

# Yorkshire Wolds Runners



## YORKSHIRE WOLDS RUNNERS CONSTITUTION

### CLUB NAME AND COLOURS

The name of the club is 'Yorkshire Wolds Runners' and was established in 2009.

The club colours shall be a white vest with two vertical turquoise lines under each arm, and blue shorts.

### AIMS AND OBJECTIVES OF THE CLUB

To facilitate participation in and promotion of recreational and competitive running in the area of Driffield and amongst the community and related sporting and social activities.

To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the finance act 2002, including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post training/meet refreshment.

To do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above. To provide all its services in a way that is fair to everyone.

### MEMBERSHIP OF THE CLUB

#### Membership Application:

Membership of the club shall be open, on application to anyone interested in recreational or competitive running, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Individuals who wish to join the club should use the membership application form which should be accompanied by the subscription fee.

Every new member should be considered by the committee, who shall admit that person to the club unless it was felt that admission not to be in the best interests of the club.

By becoming a member, a person is agreeing to the club constitution and rules, to the Rules of Competition and other rules and regulations of UK Athletics Ltd, and the rules and regulations of England Athletics or relevant successor bodies.

#### Membership classes:

The club shall have one class of ordinary membership although members must state first claim or second claim. Anyone satisfying the general criteria (as determined from time to time by the Committee) can become an ordinary member provided that: they are an amateur as defined from time to time by UK Athletics and that they are over 18 on the date of their application.

Members shall be entitled to receive notice of, attend and vote at general meetings of the club.

### Subscriptions:

Annual subscriptions are payable on 1<sup>st</sup> April with the amount being decided at the Annual General Meeting in April of the preceding year. These will be collected from March. Within the first year, full subs will be payable from April to December with a concessionary £15 due if joining from January to March. Monies must be accompanied by completed YWR Application Form. It is however the club's policy to allow prospective members to run with the club for up to a month without charge, if they wish, to see if they enjoy it.

Members having arrears of more than four weeks on subs will have their membership application automatically terminated and will not be eligible to participate in affairs or activities of the club, including voting at the General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted by the committee.

### Cessation of membership:

Members may resign at any time by giving notice to the Secretary. A member who resigns shall not be entitled to a refund of their subs.

Membership is non-transferable and shall cease immediately on death or on the failure of the member to comply with any condition of this Constitution.

The member shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for them to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

## **THE CLUB COMMITTEE**

The day to day management of the club shall be deputed to a Committee consisting of four Honorary Officers and not more than eight Ordinary Committee Members.

### Honorary Officers:

The honorary officers of the club shall be the Chair, the Treasurer, the Secretary and the Coach, who shall be nominated in accordance with the procedure entitled 'Election of Committee' set out below and elected by the Members at the AGM. The chair will be elected in odd years and will not be allowed to continue in a successive term. The treasurer and secretary will be elected in even years with the exception of their first term, which will be three years long. The chair, treasurer and secretary will not be allowed to continue in successive terms. The coach must be re-elected each year but is allowed to continue in successive years.

These officers may delegate and assign tasks to other members of the club or Committee.

### Ordinary Committee Members:

The ordinary Committee members shall be nominated in accordance with the procedure entitled 'Election of Committee' set out below and elected by the members at the AGM. The ordinary Committee members shall remain in office for a one year term until the end of the AGM in the year after their election and shall be eligible for re-election.

Ordinary Committee Members shall aid the Honorary Officers by undertaking tasks and roles to facilitate the day to day operation of the Club. The allocation of these duties shall be by mutual consent between the Honorary Officers and the respective Ordinary Committee member. Duties may be reallocated at any time as required and may be delegated to members of the club. The ordinary committee member shall report to and advise the Committee of the status of such tasks.

### Election of Committee

If the number of candidates for the post of any Honorary Officer (as falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, ballot papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.

If the number of candidates for election as the ordinary committee members shall be equal to or less than the number of vacancies they shall be declared elected unopposed. If the number of candidates is greater than the number of vacancies, ballot papers shall be prepared, containing in alphabetical order all the names thus proposed: eligible member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies were filled.

### Leaving Office

The office of an elected member of the committee shall be vacated if he or she:

- a) resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately
- b) ceases to be a member of shall be excluded or suspended from the club under disciplinary proceedings
- c) Is absent from the committee meetings for more than two consecutive or one third of committee meetings without the explicit consent of the committee, such consent to be recorded in the minutes of the committee. A member of the committee who is absent from one third (rounded to nearest number) or more of properly organised committee meetings without the explicit consent of the committee between any two AGMs shall be deemed to have vacated his or her position and shall be ineligible to stand for re-election.
- d) Becomes bankrupt or makes any arrangement with his creditors
- e) Is suspended from holding office or taking part in any activity relating to the administration or management of a club by a decision of England Athletics Ltd or UK Athletics Ltd
- f) Is asked to resign by all the other committee members acting together

The committee shall have the power to appoint a member to fill any casual vacancy on the committee or amongst the honorary officers until the next AGM. Any committee member so appointed shall retire at the next AGM but shall be eligible for election at such meeting in accordance with the provisions for proceedings at General Meetings. Any honorary officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

### Proceedings of the committee

The committee shall meet at least six times each year in person and as often as may from time to time be necessary. Any additional meetings may be held in a manner agreeable to the committee.

Two thirds (rounded to the nearest whole) of the voting members of the committee shall be the quorum necessary for the transaction of business. A meeting of the committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the committee by these rules.

The committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the committee entitled to vote is not reduced below four in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members or the committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the question of an equality of votes the chair will have a casting or additional vote.

The committee may regulate their meetings and proceedings as they think fit. The committee shall, within two weeks of each meeting record the decisions that it has taken and publicise these to club members. As soon as is reasonably possible after a meeting the secretary shall distribute minutes of the meeting to other committee members for comment.

The members may invite persons who are not members of the committee to address a meeting of the committee.

### Powers of the Committee

The committee shall be responsible for the management of the club and shall have the following specific powers to:

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.
2. Operate a member's welfare policy in accordance with the policy and procedures issued by UK athletics Limited.
3. Appoint any person or persons to accept and hold in trust for the club any property belonging to the club or in which it is interested. The chairman from time to time is nominated as the person to appoint new trustees within the meaning of section 36 of the trustee act 1925. A new trustee shall be nominated by resolution of the committee and the chairman shall be deemed duly appoints the person or persons so nominated as the new trustee or trustees of the club and the provisions of the trustee act 1925 shall apply to such appointment.
4. Make and give receipts, releases and other discharges for any amount payable to the club and for claims and demands of the club.
5. Invest, place on deposit and deal with any finances of the club not immediately required upon any investments or securities which the committee thinks fit.
6. 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.
7. 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.
8. Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
9. Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
10. Appointment Members or sub-committees consisting wholly or partly of the members of the committee to exercise such functions as the committee may from time to time delegate to them.
11. Organise club activities.

The members of the committee and any trustees appointed under paragraph (3) above to act as trustees shall be entitled to an indemnity out of the assets of the club for all expenses and other liabilities properly incurred by them in the management of the affairs of the club.

## CLUB MEETINGS

The accidental omission to give any such notice to or the non-receipt of any such notice by any person entitled to receive the same shall not invalidate the proceedings at any general meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an annual general meeting.

At all such meetings the chair, or in his or her absence a member of the club selected by those members of the committee present, shall take the chair. At all special general meetings every member shall have one vote unless disqualified from voting by the constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes [on a matter on which the chair has not voted,] the chair of the meeting shall have a casting [or additional] vote. [You need to decide whether the chair has an additional vote or only has a casting vote if he has not yet voted].

The following rules shall apply to general meetings:

1. The quorum for the general meeting shall be three members personally present and entitled to vote. No business shall be transacted at any special general meeting unless the required quorum is present. If within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of the members present. If, at such adjourned meeting quorum is not present, those members who are present shall be quorum and may transact the business for which the meeting was called. [\*the quorum should be set a number which is achievable. If you usually only get 10 people at a general meeting, it should be set at that level.]
2. All resolutions (and amendments thereto) shall be put to the meeting.
3. Amendments may be proposed at any time during the debate.

## ANNUAL GENERAL MEETINGS

### CALLING OF AGM

The annual general meeting of the club shall be held within the month of May each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order for business:

- To receive from the committee an annual report, balance sheet and statement of accounts for the preceding final year;
- To elect the honorary officers and the committee and to ratify the selection of the honorary president.
- To decide on any resolution which may be duly submitted to the meeting as provided by these rules.

Not less than two weeks notice of an AGM specifying the place, day and time of the meeting shall be given to the members.

## SPECIAL GENERAL MEETINGS

Not less than one week notice of a special general meeting specifying the place, day and time of the meeting shall be given to the members.

The secretary shall, on the requisition in writing (including email) of not less than two members entitled to vote at such meetings, convene a special general meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at a special general meeting.

## **ACCOUNTS**

The treasurer will ensure proper accounts are kept and provide committee members with accurate financial reports on at least quarterly basis. The club's financial records shall be always be open to inspection by the Committee.

The club's financial year shall run from April 1 to March 31 inclusive. The treasurer shall present accounts for the previous financial year to the AGM for consideration and copies of these will be available to members at the meeting. If the accounts are not accepted at the AGM, a qualified accountant may be appointed to investigate members' concerns at that members own expense.

## **PROPERTY AND FACILITIES**

The property of the club, other than cash at bank, shall be vested in the trustees who shall deal with the property as directed by resolution of the committee.

The club's facilities shall be provided to its members without discrimination.

## **APPLICATION OF SURPLUS FUNDS**

The club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the club's facilities or otherwise in furtherance of the club's objects.

The club may also in furtherance with the objects of the club:

- Sell and supply food, drink and other related sports clothing and equipment.
- Remunerate members for providing goods and services, provided that such arrangements are approved by the committee (without the member being present) and are agreed on arm's length basis.
- Pay in good faith interest on money lent by a member at a commercial rate of interest; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the committee members in relation to the club.
- Pay for reasonable hospitality for visiting teams and guests.

No member shall be paid a salary, bonus fee or other remuneration for competing for the club.

## **INTERPRETATION OF THE CLUB CONSTITUTION AND RULES**

The constitution may be added to, repealed, or amended by resolution at any annual or special general meeting carried by a majority of at least two-thirds of the members voting thereon.

The committee shall be the sole authority for the interpretation for the constitution and of club rules. The decision of the committee upon any questions of interpretation or upon any matter affecting the club and not provided for by the constitution, shall be final and binding on the members except if otherwise directed by the club in a special or annual general meeting.

## **DISSOLUTION OF THE CLUB**

If at any special general meeting a resolution for the dissolution of the club shall be passed by a majority of the members present, a further special general meeting shall be convened, to be held not less than four weeks there after (of which two weeks written notice shall be given to each member in addition to the other provisions for notices), to further consider the matter.

The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal at a property of the club and discharge all liabilities.

Any property remaining after discharge of debts and liabilities of the club shall be paid to or distributed to another community amateur sports club for road running or athletics, [or to UK athletics limited use in community-related road running initiatives] or to a charitable organisation having similar objects and affiliations, as nominated at the special general meeting.

## **DISCIPLINARY PROCEDURES**

The club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its members during, or subsequent to, club events. Any member may be disciplined or excluded from membership of the club if his or her conduct has been, or is likely to be, prejudicial to the interests of the club. Exclusion will be agreed by resolution of a majority of a least two-thirds of those present and voting at a properly convened committee meeting and at which no fewer than three of the total-voting members of the committee shall be present.

Such member shall have one month's clear notice of the committee meeting sent to him or her together with details of the case against him or her. The member shall be entitled to attend the meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the committee shall permit. If the member is a member of the committee, he or she shall not be entitled to vote.

Any member disciplined or excluded from the club for disciplinary reasons may lodge an appeal with the committee and shall there upon have the right to demand that the matter be referred to three arbitrators: one chosen by the committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by the SEAA or the committee shall nominate other relevant organising body. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns. This also applies to vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

## **NOTICES**

Any notice required to be given under this constitution will be deemed to have given and received having been sent by mail or email to the last known postal or address of the member as appropriate.

**DECLARATION**

**Yorkshire Wolds Runners** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: 

Date: 08-11-2021

Name: Paul Daley  
Position: Club Chair

Signed: 

Date: 08-11-2021

Name: Jane Hornby  
Position: Membership Secretary