

FARNHAM RUNNERS CONSTITUTION

Constitution

FARNHAM RUNNERS

1. Name

The club will be called Farnham Runners and will be affiliated to England Athletics.

2. Core Principles

To provide a friendly, sociable and knowledgeable environment which encourages running for all abilities in and around Farnham, either with a view to competing in races or simply for exercise and fun.

3. Aims and objectives

The aims and objectives of the club are:

- ✓ To promote the amateur sport of running and community participation in the same.
- ✓ To promote the club within the local community of Farnham and surrounding areas.
- ✓ To offer coaching and competitive opportunities in running.
- ✓ To assist in the management of the Clubhouse, Bourne Green, Farnham.
- ✓ 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.

4. Membership

(a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age (subject to a minimum age of 16 years or older), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

(b) 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.

Members will be enrolled in one of the following categories:

- Full member.
 - Honorary member.
 - Student member
 - Concessionary member
 - Senior member
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- (c) 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, which would normally be for infringing the Club's policies, bylaws, codes of conduct or Constitution. Appeal against refusal or removal may be made to the Committee in accordance with Clause 13 of this Constitution.
- (d) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and the policies, bylaws, codes of conduct and Constitution that the club has adopted.
- (e) All members must apply for membership using the Club's official membership form and sign the declaration. Applicants under the age of 18 should also get a parent or guardian to sign the form.
- (f) The membership year shall run from 1 April to 31 March the following year.

5. Membership fees

Membership fees will be set and agreed annually in advance by the committee for each year ended 31 March.

The Club's membership fees are made up of two components. The first is the fee that is retained to fund the Club and the second is the fee that we collect and pay to England Athletics on behalf of each member.

The Committee have the authority to set the Club's membership fees each year to a maximum change of 10% of the Club's retained element of the fee plus the change in the England Athletics fee. Any proposed fee changes that are greater than this must be ratified at the Annual General Meeting.

Fees will be paid annually and are pro-rated quarterly, plus the England Athletics fee, for members joining during the course of the year.

6. Officers of the club

The officers of the club will be:

- ✓ Chair.
 - ✓ Club Secretary.
 - ✓ Treasurer.
 - ✓ Race Director.
 - ✓ Men's Team Captain.
 - ✓ Ladies' Team Captain.
 - ✓ Communications Officer.
 - ✓ Social Secretary.
 - ✓ Any other relevant positions.
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Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

7. Committee

The club will be managed through the Committee consisting of:

- ✓ All Officer Posts of the Club. All these officer posts will have the right to vote at meetings of the Committee and each position has one vote.
- ✓ The Committee meetings will be convened by the Secretary of the club and held no less than 6 times per year.
- ✓ The quorum required for business to be agreed at Committee meetings will be four committee members.
- ✓ The Committee will be responsible for adopting new policy, bylaws, codes of practice and rules that affect the organisation of the club.
- ✓ The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- ✓ The Committee will be responsible for disciplinary hearings of members, including officers of the club, who infringe the club's policies, bylaws, codes of conduct or Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- ✓ An officer of the Committee may be removed from office through a vote at a General Meeting or by the unanimous vote of all officers of the club.

8. Finance

All club monies will be banked in an account held in the name of the club.

The Committee can agree to the opening of a Savings Account, other than in the name of the Club. Such account has to be held in the names of at least two Club Officers and the bank mandate must require that both account holders sign for the withdrawal of any funds. Such funds withdrawn must be paid directly and immediately back into 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 31 March of each year.

A **scrutinised** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. The Scrutineer is to be appointed by the Committee and is to verify that the annual accounts presented are in accordance with the records maintained, bank statements etc and that such receipts and payments are supported by receipts or other such documents.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer. The Committee will determine which Officers of the Club will be authorised signatories on the bank mandate.

Payment of expenses and costs incurred can only be made if receipts are provided.

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9. Property and Funds

- (i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the club's policies, bylaws, codes of conduct or Constitution and all surplus income or profits are immediately reinvested in the club.
- (ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses and insurance cover to its members.
- (iii) The Club may also in connection with the sports purposes of the Club:
 - (a) Sell and supply food, drink and related sports clothing and equipment;
 - (b) Employ members (though not for running) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present. All conflicts of interest must be declared;
 - (c) Pay for reasonable hospitality for visiting teams and guests;
 - (d) Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (iv) The Committee will have due regard to the law on disability discrimination.

10. Child Protection Policies

- (i) The club shall make its Child Protection Policy document available to all existing and prospective club members.
- (ii) The welfare of all under 18's is the responsibility of ALL club members at ALL times.
- (iii) The Club shall appoint a Young Person's Welfare Officer.
- (iv) Any and all reports of abuse of under 18's will be dealt with in accordance with the Club's Child Protection Policy.
- (v) All Club members must be aware of and act on the Club's policies, 10(i) to 10(iv).

11. Alice Holt 10km Forest Race

Farnham Runners organise the Alice Holt 10km Forest Race held in September of each year.

The Race is organised by the Race Director and the sub-committee. The Race Director is elected at the AGM, having been nominated by the committee. The Race Director reports back to the Committee.

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The Race Director is responsible for appointing the sub-committee, who are then responsible for organising the event.

(a) Funds and property in respect of this event are held with those of Farnham Runners and the accounts are maintained by the Club Treasurer and subject to the rules for Club accounting set out in section 8 of the Constitution. The accounts will be reported to the AGM each year by the Club Treasurer and Race Director, who shall also provide a Report of the previous event generally to the AGM.

(b) Sufficient funds to cover 120% of the costs incurred in running the previous year's event are to be held in a separate bank account as a known Reserve against a last minute event cancellation being necessary. That Reserve account cannot be used for any other reason whatsoever and must always be in place.

(c) Any surplus funds from the running of this event are for the benefit of Farnham Runners and will be held within the Farnham Runners bank accounts generally for the future benefit of the Club, after setting aside any additional funds necessary to ensure the requirement in point 11 (b) is fully met.

12. Annual General Meetings

Notice of Annual General Meetings (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 Committee and a statement of the audited accounts.

Nominations for officers of the Committee are to be made prior to the AGM.

Elections of officers are to take place at the AGM. All officers shall be elected annually by way of a simple majority vote at an Annual General Meeting.

All members have the right to vote at the AGM. If members are unable to attend the AGM, then they can submit their voting choices in writing to the committee prior to the AGM and these votes will be counted and will form part of the quorum for the AGM.

All decisions upon business put before the AGM will be passed by a majority vote of those present.

The quorum for AGMs will be 20% of the Club's membership. Should the AGM not be quorate, then a second AGM will be arranged, with the required notice, and at that meeting a simple majority of votes of those members present or given by proxy in advance will suffice.

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

13. Discipline and appeals

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

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The Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership and barring from the clubhouse.

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 7 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

14. Dissolution

- (a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal from the Committee at a properly convened general meeting.
- (b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- (c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - (i) to another Club with similar sports purposes which is a registered charity and/or
 - (ii) to another Club with similar sports purposes which is a registered CASC and/or
 - (iii) To the Club's governing body for use by them for related community sports.

15. Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or EGM. Votes may either be cast in person at the meeting or by means of a postal vote received in advance.

16. Amendments to the Club's bylaws

The Club's bylaws may be amended through agreement by majority vote at a Club Committee meeting.

17. Priority

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority.

If any clause of this Constitution is unworkable, this will not affect the applicability of the other clauses.

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18. Declaration

Farnham Runners 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 Secretary

