



## **Almost Athletes**

### **Club Constitution** *Drafted April 2019*

1. **Name and Affiliation:** The club will be called Almost Athletes ('the Club') and will be affiliated to England Athletics .<sup>1</sup>

2. **Aims and Objectives:** The aims and objectives of the Club will be:

- To promote the enjoyment of running for adult<sup>2</sup> runners of all ages and abilities
- To offer coaching and competitive opportunities in running both on-road and off-road
- To promote the club within the local community and the sport of running
- To provide a duty of care to all members of the club
- To provide its services in a way that is fair to everyone.<sup>3</sup>

3. **Club Colours:**

- a) Purple vest or running top with yellow trim with approved 'Almost Athletes' wording.
- b) Club colours must be worn by all members forming a team representing the Club at every competitive event. A member choosing not to wear club colours in club race series races *apart from a marathon* will not be awarded race series points for that race. For a member wishing to claim series points for a marathon, club colours are strongly encouraged but not essential.

4. **Membership:**

- Membership of the Club is open to anyone aged 18 or over interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.<sup>4</sup>

1 This is suggested by the EA template

2 This is to emphasise that we don't take Juniors as we do get the occasional enquiry about junior membership

3 These additional aims and objectives broaden our scope to take account of what we actually do now, and are as per the EA template

4 This is the standard EA/Clubmark wording

- The membership shall consist of the following categories:

### **Full members**

**Second claim members** - being a member whose EA affiliation fees are paid by their first claim club<sup>5</sup>

**Volunteer members** - being a non-running member who nevertheless wishes to establish or maintain a connection with the club. Volunteer members are excused payment of annual subscription fees.

**Life members.** The committee shall have the power to nominate and appoint an existing member to the status of Life Member in recognition of that member's long term commitment and dedication to 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 practice the Club has adopted.<sup>6</sup>

### **5. Membership fees**

- A. Membership fees for Full and Second Claim members will be proposed annually by the Management Committee and determined at the Annual General Meeting.
- B. Membership fees fall due on April 1st which is the start of the membership year. The date from which payments will be accepted will be notified to members by the Membership Secretary
- C. Fees will be paid annually
- D. Life members are excused all future payments of annual subscriptions.

### **6. Officers of the Club:**

The Officers of the Club who will serve on the Management Committee will be:

Chair

Secretary

Treasurer

Membership Secretary

Welfare Officer<sup>7</sup>

<sup>5</sup> Added as a separate category because 2nd claimers are limited - eg, not being considered for Runner of the Month, or winning points in race series

<sup>6</sup> As per EA/Clubmark template

<sup>7</sup> The emphasis on Welfare has increased considerably in recent years and both the EA and Clubmark templates include this role as an essential part of the Club management.

Officers will be elected at the AGM. All officers will retire each year but will be eligible for re-election SUBJECT TO PARA 7B BELOW

The Management Committee may also appoint from within its members, a Vice-Chair.

## 7. MANAGEMENT COMMITTEE

The Club will be managed through the Management Committee.

- A. In addition to the officers listed in para 6 up to six existing members may also be elected at the AGM to serve on the Management Committee.<sup>8</sup>
- B. All management committee members will stand down each year but will be eligible for re-appointment up to a maximum of **FOUR** consecutive years, after which time they must stand down for at least one year. Exceptionally, the AGM may vote to re-appoint a management committee member annually for a further period of up to four years without the need for a year's break.
- C. The quorum required for business to be agreed at the Management Committee meetings will be **FIVE**
- D. The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.<sup>9</sup>
- E. The Management Committee shall meet at least every two months.
- F. The Management Committee decisions shall be made by majority vote and in the event of a tie the Chair shall have an additional casting vote
- G. The Management Committee shall have the power to co-opt members for the purpose of creating sub-committees at its discretion and to appoint advisers as necessary to fulfil its business.<sup>10</sup>
- H. Should the post of any officer or committee member fall vacant after the election at the AGM, the Management Committee shall have the power to fill the vacancy until the succeeding AGM<sup>11</sup>
- I. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations or whose conduct is likely to bring the Club into disrepute. The committee will be responsible for taking any action of suspension or discipline following such hearings. [See Section 10 below re Disciplinary Matters].<sup>12</sup>

8 Somewhere in the range of 9 -12 is recommended by EA.

9 EA template wording

10 Again, EA suggestion, so we can have advisers come to committee to assist with a specific task or event.

11 EA template

12 EA template

## **8. FINANCE**

The Club Treasurer will be responsible for administering the finances of the Club

The Club financial year will run from 1st April and end on 31st March

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

An independently examined statement of 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 and at least one other officer.<sup>13</sup>

## **9. GENERAL MEETINGS**

- A. The Club shall hold its Annual General Meeting in the month of MAY.<sup>14</sup>
- B. At least 14 days notice of the AGM will be given by the Club Secretary to all members.
- C. The following business shall be transacted at the AGM;
  - (i) the Chair's report shall be read and discussed;
  - (ii) the independently examined accounts shall be presented and discussed;
  - (iii) the Officers and Management Committee members shall be elected;
  - (iv) the subscription for the next twelve months shall be agreed and fixed;
  - (v) any other business;
- D. Each member whose membership is paid up to date at 31st March, and each Life and Volunteer member, is entitled to one vote on each motion at the AGM for that membership year.
- E. Nominations for election to the Management Committee shall be sent to the Secretary no later than 48 hours before the AGM.
- F. The quorum for AGMs will be 20% of the club membership as defined in para 9D above<sup>15</sup>
- G. A majority of the Management Committee or ten Full members have the right to call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.<sup>16</sup>

## **10. DISCIPLINE AND APPEALS**

13 EA template

14 This is more flexible than 'within xx days' - in case the venue isn't available, for example.

15 As suggested by EA

16 EA template

All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately.

- A. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- B. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary.
- C. The Management Committee will meet to hear complaints within 14 days of a complaint being lodged and has the power to take appropriate disciplinary action including the termination of membership.
- D. The person complained about must be given an opportunity to present their views.
- E. 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 14 days of the hearing.
- F. There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 14 days of the Club Secretary receiving the appeal.

## **11. AMENDMENTS TO THE CONSTITUTION**

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

## **12. DISSOLUTION**

A resolution to dissolve the Club can only be passed at an AGM or EGM. The motion shall be passed if the vote in favour of dissolution has a majority of seventy-five percent or more of the vote.

In the event of dissolution, all debts shall be cleared with any Club funds.

Any remaining assets following discharge of liabilities shall be donated to a local charity nominated and agreed by the members at the aforesaid meeting.

APPROVED FOR ADOPTION BY A MAJORITY OF THIS PRESENT AT THE AGM ON MAY 16th 2019.