
**CONSTITUTION FOR THE UNINCORPORATED
RUNNING CLUB
Newport & District Running Club
January 2012**

1. Name and Colours

The Club, established in 1985 called Newport & District Running Club.

The Club Colours are a purple / black and green vest. The wearing of these colours is required when competing for the Club unless the Rules of Competition of UKA or the FRA or IAAF, provide otherwise.

2. Definitions

2.1

"the IAAF" means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;

"the Chairperson" means the person elected from time to time to be the chairperson of the Club in accordance with Rule 9;

"the Vice Chairperson" means the person elected from time to time to be the vice chairperson of the Club in accordance with Rule 9;

"the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;

"the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;

"the President" means the person elected from time to time to be the president of the Club in accordance with Rule 9;

"the Club Run Co-ordinator" means the person elected from time to time to be the club run co-ordinator of the Club in accordance with Rule 9;

"the Younger Runners Co-ordinator" means the person elected from time to time to be the younger runners co-ordinator of the Club in accordance with Rule 9;

"the Races Co-ordinator" means the person elected from time to time to be the race co-ordinator of the Club in accordance with Rule 9;

"the Membership Co-ordinator" means the person elected from time to time to be the membership co-ordinator of the Club in accordance with Rule 9;

"the Publicity Co-ordinator" means the person elected from time to time to be the publicity co-ordinator of the Club in accordance with Rule 9;

"the Communications Co-ordinator" means the person elected from time to time to be the communications co-ordinator of the Club in accordance with Rule 9;

"the Social Events Co-ordinator" means the person elected from time to time to be the social events co-ordinator of the Club in accordance with Rule 9;

"the Kit Co-ordinator" means the person elected from time to time to be the kit co-ordinator of the Club in accordance with Rule 9;

"the Management Committee" means the committee appointed under Rule 9 to manage the Club;

"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

"the National Association" means the Home Country Athletics Association to which the Club is from time to time affiliated which at the date of adoption of these Rules is Engand Athletics.

"the UKA" means the UK Athletics Limited which is the governing body of athletics within the United Kingdom of Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE.

"the FRA" means the Fell Runners Association.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender

3. Objects

The objects of the Club are:

- (a) principally to provide opportunity to run and generally to promote, encourage and facilitate the activity of running in the area of Newport, Shropshire and amongst the community;
- (b) to provide and maintain Club club-owned equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002;
- (d) to sell or supply food or drink and provide other activities as a social adjunct to the sporting purposes of the Club;
- (e) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;
- (f) to affiliate to UKA and the National Association and FRA, and other appropriate organisations as they become relevant;
- (g) to comply with and uphold the Rules and Regulations of the National Associate, UKA, the IAAF and the FRA as amended from time to time and the rules and regulations of any body to which UKA is affiliated;
- (h) to acquire, establish, own, operate and turn to account in any way for the Members' benefit the facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (i) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (j) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be); and
- (k) to do all such other things as the Management 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 stated in this Rule 3.

4. Application of Surplus Funds

4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, [to UKA for use in community-related athletics initiatives,] or to a charitable organisation, on winding-up or dissolution of the Club.

4.2 Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by him to the Club of goods or services, nor prevent any payment in good faith by the Club up to a maximum of 75% anticipated approved race income. Any requirement above this agreed limit should be approved by a minimum of 3 management committee members.

(a)of interest on money lent by a Member or its officers at a commercial rate of interest;

(b)to any officer, committee or sub-committee member of reasonable and proper out-of-pocket expenses;

(c)of reasonable and proper rent for premises demised or let by any Member or by any officer; or

(d)of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the officers (or any of them) in relation to the Club.

4.3 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

5. Membership

5.1 Membership of the club shall be open to persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership and access to activities according to available resources and facilities is allowable on a non-discriminatory basis. Children under the age of 16 attending training, races or any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them. For young people age 16 or 17, a parent or guardian is to be entirely responsible for their attendance at all club activities.

5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

5.3 Classes of Members

There shall be the following classes of members for the Club:

Full Member

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

Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF.

5.4 *Subscriptions*

5.4.1 The annual subscription for Members shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.4.2 The Members shall pay the annual subscription fees set by the Management Committee from time to time.

5.4.3 No candidate who has applied to become a Member shall be entitled to the privileges of membership until he has paid the his / her annual subscription.

5.4.4 Any Member whose subscription is not paid by such date as the Management Committee shall decide each year] shall be deemed to have resigned his membership of the Club.

5.4.5 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being "*active members*".

6. Resignation

6.1 A Member may withdraw from membership of the Club by giving written notice to the membership secretary. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

6.2 In line with the rules of the sport the club will only accept a resignation when satisfied that the member has cleared any debt owed to the club.

6.3 The member intending to resign should ensure that they comply with the Eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

7. Expulsion

The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the

Committee shall adhere to the Club's disciplinary procedures.

8. Effect of Resignation or Expulsion

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and he / she has no right to the return of any part of his / her subscription.

9. The Management Committee

9.1 The Club shall be managed by a Management Committee consisting of:

- (a) the Chairperson;
- (b) the Vice-Chairperson (x 1 or 2);
- (c) the Secretary;
- (d) the Treasurer ;
- (e) the President;
- (f) the Club Run Coordinator;
- (g) the Younger Runners Co-ordinator;
- (i) the Races Co-ordinator;
- (j) the Membership Co-ordinator;
- (k) the Publicity Co-ordinator;
- (l) the Communications Co-ordinator;
- (m) the Social Events Co-ordinator;
- (n) the Kit Co-ordinator.

9.2 The Secretary shall make available to the Members each year a nomination form for the election of members of the Management Committee in the event of a vacancy. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by **a member** on the form prescribed by the Management Committee and must be submitted to the secretary by such date as the Management Committee shall prescribe each year and must be signed by **nominating member**. No Member may nominate more than one candidate for any one vacancy.

The Officers as listed in Rule 9.1 will be elected to a specific post.

9.3 Any person nominated as a member of the Management Committee must be a Member.

9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be allocated that particular vacancy subject to a vote of approval at the next annual general meeting, if approval is not granted then the position will remain vacant. If there is more than one candidate for any

particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

- 9.5 The Management Committee members shall be proposed, and elected by vote at the annual general meeting. Election to the Management Committee shall be for two or three years dependant on the post.
- 9.6 In addition to the members elected in accordance with this Rule 9, the Management Committee may co-opt up to 3 further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.7 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.8 Retiring members of the Management Committee may be re-elected.
- 9.9 A member of the Management Committee shall be deemed to have vacated office if:

- (a) he / she becomes bankrupt or makes any arrangement or composition with his / her creditors generally; or
- (c) he / she resigns his / her office by notice to the Club; or
- (d) he / she shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his / her office be vacated; or
- (e) he / she is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the Constituent Body or the UKA or
- (f) he / she is requested to resign by not less than two-thirds of the other Management Committee members acting together.

10. Proceedings of the Management Committee

- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 3 meetings each year. The quorum for such meetings shall be 4. The Chairperson and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 5 days' notice of a meeting.
- 10.2 The Chairperson shall be the chairperson of the Management Committee. Unless he / she is unwilling to do so, the Chairperson shall preside at every

meeting of the Management Committee at which he / she is present. But if there is no person holding that office, or if the Chairperson is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chairperson shall preside. If there is no Vice-Chairperson or if he / she is unwilling to preside, or if he / she is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairperson of the meeting.

- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairperson (or the acting chairperson of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 10.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.6 The members of the Management Committee 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.
- 10.7 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairperson of the meeting is.

11. Annual general meeting

11.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

(a) to receive the Chairperson's report of the activities of the Club during the previous year;

(b) to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the Club;

(d) to elect the members of the Management Committee;

(e) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and

(f) to deal with any special other matters or reports which the Management Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 14 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than one third of members stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall send to each Member at his / her last known email address notice of the date of the general meeting at least 28 days prior. The resolutions to be proposed will be made available to the membership at least 7 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 25% of Members .

13.3 The Chairperson shall preside at all meetings of the Club but if he / she is not present within 15 minutes after the time appointed for the meeting or has signified his / her inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the

Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairperson of the meeting.

- 13.4 Each Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. [In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.5 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14. Guests

- 14.1 Any Member may introduce guests to the Club, and any athlete, coach, other team representative, match official or spectator attending the Club's events (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 14.2 A Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 14.1 must complete the Guest Runner Form available for download from the club website.

15. Alteration of the rules

This constitution may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

16. Regulations and Standing Orders

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders

and any repeals or amendments to them shall have effect until set aside by the Management Committee.

17. Finance

- 17.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairperson, Treasurer and one other designate from elected officials. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 17.2 Subject to Rule 20.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 17.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with Rule 4.2.
- 17.4 The financial transactions of the Club shall be recorded by the treasurer in such manner as the Management Committee sees fit.
- 17.5 Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be made available to every Member 7 days prior to the annual general meeting.

18. Borrowing

- 18.1 The Management Committee may borrow a maximum total amount of one third of the total turnover of the previous year on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.
- 18.2 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

19. Property

The property of the Club, other than cash at the bank, shall be controlled by the Management Committee.

20. Dissolution

20.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

20.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

20.3 Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.