

Portishead Running Club

CONSTITUTION



1. Name

The club will be called “Portishead Running Club” and will be affiliated to UK Athletics and/or such other bodies associated with athletics as the Management Committee shall, from time to time, see fit.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Athletics
- To promote the club within the local community
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

3. Colours

The colours of the Club shall be navy blue with orange stripes at the side and orange logo, and navy blue shorts.

4. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member (Age 16+) – no maximum age
- Junior member

Membership shall be open to all regardless of sex, ability, disability, ethnic group, religion or sexual orientation.

An individual will be classed as a member when they have completed a membership form and membership fees are paid. Membership is confirmed by receipt of a current membership card.

The Officers of the club have the right to confer honorary life membership.

5. Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid annually

6. Officers of the club

The officers of the club will be:

Elected:

- President
- Chair
- General Secretary
- Treasurer
- Membership Secretary
- Social Secretary



- Welfare Officer
- Junior Section Secretary
- Mens Captain
- Womens Captain

Elected officers will retire each year but will be eligible for re-appointment at the Annual General Meeting.

One person may hold more than one office provided the management committee are satisfied there is no conflict of interest, with the exception of the offices of President and Chair which cannot be held by one person. In the event that one person holds more than one office they will only be entitled to cast one vote at a Management Committee meeting. In the event of the Chair being absent the committee shall appoint a Chair for the meeting.

7. Committee

The club will be managed through the Management Committee consisting of: President, Chair, General Secretary, Treasurer, Membership Secretary, Social Secretary, Welfare Officer, Junior Section Secretary plus such co-options to ensure adequate representation of the various Committees of the Club. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the General Secretary of the club and held no less than ten per year.

The quorum required for business to be agreed at Management Committee meetings will be four.

In the event of a tied decision the President holds the casting vote.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

8. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31st March.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

9. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All paid up members have the right to vote at the AGM.

The quorum for AGMs will be *FIFTEEN*.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.



10. Extraordinary General Meetings

In addition to the right of the Management Committee to call an EGM, there exists a members right to call an EGM where the members are dissatisfied with the actions or decisions of the Management Committee

- a) In order to call an EGM a minimum of 10 paid up members may petition the General Secretary in writing
- b) The General Secretary must arrange the EGM within 4 weeks of the written petition
- c) Voting rights and quorum will be as specified for AGM's
- d) Any decision/motion is passed by two thirds majority of the attending members with voting rights

11. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *SEVEN* days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within *FOURTEEN* days of the Secretary receiving the appeal.

12. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the whole membership.

In the event of dissolution, any assets of the club that remain will be disposed of by the Management Committee to local athletics clubs or to UK Athletics at the discretion of the Management Committee.

13. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. Declaration

Portishead Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club General Secretary

