

# ACCRINGTON ROAD RUNNERS

## CLUB CONSTITUTION



### 1. TITLE

1.1 The club will be called Accrington Road Runners (ARR) and will be affiliated to England Athletics.

### 2. AIMS AND OBJECTIVES

2.1 The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Running.

### 3. MEMBERSHIP

3.1 Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Running.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

3.2 Membership is open to all persons who are as defined by England Athletics or other replacement sport governing body as amateurs.

3.3 ARR actively seeks the inclusion of all members of society where possible within the operating framework of a Running Club whilst ensuring the Health and Safety of all participants and volunteers at all times. See ARR Club Inclusion Policy

3.4 New membership application should be made online via the club website.

3.5 Membership renewal is made online via the membership mojo. Subscriptions are due the day after the AGM in April each year. The fee includes the cost of England Athletics registration and must be paid within 28 days.

3.6 Membership can take the form of any of the following :

- First claim runners
- Second claim runners
- Life membership

ARR does not have a 'social member only' category but all Social Activities are open to all Members and may be open to guests at the discretion of the Committee.

There is no expectation for First Claim Members to participate in Competitions and they are free to act as 'recreational' runners.

All Members will be members of England Athletics (with the exclusion of those Life Members who no longer engage in running)

3.7 Only first claim and life members are entitled to serve on the committee and only these categories shall have voting rights.

3.8 Second claim members shall enjoy the same level of support in training, events and social activities as first claim but are not entitled to vote.

3.9 Life membership may be granted to members of the Club by a majority of the membership at an Annual General Meeting (AGM). Any nominations shall be in writing to the Secretary at least 14 days prior to the AGM. Life membership is subject to fulfilment of any of the following criteria; namely an outstanding national or international performance or an outstanding contribution to the club over a significant amount of time. Satisfaction of any such criteria will be at the sole and reasonable discretion of the Committee. A life member shall have the same privileges as an ordinary member but is exempt from annual subscription.

3.10 Any member may ask the Committee to investigate the conduct of any other member which s/he considers meets the criteria specified in the Club or England Athletics code of conduct (See ARR Code of Conduct). Such a request must be in line with the ARR Grievance and Discipline procedures.

#### 4. MANAGEMENT

4.1 This is delegated to a Committee comprising of President, President (Elect), Vice President (honorary), Chairperson, Secretary, Treasurer, Race Director (Key Posts) and 2 Welfare officers (in line with England Athletics requirements) and not more than 6 other members elected at the AGM. The Office Holders are also required to be members.

4.2 The AGM will elect the key posts of President (Elect), Secretary, Treasurer and Race Director along with any other vacancies for committee members that are available at that time.

4.3 The role of committee member has a tenure of three years.

4.4 The tenure of President is 12 months, from any given AGM to the one the following year. The AGM will elect a President (Elect) who will take up their post as President 12 months hence. This allows a President (Elect) to become familiar with the role of President before taking up their duties.

4.5 In any Committee decision requiring a vote then a simple majority will decide the outcome. In the event of a tie the President will have the Casting Vote

4.6 The President may be the Chair of the Committee at their discretion. If they choose not to be the Chair they may request another member of the Committee to be the Chair for their year of Presidency. In such cases the role of the Chair is solely to ensure the effective running of the meetings and the post carries no additional authority or responsibility beyond that of a Committee Member

4.7 The committee may nominate functional roles to be carried out by members as and when necessary. Such roles may change over time as is felt appropriate by the committee. (Examples might include Kit Provision, Social Secretary etc etc)

4.8 The committee may appoint a Club Member to fill any Committee vacancy until the next AGM but not one of the Key Posts defined in 4.1 above.

4.9 A committee member may vacate their position by :

- Resignation by giving notice to the Secretary
- Being expelled having found to be in major breach of club code of conduct
- If s/he be absent for half or more meetings held between 1st November and 31st October the following year without explicit consent of the committee.

4.10 The Committee is responsible for formulating and adopting :

- Policies for Club continuance and improvement
- Codes of practice and rules that affect the organisation of the club.

4.11 The Committee shall normally meet approximately every six weeks or at any time on the requisition of the President or three Committee members subject to a minimum notice period of 48 hours. Four members shall constitute a quorum for a valid Committee meeting but must include at least one of; the President, The Chair, The Secretary or the Treasurer.

4.12 Minutes of the Committee meetings will be kept. These will be approved at the subsequent Committee Meeting. Once approved the Secretary will post them on the Club's Website.

4.13 The Committee shall have the power to form a sub-committee for special purposes which must conform to any expectations the Committee may place upon it.

4.14 The Committee will be responsible for implementing the ARR Grievance and Disciplinary procedures when necessary and for taking appropriate action following any hearings.

4.15 Any matters arising not covered by the Constitution shall be dealt with by the Committee who will submit recommendations to the next AGM or any earlier EGM if called.

## 5. ANNUAL GENERAL MEETING (AGM)

5.1 This shall be held annually in April on a date to be fixed by the Committee to transact the following business

- Receive and adopt after any necessary amendments the minutes of the previous AGM
- Receive reports from the Secretary, Treasurer and Sporting Secretary.
- Consider and change if so agreed the annual membership subscription
- Consider and change if so agreed the Club constitution
- Election of the Committee

- Share, Discuss and Propose areas of good practice or areas for improvement for the benefit of Members.
- Any other business - details of which must have been lodged with the Secretary at least 14 days prior to the AGM and publicised by her/him on the Club's official website at [www.accringtonroadrunners.co.uk](http://www.accringtonroadrunners.co.uk)

5.2 Save for any winding up process detailed at Section 12 below, all votes taken by members present at the AGM shall be decided either by simple majority on show of hands or, as the committee feels appropriate, by a secret ballot, with the President holding a casting vote in the event of a tie. Twenty members or one quarter of the membership, whichever is the smaller, shall constitute a quorum for an AGM.

5.3 AGM attendance is open to all members having the right to vote at the meeting.

5.4 Not less than 28 days notice of AGM will be given by the Secretary.

## 6. EXTRAORDINARY GENERAL MEETING (EGM)

Must be called by the Secretary within 28 days of receiving written notice of the business to be brought before that meeting in the form of a motion signed by 20 members. The motion shall be the sole business of that meeting of which at least seven days notice must be given to the members in the form of publication on the Club's official website. Voting and quorum at an EGM shall mirror those for an AGM.

An EGM may also be called by the Committee without the need for a motion signed by members.

## 7. ALTERATIONS TO THE CONSTITUTION

Permissible only at an AGM or EGM.

## 8. SUBSCRIPTION

Renewable annually. The level of subscription may only be changed at the AGM. The Committee shall have the authority to accept a reduced pro rata subscriptions in the event of membership applications received after December 1<sup>st</sup> in every year and at a rate decided by it.

## 9. FINANCE

9.1 The financial year of the Club will end annually on March 31<sup>st</sup>.

9.2 Auditing will be undertaken jointly by two members, who shall not be members of the committee, at least once every three years. No professional qualification is required for this duty but the Committee shall make enquiries and determine that the individuals are suitable for the role.

9.3 The Treasurer shall advise the Committee on spending matters and no spending shall take place without the approval of the Committee, albeit that may be delegated using appropriate mechanisms to service particular needs through specific sub-Committees or individuals. In all cases spending caps must be included in that delegated authority.

Examples might include:

*The Treasurer has standing delegated authority to spend [an agreed amount] at all times without further reference to the Committee.*

*The Sporting Secretary has standing delegated authority to authorise spending on [named] Relay(s) / events up a limit of [amount specified]*

*The Social Secretary has time limited delegated authority to authorise spending up to a limit of [specified] in order to organise a Christmas Function*

In all cases those responsible must keep records and receipts and make them available to the Treasurer

9.4 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

## 10. RESIGNATIONS

Any member wishing to resign membership must give written notice to the Secretary.

## 11. RACING COLOURS

Encouraged to be worn when representing the Club at race events being a yellow Club Vest.

## 12. WINDING UP

12.1 A proposal to wind up the Club must be dealt with by a properly convened AGM or EGM and will be carried by a three quarters majority of the votes cast. The Committee for the time being will then be responsible for the orderly winding up of the Club's affairs.

12.2 Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

## 13. REVISION HISTORY

This constitution was formerly adopted at the AGM held on 22nd October 2021 and replaces the Club's original Constitution used since its formulation in 1985.

### Document history and review information

This document will be reviewed annually.

Action	Date	Meeting	Review date	Secretary
First adopted	22/10/2021	AGM	10/2022	<i>Pam McCullagh</i>
Revised	07/10/2022	AGM	10/2023	<i>Dave Sagar</i>
Revised	06/10/2023	AGM	04/24	<i>Dave Savage</i>