoint Club Assistants where necessary
- All Committee members and Club Assistants must be fully registered members who are willing to disclose their contact details to Club members.
- Committee members and Club assistants must agree to act in the interests of the Club at all times, whilst acting as a Club representative.
- Potential Committee members and Club Assistants should declare any conflicts of interest to the Club Secretary before being elected and this should be updated annually



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- Committee members must attend a minimum of 50% of Committee meetings in order to be eligible for re-election.
  - Minutes of Committee meetings shall be made available to all members of the Club following verification.
  - A general meeting of the Club shall be called if the Committee, guided by this constitution, is unable to resolve any matter or question. No responsibility shall be accepted by the Club for any action that has not been approved by the Committee and recorded in the Club minutes.
  - The term of office for Committee members shall be one year, or until the next AGM if this is sooner, when they shall automatically retire but be eligible for re-election.
  - All those wishing to seek re-election or election will need to make their intentions known to the Club Secretary in writing no less than 30 days prior to the AGM. Only members willing to serve shall be nominated.
  - The Committee has the authority to fill any vacancies that occur between AGMs.

### **Membership and Subscriptions**

- Membership shall be restricted to amateurs (as defined by current governing body rules) and shall be granted at the discretion of the Committee.
- New members will normally be expected to apply for membership after a familiarisation period not expected to exceed one month.
- The subscription period shall be 1<sup>st</sup> April to 31<sup>st</sup> March.
- Membership must be renewed annually and subscriptions shall be payable on or before 1<sup>st</sup> April.
- Subscriptions shall be reviewed at the AGM for the forthcoming membership year.



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- Any non-payment of subscriptions shall be dealt with according to the current governing body rules, which at present forbids any athlete from joining another club until they have discharged their financial responsibilities to their current Club.
  - Any person wishing not to renew their membership shall put their intentions in writing and submit it to the Membership Secretary no later than 1<sup>st</sup> March.
  - Any person failing to do so shall be deemed to have re-joined the Club and the Club fees shall be required.
  - No refund of any subscription shall be made for any reason whatsoever including, but not limited to, injury, termination of membership or retirement from the Club.
  - The Committee shall be permitted to withdraw membership from any member if that member's behaviour is considered inappropriate or they are not acting in accordance with the constitution.
  - Only current members shall be allowed to compete for the Club in either team or open competitions.

### **The Annual General Meeting**

The AGM shall be held in February each year, or, in exceptional circumstances and with Committee approval, as soon as possible thereafter.

### **The AGM Will Cover**

- Chairperson's report
- Club Secretary's report
- Membership Secretary's report
- Club Treasurer will report the most recent statement of the year's accounts
- Other members may be called upon to make reports on various aspects not already covered by the above.

- Election of Officers
- Constitution Update
- Members' proposals for voting

### **General AGM rules**

- Members wishing to stand for a Committee position or Club Assistant role must declare their intentions in writing to the Committee no later than 30 days before the AGM.
- A current Club member must be willing to propose their candidacy at the AGM, and another Club member must be willing to second this proposal. In the event of a draw, a revote will take place. Where an electronic voting system is in place, the person with the most votes will be appointed and the proposal will be recorded as the first vote and will be seconded by the next. In the case of a draw a public vote will be undertaken at the AGM.
- The Constitution shall not be amended except at the AGM. Any change to the Constitution requires approval by 75% of the votes present at the meeting at which the change is considered. Any proposed change shall be notified to members in writing at least 14 days before the AGM at which a decision is to be made.
- Only fully paid up members, who are a minimum of eighteen years of age, shall be entitled to vote at the AGM.
- Notice of the AGM, with the agenda, nomination details and proposals shall be given to all members at least 14 days before the date of the meeting.
- To consider proposals put forward for voting on by the members of the Club.
- Proposals must have been made in writing at least 30 days before the AGM using the Club's proposal form. The Committee will then evaluate the proposal, adding any comments and distribute to members via email at least 14 days prior to the AGM along with the agenda. Proposals will then be presented and voted on by those members attending.
- The quorum for an AGM shall be one quarter of the membership including the Committee. Where this is not achieved the meeting will be rescheduled to a new date to take place within 30 days.



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## Club Runs

- The Committee shall ensure that every Club run has a nominated run leader.
- The Committee shall ensure that no member is left alone on a Club run, and shall thus operate a turn-back scheme.
- All runners must ensure they are appropriately dressed for Club runs. The Committee reserves the right to refuse any person the opportunity to participate in a Club run, should their dress be deemed inappropriate for the conditions.

## Grievance Procedure

- If a Club member has a complaint regarding another Club member then s/he should make that complaint known to a Committee member in writing.
- The Committee shall, if necessary, take action against any person or persons who wilfully break Club rules or act inappropriately against another member of the Club. Sanctions, if deemed necessary, include but are not limited to verbal or written warnings, termination of membership, and reporting to higher authorities.