
Crowborough Runners Constitution

Club Name & Colours

The Name of the Club is Crowborough Runners and it was established in 1982.

The Club Colours shall be blue with two white diagonal strips to the right hand side.

Objects of the Club

The Objects of the Club are:

- to facilitate participation in and promotion of recreational and competitive running in the area of Crowborough, East Sussex, and related sporting & social activities;
- to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, insurance via England Athletics, first aid treatment where necessary, post training/meet refreshment; and to
- do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.

Membership of the Club

Membership Application

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running and athletics activities where facilities permit, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, and religion, political or other beliefs.

Individuals who wish to become members of the Club must apply using the Membership Application Form as approved by the Committee from time to time. Applications must be accompanied by the subscription fee.

Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited.

Membership Classes

The Club shall have the different classes of annual membership set out below and further defined in the Club Rules. Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either "First Claim" or "Second Claim" Members.

Ordinary Members

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become an Ordinary Member, provided that they are an amateur, as defined from time to time by UK Athletics.

There are two classes of ordinary membership; Ordinary and Junior, further details of which can be found in the Club Details section of the Club website.

Anyone under the age of 18 years at the date of their application shall join as a Junior Member. Junior Members do not have voting rights.

Ordinary Members (but not Junior Members) shall be entitled to receive notice of, attend and vote at general meetings of the Club. Parents of Junior Members are entitled to attend the AGM.

Honorary Members

Honorary membership may be conferred by the Committee upon individuals who are active in club affairs or in recognition of past contributions to the running of the Club. Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. Honorary Members shall not pay subscriptions. Honorary membership shall end when so determined by the Committee.

Subscriptions

The Club may, as a condition of membership, require annual or other periodic subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club. The Committee can decide to allow a subscription fee to be pro-rated if a Member joins part way through a year.

Ordinary Members shall pay their subscription fees annually in respect of each financial year of the Club unless otherwise determined by the Committee.

Members having arrears of subscriptions of more than six weeks may have their membership automatically terminated unless they pay and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee.

Cessation of Membership

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.

Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution and the Club Rules.

The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

The Club Committee

The day-to-day management of the Club shall be deputed to a Committee consisting of not more than twelve Committee Members.

The Committee shall comprise of the following members:

The Chairman

Treasurer

Secretary

Membership Secretary

Captain

Social Secretary

Road Race Manager

Club Development Officer

Cross Country Manager

10k Race Director

These members shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting or Special General Meeting.

The Committee Members shall remain in office for a term of one year after their election at one AGM until the following Annual General Meeting. Where elected at a SGM then the term shall be greater than one year up until the AGM occurring after 12 months from date of the election.

Committee Members shall aid the Chairperson by undertaking tasks and roles to facilitate the day-to-day operation of the Club. The allocation of these duties shall be as defined in the Roles and Responsibilities document and may be reallocated at any time as required and may be delegated to Members of the Club. The Committee Member shall report to and advise the Committee on the status of such tasks at the Committee meetings.

Election of Committee

Any Member may be nominated by any other two Members (proposed and seconded), with his/her approval, as a candidate for any of the posts on the Committee. This shall be by notice in writing (including email) to the Secretary ideally at least two weeks before the date of the Annual General Meeting or Special General Meeting. If no nominations have been received by the AGM or SGM then nominations for vacant posts will be accepted at the AGM or SGM.

A Member may accept nomination for any of the separately elected posts constituting the Committee.

If the existing Committee Member is willing to stand for a further year, and there are no new nominations for the relevant post, then the existing Committee Member shall be re-elected unopposed at the AGM. However, if there is a nomination for a Committee post where the existing Committee Member is prepared to stand again then an election will take place at the AGM or SGM. The election is by show of hands with the highest number of votes securing the appointment. Every eligible voting Member may vote. If there is only one nomination for a vacant Committee post, then that member of the Club will be elected unopposed. However if there is more than one nomination for a vacant post where the previous post holder is not standing again, an election will take place at the AGM or SGM. The election is by show of hands with the highest number of votes securing the appointment.

Leaving Office

The office of an elected member of the Committee shall be vacated if he or she:

- (a) Resigns at any time by notice in writing / e-mail to that effect given to the Secretary and such resignation shall take effect immediately;
- (b) Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings;
- (c) Is absent from the Committee Meetings for more than two consecutive or one third of Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee. A member of the Committee who is absent from one third (rounded to the nearest whole number) or more of properly organised Committee meetings without the explicit consent of the Committee between any two AGMs shall be deemed to have vacated his or her position and shall be ineligible to stand for re-election.
- (d) Becomes bankrupt or makes any arrangement with his creditors;
- (e) Is or may be suffering from a mental disorder;
- (f) Is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited; or
- (g) Is asked to resign by all the other Committee members, acting together.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

Proceedings of the Committee

The Committee shall meet at least four times each year in person and as often as may from time to time be necessary. Any additional meetings (above 4) may be held in a manner agreeable to the Committee (including by telephone conference call).

Fifty one percent (51%) (rounded to the nearest whole), of the voting members of the Committee shall be the quorum necessary for the transaction of business (votes of those absent on matters can be accepted by the Club Secretary by e-mail). A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below six in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote.

The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record the decisions that it has taken. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee, e.g. Head Junior or Senior Coaches.

Powers of the Committee

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

- (a) Make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members;
- (b)** Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited. This includes advising an athlete not to run if they are not suitably attired;
- (c) Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested (e.g. junior equipment). The Chairman from time to time is nominated as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Chairman shall duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment;
- (d) Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club;
- (e) Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit;
- (f) Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts;
- (g) Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient;
- (h) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things;
- (i) determine how and by whom any such power shall be executed, operations effected and documents signed or things done;

-
- (j) Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them; and
 - (k) Organise Club activities.

The members of the Committee and any trustees appointed under paragraph (c) above to act as trustees shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

Club Meetings

The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.

At all such meetings the Chair, or in his or her absence a member of the Club selected by those members of the Committee present, shall take the Chair. At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes, the Chair of the meeting shall have an additional vote.

The following rules shall apply to all General Meetings:

- (a) The quorum for a General Meeting shall be 15. Members personally present and entitled to vote may vote. No business shall be transacted at any General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called;
- (b) All resolutions (and amendments thereto) shall be put to the meeting and may be passed by a simple majority of Members present at the meeting and entitled to vote;
- (c) Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting;
- (d) Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer;
- (e) The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.

During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by a simple majority of the Members present at the meeting and entitled to vote.

The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

Annual General Meetings

Calling Of AGM

The Annual General Meeting of the Club shall be held each year within six months of the Club's year-end, which is the 31st March, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

- to receive from the committee an Annual Report at the AGM, a balance sheet and statement of accounts for the preceding financial year;
- to elect the Committee and to ratify the selection of the Chairperson;
- to decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

Not less than three weeks' notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Annual General Meeting shall elect from those present a Returning Officer (Club Secretary) to oversee any elections conducted at the meeting.

Special General Meetings

Not less than three weeks notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Secretary shall, on the requisition in writing (including email) of not less than fifteen Members entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting.

Accounts

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Club's Financial Year shall run from 1st April to 31st March inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

Property and Facilities

The property of the Club, other than cash at bank, may be held by one or more members of the Committee on trust for the benefit of the Club, and such member or members of the Committee shall deal with the property as directed by resolution of the Committee as a whole.

Application of Surplus Funds

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club's activities or otherwise in furtherance of the Club's objects.

The Club may also in furtherance with the objects of the Club:

- sell and supply food, drink and related sports clothing and equipment;
- remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis;
- Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Committee Member his/ her reasonable and proper out of pocket expenses incurred on Club business. The Club does not insure members – insurance is provided for Club Coaches / volunteers via UKA in accordance with their Policy; and
- pay for reasonable hospitality for visiting teams and guests.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

Interpretation of Club Constitution & Rules

The Constitution may be added to, repealed, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the Members present and entitled to vote at a duly convened quorate meeting.

The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

Dissolution of the Club

If at any special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The Members may vote to wind up the Club if not less than three quarters of those present and voting at a duly convened quorate Special General Meeting vote to support that proposal. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics or to a charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.

Disciplinary Procedures

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club, including cheating and drug taking. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting and the quorum requirements for any such Committee meeting shall be no less than two thirds of the total voting members of the Committee.

Such Member shall have one month's clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. The Member shall be entitled to attend the Committee Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by the (England Athletics, South East Region) or other relevant organising body as shall be nominated by the Committee. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

Notices

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or address of the Member as appropriate or by publication on the Club's website.