

## Club Constitution: SALTAIRE STRIDERS

### 1. Name

The club will be called Saltaire Striders and will be affiliated to the England Athletics.

### 2. Aims and objectives

The aims and objectives of the club will be:

- To encourage and support endurance runners at all levels of ability.
- To offer coaching and competitive opportunities in running.
- 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 seriously, according to club disciplinary procedures.

## 4. 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 practice that the club has adopted.

The minimum age for membership is 18 years. Members will be enrolled in one of the following categories:

- Full member.
- Honorary life member.
- Social member.

A member who has given exceptional service to the club can be elected to Honorary Life Membership at the AGM, and will no longer be liable for membership fees.

## 5. Membership fees

Membership fees, to include any registration fee payable to England Athletics, will be set annually at the Annual General Meeting, taking note of the recommendation of the Management Committee.

The membership year will be 1<sup>st</sup> April to 31<sup>st</sup> March. Fees will be paid annually. Fees for continuing members are due before 31<sup>st</sup> March.

Any person who has been a paid up member of the club for 25 years will pay a reduced subscription equal to their registration fee to England Athletics.

## 6. Officers of the club

The officers of the club will be:

- Chair.
- Men's Captain.
- Ladies' Captain.
- Club Secretary.
- Club Treasurer.
- Membership Secretary.
- Communications Officer.
- Chair of Coaches.
- Welfare Officer.
- Social Secretary.
- Executive Officer without Portfolio.
- John Carr Chair.

- BMWR Chair.
- Men's Vets Captain.
- Ladies' Vets Captain.

All Officers will be elected at the Annual General Meeting. The electorate will be all members of the club on 31<sup>st</sup> August except for the posts of Men's Captain, Ladies Captain, Men's Vets Captain and Ladies' Vets Captain. For these four posts, the electorate will be the relevant group of club members.

The Secretary will seek nominations from the membership at the same time as the notice of the AGM is issued. Candidates must be nominated and seconded by members of the relevant electorate. Nominations will close 7 days before the AGM and the Secretary will inform members of the nominations received as soon as practical. If no nominations are received by the closing date, nominations will be accepted at the AGM.

A secret ballot will be held at the AGM for each post, if necessary. If nominations are received in advance, members who cannot attend can submit their votes to the Chair by email up to 24 hours before the meeting or in writing by the start of the meeting; otherwise only the members present at the AGM will be eligible to vote.

All retiring officers will be eligible once for re-election to their current post, but may subsequently stand for a different post.

## 7. Committee

The club will be managed through the Management Committee consisting of:

*Chair; Men's Captain; Ladies' Captain; Club Secretary; Club Treasurer; Membership Secretary; Communications officer; Chair of Coaches; Welfare Officer; Social Secretary; Executive Officer without Portfolio.*

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Secretary of the club and held no less than four times per year. The Secretary will prepare minutes of the meetings which record the decisions made; the minutes will be made available to members through the website.

The secretary will invite other officers and members to attend meetings when appropriate to the agenda.

The quorum required for business to be agreed at Management Committee meetings will be five.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 8. Finance

All club monies will be banked in one or more accounts held in the name of the club.

The Club Treasurer will be responsible for the finances of the club. Recent financial transactions will be reported to the next Management Committee meeting by the Treasurer.

The financial year of the club will end on 31<sup>st</sup> March. The club accounts will be independently reviewed prior to the AGM by an independent financial expert selected by the Management Committee.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signature of the Treasurer, the Secretary or the Chair. Club debit cards may only be used by the Treasurer, the Secretary or the Chair.

## 9. Annual and Extraordinary General Meetings

Notice of Annual General Meetings (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 accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of membership at 31<sup>st</sup> August.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM when there is a significant and urgent matter. Procedures for EGMs will be the same as the AGM except that the agenda will have a single item of business.

## 10. Discipline and appeals

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

The Welfare Officer will convene an ad-hoc Disciplinary Committee of themselves and the Men's and Ladies' Captains which will meet to hear the complaint within twenty days of it 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 ten days of the hearing.

There will be the right of appeal following disciplinary action being announced. The Chair will convene an Appeal Committee of themselves and two other voting officers, excluding those who served on the Disciplinary Committee. The Appeal Committee should consider the appeal within twenty days of the Secretary receiving it.

## 11. Policies

The club will establish, publish and biennially review policies for:

- Data Protection
- Health and Safety
- Other matters as required by law, recommended by England Athletics or voted for by the membership at an AGM or EGM.

## 12. 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 remain will become the property of the geographically nearest athletics club that would like them.

## 13. Amendments to the constitution

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



## 14. Declaration

*Saltaire Striders* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Name: Mike Moss

Position: Club Chair

Date:

Name: Jeremy Wright

Position: Club Secretary

Date: