



[www.GrangeFarmDunmowRunners.co.uk](http://www.GrangeFarmDunmowRunners.co.uk)

Club constitution

Grange Farm & Dunmow Runners

Affiliated to: UKA EA

### **1. Name**

The club will be called “**Grange Farm & Dunmow Runners**” (may be referred to as GFDR or the club in the constitution) and will be affiliated to the UKA EA.

### **2. Registered Kit**

- The GFDR colours are club supplied blue & white top. Club logo visible on front or back.
- Club supplied top must be worn at all club team races/events and all Essex Championship races. Members are encouraged, but not required, to wear GFDR team kit to all other events.

### **3. Aims and objectives**

The aims and objectives of the club will be:

- To provide one united running club for the Dunmow area that is open and welcoming to all levels of runner
- To encourage people to discover the benefits and enjoyment of running
- To provide a wide range of training opportunities to help individual members to achieve their goals and potential
- To encourage and support members to explore a wide range of running experiences: track, road, trail, fell, cross country, endurance etc.
- To encourage team participation and representation at local and selected regional and national events.
- To maintain the profile of the club by hosting a number of running events throughout the year
- To use the money raising capabilities of the club to put something back into the local community
- To maintain a friendly, accessible and social atmosphere
- To ensure a duty of care to all members of the club
- To ensure that all present and future members receive fair and equal treatment

### **4. Committee**

- There shall be a general Committee (the Committee) of up to 15 members who will manage the affairs of the club.
- The officers of the club will be:
  - Chairman
  - Vice Chairman (non-elected position)
  - Club Secretary
  - Membership Secretary
  - Treasurer
  - Social Secretary

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- Kit Officer
- Press Officer
- IT Officer
- Coach (may be more than one)
- Men's Captain
- Ladies Captain

## Chairman

- The position of Chairman will have a 2 year tenure.
- In exceptional circumstances an additional tenure of 1 year can be allowed under the following rules:-
- Agreed by majority vote by committee unless an alternative nomination is received for the Chairman role from another club member
- All members will have the opportunity to apply for the role of Chairman by way of the nomination procedure ahead of AGM. Applications need to be nominated & seconded.
- Requirement for role is that any Chairman nominee needs to have been on the committee (not necessarily an officer role) for a minimum of 6 months before officially taking over the Chairman role
- The role of new or extended tenure Chairman needs to be confirmed at the AGM by a majority vote, even if only one nominee for the role

## Officers

- All other officers will only stand down (unless they desire to) at AGM if a nomination is received ahead of the AGM from another member for their role
  - New officer applications need to be nominated & seconded
  - In the event of 2 nominees for the same position there will be a vote at AGM for role.
  - If an officer role becomes vacant at any time during the club year i.e. not at AGM, the replacement will be decided by majority vote by committee. Committee will consider filling role until next AGM from within Committee or if there have been nominations for role from previous AGM. In the event of not being able to find a candidate from these methods then a new request for volunteers will be put out to the club.
- A committee member will be allowed to hold more than one post.
  - Each member of the Committee is entitled to one vote. In the event of a tie, the Chairman will have the casting vote.
  - The Committee will be convened by the Secretary of the club and held no less than six per year.
  - The Chairman as elected shall preside at all meetings for the Committee. If the Chairman is absent from any meeting, the vice Chairman will take the chair, in the case of both their absence the members present shall choose one of their number to take the chair.
  - Should the Chairman be unable to complete their tenure the Vice Chairman will take over until such time as a new Chairman can be elected or until the next AGM.
  - The quorum required for business to be agreed at Committee meetings will be 6 of which at least 4 must be officers of the club.
  - The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
  - The Committee will have powers to appoint sub-committees, co-opted members advisers to the Committee as necessary to fulfil its business, these positions will not carry a vote.
  - 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.

## **5. Membership**

- 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 conduct that the club has adopted.
- Membership of the club shall be confined to amateurs as defined by the United Kingdom Athletics (UKA)
- An application for membership must be made in writing on the form provided for that purpose
- All membership applications require majority approval from the committee
- A notice of resignation must be made in writing to the Club secretary and shall be considered by the Club within 30 days of receipt. UKA Rule 3

## **6. Membership fees**

- Membership fees will be set annually and agreed by the Committee.
- Fees will be paid: annually due on the 1<sup>st</sup> April to be paid no later than the 30<sup>th</sup> April
- Any member whose subscriptions are more than three months in arrears shall be deemed to have resigned their membership of the club.

## **7. Finance**

- All club monies will be banked in 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: 28<sup>th</sup> Feb
- A statement of annual accounts (non audited) will be presented by the Treasurer at the AGM
- Any transfers/cheques drawn against club funds should hold the online authority/signatures of the Treasurer plus one of two other named and pre agreed officers of the club.

## **8. Annual General Meetings**

- Notice of the Annual General Meeting (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 Management Committee and a statement of the audited accounts.
- All members have the right to vote at the AGM.
- In the case of equal votes the Chairman of the AGM will have the casting vote.
- 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.

## **9. Disputes and disciplinary action**

Members will be dismissed from the club and UK athletics notified if they:

- Bring the club name into disrepute at races through offensive behavior to race organizers, marshals or fellow competitors. This includes verbal or physical assault.
- Bring complaints against the Club from another club for behaviour at races such as failure to comply with instructions of marshals.
- Use the message board in a way that is perceived by The Committee to be abusive or offensive to either an individual or the good name of the club.
- Misappropriate club funds.

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

The Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 5 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 10 days of the Secretary receiving the appeal.

### **10. Club Awards**

- A minimum of three trophies will be presented annually at either the AGM or a separate awards ceremony.
- Male Runner of the year and Female Runner of the year, the recipient of these awards will be decided by the coach and appropriate captain.
- "Club member" of the year awarded to the Club member who has done exceptional work on behalf of the Club during the year. The membership will vote for the recipient of this award.
- There will be a Club Championship annually the format of which and the number of trophies to be decided by the Committee.
- The Committee will decide upon other awards as appropriate for outstanding achievement
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### **11. Dissolution**

- A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- In the event of dissolution, any assets of the club that have been *donated by members or Grange Farm Fitness Centre will revert to the donors. Any outstanding items are to be auctioned and all outstanding funds divided between a selection of agreed local charities.*

### **12. Amendments to the constitution**

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

### **13. Declaration**

*Grange Farm & Dunmow Runners* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Club Chairman

Signed: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Club Secretary