



**Plymouth Musketeers Running Club**

# **Constitution**

**May 2014**

## 1. Name

The club will be called Plymouth Musketeers Running Club and will be affiliated to England Athletics.

The club colours are turquoise and navy blue.

## 2. Aims and objectives

The aims and objectives of the club are:

- To offer coaching and competitive opportunities in road, off-road, and cross-country running
- To provide a welcoming and friendly environment to runners of all abilities and level of experience
- To promote the club within the local community and area.
- 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

Membership of the club is open to anyone aged 18 and over who is interested in participating, promoting, coaching or volunteering in running.

Members will be enrolled in one of the following categories:

- Full member
- Social (non-competitive) member
- Second claim member

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.

## 5. Membership fees

Membership fees will be set annually and agreed by the Management Committee. Membership fees shall be paid annually by the end of April.

Session fees (subs) may also be due on an individual training session basis. Session fees will be set and agreed by the Management Committee.

## **6. Officers of the club**

The officers of the club will be:

- President
- Chair
- Secretary
- Treasurer
- Membership Secretary
- Marketing/Press Officer
- Coaching Co-ordinator
- Max. 4 general committee members
- 2 Welfare Officers (one female and one male)
- 2 Club Captains (one female and one male)

All officers, apart from the President, the Coaching Co-ordinator and the Welfare Officers, will be elected at the Annual General Meeting.

The Coaching Co-ordinator must be a fully qualified UK Athletics coach and will be appointed by the Management Committee.

The Welfare Officers must be qualified to UKA standard and will be appointed by the Management Committee. They are required to be impartial and therefore must not be part of the Management Committee.

The President shall be nominated by the Committee and be ratified by the members at the Annual General Meeting. The position of President shall be for life until the President stands down.

Any member standing for the position of Chair, Secretary, Treasurer or Membership Secretary must have been a club member for not less than 2 years. All other club officers must have been a club member for not less than 18 months.

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

The Chair, Secretary, Treasurer, Membership Secretary shall not be allowed to hold another club officer position. All other club officers shall be allowed to hold a maximum of 2 positions.

## **7. Management Committee**

The club will be managed through the Management Committee consisting of: President, Chair, Secretary, Membership Secretary, Marketing/Press Officer, Coaching Co-ordinator and the general committee members. 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 6 times per year.

The quorum (i.e. the minimum number of members that must be present to make the proceedings valid) required for business to be agreed at Management Committee meetings will be two thirds of the standing Management Committee.

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 constitution or rules, and will be responsible for taking any action of suspension or discipline following such hearings.

## **8. Finance**

The Treasurer will be responsible for the finances of the club.

All club monies will be banked in an account held in the name of the club.

The financial year of the club will end on 31<sup>st</sup> March.

The Treasurer shall ensure that the accounts are reviewed by a competent person independent of the Management Committee before presenting a statement of annual accounts at the Annual General Meeting. The accounts shall also be available for inspection by any club member at any point throughout the year.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers of the Management Committee.

The club is a not-profit-distributing organisation. Any surpluses will be used to maintain or improve the club's facilities and to further the club's objectives. No money shall be paid or transferred to any member of the club, except for the reimbursement of expenses incurred in connection with the running of the club, provided the expense has been previously agreed by the Management Committee.

From time-to-time the club may make contributions from surplus funds to charity (e.g. from club race entry fees). Funds from membership fees will not be used for this purpose.

## **9. Annual General Meetings**

General Meetings are the means whereby the members of the club exercise their democratic rights in conducting the club's affairs. All members have the right to vote at the General Meetings.

The club shall hold the Annual General Meeting (AGM) in the month of May to:

- Approve the minutes of the previous year's AGM.
- Receive a report from the officers of the Management Committee
- Receive a statement of the reviewed accounts.
- Vote on any proposed changes to the Constitution.
- Elect the officers on the committee.
- Deal with any other relevant business.

Notice of the AGM will be given by the Secretary with not less than 60 days' notice to be given to all members.

Nominations for officers of the Management Committee shall be sent to the Secretary no later than 21 days prior to the AGM, who shall circulate to the membership at least 14 days before the AGM.

Nominations can be accepted from the floor at the AGM for any positions that would otherwise remain unfilled.

Proposed changes to the constitution shall be sent to the Secretary no later than 21 days prior to the AGM, who shall circulate to the membership at least 14 days before the AGM.

The quorum (i.e. the minimum number of members that must be present to make the proceedings valid) for AGMs will be 25% of the membership.

An Extraordinary General Meeting (EGM) shall be called within 30 days of receipt by the Secretary of a request in writing. This request must have been signed by not less than 25% of the club members.

The Management Committee also has the right to call EGMs at any time.

Procedures for EGMs will be the same as for the AGM.

## 10. Discipline and appeals

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

The Management Committee will meet to hear the complaint within 21 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 within 7 days of the hearing to the person who lodged the complaint and the member against whom the complaint was made.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

If the matter is not resolved to the satisfaction of all parties, there is a final right of appeal to England Athletics as per the "Grievance Procedures for Affiliated Members".

## 11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership with no less than 75% of the membership being present.

In the event of dissolution, the Management Committee shall be responsible for the winding-up of any assets or liabilities of the club. Any assets of the club shall be distributed to another community sports club or charity.

## 12. Amendments to the constitution

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

## 13. Declaration

Plymouth Musketeers Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

### Club Chair

Name:

Signed:

Date:

### Club Secretary

Name:

Signed:

Date: