



Dereham Runners Athletics Club

Club Constitution

1. Name

The Club is called Dereham Runners Athletics Club and is affiliated to England Athletics.

The colours of the Club are red top with white flashes, and preferably black shorts or leggings. Club colours should be worn when competing in a race as a Dereham Runner except when running for a charity or on other occasions sanctioned by the Management Committee

2. Aims and Objectives

The aims and objectives of the Club will be:

- To promote and encourage running
- To offer coaching and competitive opportunities in road running athletics and cross country.
- To promote the Club within the local and athletic community.
- 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.
- To do all such 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 objectives above.

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 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

The Club will ensure all present and future members receive fair and equal treatment. Membership should consist of officers and members of the Club. 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.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Honorary member
- Second Claim member

A candidate for Full, Associate or Second Claim membership shall be 18 years or over on 1st April of the year they are joining. A candidate for Junior membership shall be aged 9 or over on 1st April of the year they are joining.

Full and Junior members can take part in all running activities of the club, including training, races and social runs and can enjoy all the activities of the Club.

Associate members can enjoy all the activities of the Club but cannot run for the Club as an England Athletics affiliated runner. If they later wish to run as an affiliated runner, they can do so on payment of the appropriate England Athletics registration fee.

Honorary Members are exempt from payment of the Club annual subscriptions but shall otherwise have the same rights as Full members. Honorary Members will pay any England Athletics registration fees as required. Honorary membership will be granted to those members achieving 20 years continuous membership of the Club.

Junior members shall pay the Club subscription and will also pay the England Athletics registration fee from the year in which they reach the age of 11. A year being the period 1st April to the 31st March

Applicants for all categories will be made provisional members until their application for membership is approved at a meeting of the Management Committee. The acceptance of an application is at the

discretion of the Management Committee.

All members are expected to volunteer to help at the races that the club organises in return for the benefits they receive as a club member.

5. Membership Fees

Membership fees for all categories will be set annually by the Management Committee and agreed at the Annual General Meeting.

Fees will be paid annually, in full, within 30 days of the annual renewal date which is 1st April.

The Management Committee shall have the power to expel any member whose subscription is one month in arrears, provided one month's notice in writing has been sent to the last known address of the member concerned informing him/her of the proposed action.

Any member so expelled from the club will not have their affiliation registered with England Athletics and membership of both the club and England Athletics will be amended accordingly.

Membership fees are not refundable under any circumstances.

6. Resignation

A member intending to withdraw from the Club shall give notice in writing to the Secretary.

Membership will terminate on the date of that notice.

7. Officers of the Club

The Officers of the club shall be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Membership Secretary

Officers will be elected annually at the Annual General Meeting.

All Officers will retire each year at the conclusion of the Annual General Meeting but will be eligible for re-election.

8. Committee

The Club will be managed through the Management Committee consisting of the Officers of the Club and up to four other members, elected annually at the Annual General Meeting plus the Junior Lead.

The Management Committee can be a mixture of Full, Associate and Honorary members, but the majority must be Full Members.

The Junior Lead shall be appointed annually by the Management Committee as soon as possible

following the AGM.

Only members of the Management Committee will have the right to vote at meetings of the Management Committee. All committee decisions will be by majority vote. In the event of a tie, the Chair (of the meeting) will have an additional casting vote.

The Management Committee meetings will be convened by the Secretary of the club and held no less than six times per year. Members may attend as observers but can be excluded at the discretion of the Management Committee should a meeting agenda item need to be discussed confidentially.

The quorum required for business to be agreed at Management Committee meetings will be half the total committee plus one. If the minimum number of the committee are not present, then a valid vote cannot be taken.

The Management Committee will be responsible for adopting policy, codes of practice, rules and bye-laws that are required for the efficient running of the club and its activities but which shall not conflict with or usurp the club Constitution.

The Management Committee has the authority to fill any vacancies that occur between AGMs

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

The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

9. Finance

All Club monies will be banked in one or more accounts held in the name of the Club as agreed by the Management Committee.

The Treasurer will be responsible for the maintenance of finances of the Club (for paper and electronic transactions).

The financial year of the Club will be 1st January to 31st December.

A statement of the annual accounts will be presented by the Treasurer at the AGM. These accounts must be externally and independently inspected by a suitably qualified person each year prior to presentation to the AGM.

Any payments drawn against the Club shall be authorised by at least two Officers of the club

Items of expenditure over £250 must be sanctioned by the Management Committee before

purchase. Any purchase or financial commitment in excess of £2500 shall require the prior approval of the membership at an AGM or EGM, other than expenditure or commitments in connection with the delivery of the annual Dereham 10 mile and 5k races.

The Treasurer shall report the bank and cash balances and a summary of transactions at each committee meeting.

10. Annual General Meetings / Extraordinary General Meetings

Notice of the Annual General Meeting (AGM), to be held in the month of January or February, will be given by the Secretary. Not less than 21 days' notice of the meeting shall be given to all members.

Notice of any proposals to be placed on the agenda must be given in writing to the Secretary at least 14 days prior to the meeting. Any proposal shall require a proposer and seconder unless it has been submitted by the Management Committee. The Secretary shall give notice to the members of such proposals at least 7 days before the date of the AGM

The AGM will receive a report from each of the Officers and the presentation of the annual statement of the accounts by the Treasurer.

Nominations for Officers and the Management Committee positions shall be sent to the Secretary not less than 14 days prior to the AGM. Nominations shall require a proposer and seconder as well as the consent of the nominee. The Secretary shall give notice to all members of those candidates standing for election at least 7 days before the date of the AGM

Elections of Officers and Management Committee positions shall take place at the AGM by means of secret ballot and proxy votes by those not able to attend the AGM will be permitted. Should there only be one candidate for the position of an Officer or four or less candidates for the other Management Committee posts then the candidates shall be duly elected without the need for a ballot.

All Full, Associate and Honorary members have the right to vote at an AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGM) outside of the AGM. A minimum of 10 members may also require an EGM to be held and shall give written notice to include the purpose of such meeting to the Secretary.

Procedures for an EGM will be the same as for the AGM.

The quorum for a General Meeting will be fifteen members.

11. Discipline and Appeals

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

The Disciplinary Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.

The Disciplinary Committee will comprise of the Chair (or Vice-Chair) and two other members of the Management Committee.

The Appeal Committee will comprise of three members of the Management Committee who did not take part in the first hearing.

The Disciplinary Committee will meet to hear complaints within 28 days of a complaint being lodged.

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 7 days of the hearing.

There will be the right of appeal to the Appeal Committee following disciplinary action being announced. The Appeal Committee will consider the appeal within 28 days of the Secretary receiving the appeal.

The Management Committee will be responsible for taking any action of suspension or discipline following such hearings and recommendations from the Disciplinary Committee and/or the Appeal Committee

12. Notices

Any notice required to be given under the Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or email address of the member as appropriate or by publication on the Club's website.

13. Dissolution of the Club

If a resolution to dissolve the club is passed at an AGM or EGM through a majority vote of the membership notice must be given to all members of such a vote. A further EGM shall be convened, to be held not less than 28 days thereafter (of which 14 days written notice shall be given to each member), 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 properly convened EGM. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

In the event of dissolution, any assets of the club that remain will be distributed to another community amateur sports club for road running or athletics, or to UK Athletics Ltd for use in community-related road running initiatives, or to a charitable organisation having similar objects and affiliations, as nominated at the EGM.

14. Amendments to the Constitution

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

The Management Committee shall have power to rule on any matter not specifically covered by the Constitution and their ruling shall be binding unless changed by an AGM or EGM.

15. Declaration

Dereham Runners and Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date: 2ND APRIL 2024

Name: JONATHAN BURTON

Position: Club Chair

Signed:

Date: 2ND APRIL 2024

Name: EMMA POTTER-CAMPBELL

Position: Club Secretary