

PENSBY RUNNERS

CONSTITUTION



1. NAME

The name of the club shall be 'PENSBY RUNNERS' (the club) which shall be a separately constituted body

2. AFFILIATIONS

The club will be affiliated to the Heswall Squash Rackets Club (HSRC). Members of the club should become members of HSRC, and England Athletics.

3. OBJECTIVES AND AIMS

- 3.1. To encourage the practice and development of running without distinction as to sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.
- 3.2. To provide a means of social recreation for its members
- 3.3. As deemed desirable from time to time the club may cater for, 'inter alia':-
Road running Fell and hill running
Road relay running Cross country running

4. MEMBERSHIP

- 4.1. Membership shall be open to all persons who are amateurs, as defined by the UKA (United Kingdom Athletics) rules of competition.
- 4.2. Membership of the Club shall be open, on application, to anyone aged 16 years or over interested in athletics, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs
- 4.3. Each applicant for membership shall complete an official application form and must pay the required membership fees.
- 4.4. Potential members may join the club for evening and Sunday runs, but must make a commitment within 4 weeks.
- 4.5. Full Members, aged 16 or over, shall be entitled to receive notice of, attend and vote at general meetings of the Club.
- 4.6. By joining the Club, every Member agrees to abide by the Club's Constitution and Code of Conduct (as set out in the Club welfare policy), the Rules of Competition and other rules and regulations of UK Athletics Limited. In this Constitution, the term 'Member' refers to all grades of membership
- 4.7. The committee, in accordance with procedures and reasons described in rule 4.7.3 may enact termination of membership. Membership of the club shall be terminated if:
 - 4.7.1. The member shall resign in writing.
 - 4.7.2. In the opinion of the committee, the member conducts his or herself in a manner inconsistent with the constitution of the club, or brings the name of running or the club into disrepute. Fourteen days written notice must be given to the member to appear before

the committee, at which such termination is to be considered. Two thirds of the committee present must vote in favour of the termination for it to become effective.

4.7.3. In the event of tied voting, the Chairman shall have the casting vote.

5. MANAGEMENT

- 5.1. The management of the club should be vested in a management committee that shall consist of Chairman, Secretary, Treasurer, Assistant Treasurer, Captain, Vice Captain, Membership Secretary, Assistant Secretary, Vice Chairperson. All shall be Members, be elected at the Annual General Meeting, retire annually and be eligible for re-election.
- 5.2. The committee may co-opt other members, from time to time, who shall then remain as non-voting members until the following AGM, or until their term of office (as determined by the committee) expires, whichever is sooner.
- 5.3. If a vacancy in the committee should arise, for any reason, the committee shall call an Extraordinary General Meeting, to allow club members to elect a new committee member. Potential candidates must be proposed, seconded, and voted for at the EGM. The quorum at committee meetings shall be greater than 3 or represent one third of all committee members, both elected and co-opted.

6. POWERS AND DUTIES OF THE COMMITTEE

- 6.1. The Committee shall be responsible for the management of the Club and shall have the following specific powers and duties to:
 - 6.1.1. 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. Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
 - 6.1.2. Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club
 - 6.1.3. 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
 - 6.1.4. 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
 - 6.1.5. Pay all the costs and expenses of, and incidental to, any of the aforesaid matters.
 - 6.1.6. Organise Club activities.

7. ANNUAL GENERAL MEETING

Each year the club shall convene, by giving fourteen days notice to each member, an Annual General Meeting. This shall be held within one month of the end of the club's financial year. The purpose of the AGM shall be to:

- 7.1. Receive the annual report of the management committee
- 7.2. Receive the audited statement of accounts and balance sheet for the previous year.
- 7.3. Elect the officer and committee for the ensuing year.
- 7.4. Election of committee members shall consist of votes cast during the general meeting, and *in absentia* votes received, via email to the Chairman, up to 24 hrs prior to the general meeting.
- 7.5. Elect the honorary auditor(s)
- 7.6. Consider any other business, of which fourteen days prior notice shall have been given.

8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting shall be called by the Chairman or Secretary within one month of receipt of a written request stating the nature of the business and signed by the greater of eight members or ten percent of members, who are fully paid up at the time.

9. SUBSCRIPTIONS

Subscriptions shall be payable at the beginning of September, and to be decided at the AGM. Subscription fees will include associate membership of HSRC and registration with England Athletics.

10. RESIGNATIONS

Any members wishing to resign must do so in writing, addressed to the Chairman or Secretary. Resignation will not be accepted unless all financial indebtedness to the club has been satisfied.

11. RULES OF PROCEDURE AT MEETINGS

- 11.1. Voting – subject to other provisions in the constitution, all questions arising at general and committee meetings shall be decided by a simple majority of those present and those entitled to vote.
- 11.2. The secretary shall keep a minute book of the procedures at all general and committee meetings.

12. FINANCE

- 12.1. All monies raised by the club shall be applied to further the objects of the club, the association and running in general, as may be decided from time to time.
- 12.2. The Treasurer shall keep proper books of account for the finances of the club.

- 12.3. The auditors appointed at general meeting should audit the accounts at least annually.
- 12.4. Officers and committee members shall not receive any emolument or pecuniary advantage by virtue of their office or membership.
- 12.5. Members shall be reimbursed expenses authorised and incurred wholly on behalf of the club.
- 12.6. The committee and three other members may vote monies over for the good and benefit of the club.