



Northowram Pumas Running Club

Constitution

Status:

Consultation September 2015

Updated:

**30/01/2016, 01/10/2018, 13/03/2019
30/03/2020, 09/03/2021, 21/10/21, 16/03/2022, 05/04/2023**

1. Title

Our club title is **Northowram Pumas Running Club** (thereafter: the club).

2. Object of the Club

The object of the club is to:

- Provide facilities for road and off-road running.
- Promote road and off road running in the local community.

3. Home

The main location is Northowram Community Sports & Activity Club, Westercroft Lane, Northowram HX3 7EN.

4. Non-profit making

Any profit made from club from membership fees will be reinvested in the club. Any profit or assets owned by the club will not be distributed to members or third parties.

5. Mission statement

The club welcomes people of all ages and abilities. We aim to enhance their potential and support their goals through qualified and experienced coaching.

The coaching we provide is dedicated to the needs of our members and their athletic skills.

The club cooperates with the relevant national, regional and local bodies to provide facilities and infrastructure from grass roots to international level.

We strive to provide enjoyable and challenging competitive opportunities.

6. Objectives

The club will:

- a) Encourage the local community to get involved in road and off-road running
- b) Help to develop the sport of road and off-road running.
- c) Promote road and off road running by producing a development plan for members
- d) Promote equality and good race relations
- e) Encourage disabled athletes to get involved in road and off-road events
- f) Adopt and implement a member protection policy
- g) Provide all our members with coaching
- h) Promote and organise competitive road and off-road running events for all ages
- i) Organise teams to represent the club in area, regional and national championships, leagues and competitions
- j) Pay the appropriate affiliation fees annually to the relevant administrative bodies
- k) Be fully inclusive in all its activities, operating in an open, honest and transparent way
- l) Hold a bank account where all the financial transactions will be managed
- m) Not have authorised signatories to borrow money or purchase goods on credit in the name of the club

7. Membership

Membership of the club is open to everyone regardless of any defining demographics, the only exception is when an individual's disability would mean they are unable to participate in road and off-road running, but these individuals would be welcome at the club as social members.

All members will be amateurs as defined by UK Athletics, and any other governing body which may supersede it.

The **minimum age of entry is 8 years old (school year 4)** (or what is defined by the affiliated body at the time).

To become a member an individual must complete an application form. Their application will then be reviewed by the management committee.

The management committee may refuse membership to any potential member.

Any potential member who would like to appeal against this refusal can do so at a meeting of club members and the outcome will be decided by a majority vote.

There will be four categories of membership:

1. **Full membership** - these are active club members who are registered with the relevant association and have full access to club events and discount arrangements.
2. **Non affiliated** -
3. **Junior membership - 17's and under, who are registered** with the relevant association.

4. **Junior membership unaffiliated**

5. **Life membership** - the committee has the power to elect life members. To qualify for life membership an individual must have shown distinguished services to the club.

6. **Second claim** – a member who is an affiliated runner at another running club and who chooses to run with Northowram Pumas secondary to their first claim club. This comes at a reduced cost.

7. **Social membership** - a non-running member who can join the social events related to the club.

8. **Management**

The club will be run by a management committee which is made up of the following positions:

Management Committee

Position	Main responsibilities	Current member holding this position
Chair	To provide leadership for the club. To make sure the club is managed effectively and that policies and procedures are in place To make sure all matters and issues are dealt with during committee meetings	Jo Coupe
Vice Chair	To support the chairman in their role and cover their role when they're not able to attend meetings.	Liz Lund
General Secretary	Make sure meetings are well organised and minuted. Maintaining good records Communicating outputs of committee meetings Complete a report of the year for the AGM.	Tim Sayer
Treasurer	Oversee and present budgets, accounts and financial statements to the management committee Manage the club bank account Make sure anyone handling club money keeps proper records and documentation	Mark Kirkby

Communications Coordinator	To manage the clubs social media accounts To interact with the local community to promote the club and club events	Aaron Bower
Social Secretary	To organise and promote social events for club members.	Neil Marsh
Membership Secretary	To maintain an accurate and up to date list of all club members. Including email and text distribution lists. To register new members and make sure application forms are completed correctly. Register all first claim members with the EA Providing information to potential new members via the membership@ email address	Ellie May
Welfare Officers	Be the first point of contact for any members who have any concerns or issues with the club. Help to implement and uphold health and safety policies for the club. Protect member confidentiality when they raise issues or concerns	Jodie Knowles
Charity Coordinator	To assist with the promotion of the club's annual charity partner	Andy Flynn
Junior Coach	To provide the committee with a quarterly update for the junior membership.	Gabriella Kenny

All these positions will be elected at the Annual General Meeting (AGM) which will take place between 1 February and 1 April every year.

All positions are available at every AGM, where a committee member has been on the committee in the same role for three years, they must formally re-stand for re-election. As per the process for non-committee members wishing to join the committee, the member wishing to re-stand for the position must declare their interest 2 weeks before the AGM and will then be added to the ballot for the position.

Committee roles can be elected every year where there is interest from others to join the committee. Those wishing to undertake a committee role must declare their interest to the club secretary via email two weeks before the AGM takes place. This will give the current committee time to prepare ballot papers for a silent vote to take place. Only those members in attendance at the AGM may vote. A member standing for a committee position does not need to be present to be put forward for a position but cannot vote if they are not present.

The management committee will have the power to fill vacancies if/when they arise. The management committee will also be able to draft in members for projects or events, but these members won't have a committee vote.

The committee will aim to meet once a month.

Before each committee meeting, a standard agenda will be prepared, and notice will be given to members of the meeting date. The club secretary will invite members to add any agenda items and will raise this at the meeting, providing feedback to the members within the members update (unless a personal response is required). This will include progress reports from each attendee. Minutes from each meeting will be taken and retained.

Decisions will be made using a simple majority vote. In the case of equal votes, the chairperson will get the deciding vote.

Minutes from each meeting will be shared with members within a week of the meeting taking place.

9. Discipline and behaviour

If a member wants to make a complaint about another member of the club (for example because of inappropriate behaviour or conduct that would reflect poorly on the club) then they should initially raise this with the welfare officer/chair

After hearing the complaint, the committee will be able to suspend any member(s) for any period of time, or alternatively expel the member(s) from the club, if this happens membership fees/club kit purchases **will not** be refunded.

Any expelled member can appeal against the committee decision. Any appeal(s) will be heard at a meeting of executive management committee and decided by a majority vote and no further appeals will be permitted.

A code of Conduct policy will be implemented for all committee members

10. Annual General Meeting

The Annual General Meeting (AGM) shall be held between 1 February and 1 April. The purpose of this AGM is to:

- a) Confirm the minutes of the previous AGM and any Extraordinary General Meetings (EGM) held since the last AGM
- b) Receive the annual report of the management committee from the General Secretary.
- c) Receive the audited statement of accounts and balance sheet from the Treasurer
- d) Elect the management committee for the following year.
- e) Consider any amendments to the constitution and rules. The Chairman or General Secretary must receive any changes to the constitution at least 14 days before the date of the AGM so that the amendments can be circulated to all members before the AGM.
- f) Discuss any other item of club business that a member wishes to raise. To do this a member must raise their issues with the General Secretary at least 21 days before the AGM.
- g) Review subscription rates and agree these for the following year

At least 28 days' notice shall be given to members of the date, venue, and agenda items for the AGM. Each fully paid-up club member (over the age of 16) that's present at the meeting will be able to vote.

Decisions made at an AGM will be made by a simple majority of votes from members attending the meeting. In the event of equal votes, the Chairperson will get the deciding vote.

12. Affiliation

The club shall seek to be affiliated to the relevant governing bodies to carry out the objectives of the club.

13. Subscriptions

Members pay an annual subscription fee at the start of the club year (Currently April 1st). The level of the fees for all members may be adjusted at the AGM.

Active life members must pay the relevant affiliation fee (as a minimum) to the relevant association for insurance purposes. New members must pay the appropriate fees with their application for membership.

Membership fees for the current year must be paid before any member can compete for the club.

The committee at their discretion at the AGM may set a reduced fee for members joining after 9 months of the current membership year.

Non-members may attend the club for a total period of no more than 4 weeks. After this trial period the relevant membership fee becomes applicable.

14. Non-payment of Membership

The committee can remove any member whose subscription is one month in arrears.

Members will be advised of the renewal process at the AGM via email and also on the group page.

15. Resignations

Any member who wants to resign from the club whilst an active member should put this in writing addressed to either the Chairman or General Secretary. The management committee will then consider the resignation within a month of receiving it.

If accepted the resignation date will be set at the date the letter was received.

Resignations will not be accepted if the member hasn't paid their membership fee and in such cases the member will be required to pay their fee before the resignation is accepted.

If a member resigns from the club any membership/race fees or club kit costs refunds will be forfeited.

16. Extraordinary General Meeting (EGM)

The General Secretary or Chairman can call an EGM in the following situations:

1) When at least 20 members request a meeting. This request needs to state the purpose of the meeting and contain at least 20 member signatures. In these situations, the EGM will be arranged within one month.

2) If the management committee decided to call an EGM to discuss a specific issue

All fully paid-up members will be given at least 14 days' notice of an EGM. And will be told the date, venue, and purpose of the EGM.

Decisions made at an EGM will be made using a simple majority vote from members at the meeting. In the event of equal votes, the Chairman will be given the deciding vote.

No other business will be conducted at an EGM.

17. Constitution amendments

The constitution can only be changed at an AGM (or EGM called for that purpose). In these situations, it will only be changed if over two-thirds of those present and voting agree on the changes. In all other matters the club will be governed by the current rules of the governing bodies. The management committee will decide all questions as to the interpretation of the constitution. Minor amendments of the names of those holding committee positions can be made throughout the membership year.

18. Dissolution of the club

If, at any management committee meeting of the club, a resolution is passed calling for the dissolution of the club, the General Secretary will immediately arrange an EGM within one month.

If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the fully paid-up members present at the meeting, the management committee will start to realise the assets of the club and discharge all debts and liabilities of the club.

In the event of the dissolution of the club, any assets remaining after any debts and liabilities have been paid will be given to one or more of the following:

1. A registered charitable organisation(s)
2. Another running club which is a registered with a recognised governing body

Signed:

Position: Chairperson