



# DH Runners Club Constitution

## 1. Name

DH Runners and will be affiliated to the England Athletics, hereafter referred to as 'The Club'.

## 2. Aims and objectives

The aims and objectives of The Club will be:

- To offer coaching and competitive opportunities in Athletics.
- To promote The Club within the local community and Athletics.
- 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.

## 3. Club Equity Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour appropriately, according to club disciplinary procedures.

## 4. Membership

To ensure all present and future members receive fair and equal treatment, club membership should consist of officers and members. All club members will be subject to the rules/regulations of the constitution and by joining The Club will be deemed to be accepting the rules/regulations laid out in the constitution as adopted by The Club.

Members will be enrolled in one of the following categories:

- "Competitive Member", (Athlete registered with England Athletics)
- "Non-Competitive Member", (Athlete not registered with England Athletics)

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## 5. Membership fees

Membership fees will be set annually and agreed by the Committee

## 6. Life Membership

Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. Recipients will receive free non-competitive membership of The Club for life. Any EA competitive fees are still required to be paid by the recipient.

Any candidate for Life Membership must be nominated by two members of The Club (proposer and seconder; names and contacts details required). The nomination must consist of a written statement outlining the nature of the candidates support for The Club.

The nominations will then need to receive a majority approval at the annual AGM.

The total number of Life Members is not limited. Up to two Life Memberships, other than in exceptional circumstances, may be granted at each annual AGM.

Nominations are invited by the 15th of November each year.

## 7. Officers of The Club

Officers will be elected annually at the Annual General Meeting. The only exceptions to this are the Male & Female Captains who are chosen each year by the Committee.

The appointment to each officer role will be proposed and seconded by attending members.

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

## 8. Committee

The Club will be managed through the Committee consisting of the following Officer roles:

- Chair
- Vice Chair
- Secretary
- Membership Secretary
- Welfare Officer x 2 – *EA now require 2 Welfare Officers*
- Finance Officer
- Run Leader Co-ordinator *Title changed from COACHING to RUN LEADER COORDINATOR*
- Cross Country Co-ordinator
- Club Championship Co-ordinator
- Kit Manager
- ~~Male Rep~~ *POSITION DISSOLVED and amalgamated with Male Captain*
- ~~Female Rep~~ *POSITION DISSOLVED and amalgamated with Female Captain*
- Social Secretary *NEW POSITION*
- Male Captain
- Female Captain

As founders of The Club, should Kev Mulvey and/or Andrew Graham step down from an Officer role, they will retain their voting rights on the Committee.

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Only individuals holding the above roles will have the right to vote at the meetings of the Committee.

The Committee will abide by the following requirements:

- Committee meetings will be held no less than four times per year.
- The quorum required for business to be agreed at Committee meetings will be 7.  
*Quorum reduced from 8*
- The Committee will be responsible for adopting new policy, codes of practice and rules/regulations 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 who infringe The Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 9. Finance

All club monies will be banked in an account held in the name of The Club. The Finance Officer will be responsible for the finances of The Club.

The financial year of The Club will end on: 5th April. An audited statement of annual accounts will be presented by the Finance Officer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Finance Officer plus one other Officer.

Club Spending Rules:

- Up to £100 Finance Officer + Chair or Vice Chair can authorise
- Over £100 Quorum of the Committee must authorise

The only exceptions to the above spending rules are:

- Invoices paid to The Club Kit supplier.
- Payments made to England Athletics.
- Where specific budgets are set for events or sub Committees.

Accounts are reviewed regularly by The Committee.

## 10. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given to members no less than 21 days' in advance of the meeting.

The AGM will receive a report from officers of the Committee including a statement of the accounts.

Nominations to fill Committee positions shall be submitted to the Secretary prior to the AGM.

Officers will be elected at the AGM.

All members who are present at the AGM have the right to vote at the AGM.

The quorum for the AGM will be not less than 20% of the membership.

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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.

## **11. Discipline and appeals**

All concerns, allegations or reports of inappropriate behaviour/abuse relating to the welfare of members will be recorded and an appropriate response will be given, in accordance with The Club's safeguarding policy and procedures. The Club Welfare Officer is the lead contact for all members in any event leading to concern.

All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer. If the complaint is related directly to the Welfare Officer then the complaint should be submitted instead, to the Male or Female Captain.

The Committee will provide an initial response within 14 days of a complaint being received; if appropriate a Committee meeting will be held to review the complaint.

The outcome of any review will be notified in writing to the person who lodged the complaint and where appropriate to the member against whom the complaint was made within 7 days of the review.

The Committee has the power to take appropriate action including the termination of membership.

There is the a right of appeal to the Committee following any disciplinary action, the Committee should consider any appeal within 14 days of receipt of the appeal.

## **12. Dissolution**

A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership present at the AGM/EGM.

In the event of dissolution, any remaining assets of The Club will automatically become the property of parkrun UK.

## **13. Amendments to the constitution**

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

## **14. Declaration**

The Club hereby adopts and accepts this constitution as a current operating guide, regulating the actions and operation of The Club and its members.

*Version Number: 3*

Date Approved: 26/11/2022