# A red and white logo Description automatically generated with low confidenceDEREHAM RUNNERS ATHLETIC CLUB

# CLUB CONSTITUTION

The club exists to provide facilities for the participation of amateur athletics, and for the furtherance of the sport, in the immediate locality of Dereham Town.

1. **Name**

The club will be called Dereham Runners Athletic Club (DRAC) and will be affiliated to England Athletics and UK Athletics.

1. **Aims and objectives**

The aims and objectives of the club will be:

* To offer coaching and competitive opportunities in all forms of athletics.
* To promote the sport of running and athletics in general.
* 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 ensure that all present and future members receive fair and equal treatment

1. **Membership**

Membership should consist of officers and members of the club who must be interested in recreational or competitive running, regardless of sex, age, disability, ethnicity, sexual orientation, occupation, political, religion, other beliefs or further definitions listed in the current United Kingdom Equalities Act.

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 conduct that the club has adopted and the policies and rules of UK Athletics.

Members must also designate themselves as either ‘First Claim’ or ‘Second Claim’ Members.

Request for membership is to be submitted to the Secretary using the official Club Membership Form via the Club website.

Members will be enrolled in one of the following categories:

* full member
* junior member
* honorary member
* 2nd claim member
* social member

1. **Membership Subscriptions**

Membership subscription will be set annually and determined at the Annual General Meeting. Members will be given notice in advance of any proposed increase.

Fees will be paid by annual subscription on or within a month of 1st April.

1. **Officers of the club**

The officers of the club will consist of five Executive Officers and three or more Ordinary Committee Members which will form the Management Committee.

**Executive Officers will be:**

* Chair
* Vice-Chair
* Secretary
* Treasurer
* Junior Lead Member

The Executive Officers will be in post until the next AGM and shall be eligible for re-election. They will be nominated in accordance with the procedure ‘Election of Committee’ laid out below. These officers may delegate and assign tasks to other members of the Committee and Club. The Executive Officers shall determine the roles and number of Committee Members.

**Committee Members**

Committee members will be in post until the next AGM and shall be eligible for re-election. They will be nominated in accordance with the procedure ‘Election of Committee’ laid out below. Officers will be elected annually at the Annual General Meeting and shall be eligible for re-election.

**Election of Committee**

Any member may be nominated by any other two members, with the members approval, as a candidate for any of the posts of Executive Officer or Ordinary Committee Member by written notice, including email, to the Secretary at least two weeks before the date of the AGM. If there is more than one nomination for any post ballot papers will be emailed to members containing the nominations in alphabetical order. If the number of candidates for election as Committee Members is equal or less than the number of vacancies, they shall be declared elected unopposed.

1. **Committee**

The club will be managed through the Management Committee consisting of the officers of the club. Ordinary Committee Members shall aid the Executive 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 Executive Officers and the respective Ordinary Committee Member. Duties may be allocated at any time as required and may be delegated to Members of the Club. Ordinary Committee Members shall report to and advise the Committee on the status of such tasks.

Only these posts will have the right to vote at meetings of the Management Committee. The result will be determined by a simple majority with the Chair having a casting vote, if required.

The Management Committee will be convened by the Secretary of the club and held no less than monthly per year. The Secretary will distribute minutes of the meeting to other Committee Members for comment and record.

The quorum required for business to be agreed at Management Committee meetings will be five (5).

Club members have the right to attend Committee Meetings but have no right to a voice unless invited to do so by the Chair. If an agenda item is considered sensitive and might refer to any individual, the meeting should continue in camera after any Club Members attending are asked to leave.

If a post becomes vacant during the year the following must be adhered to: The Chair: The Vice Chair will fulfil those duties until an EGM is convened to elect a new Chair. All other posts may be filled by any full member appointed by the Management Committee.

Should an executive committee member wish to stand down, then two months’ notice should be given, unless mitigating circumstances prevail this².

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

The Management Committee can appoint a maximum of two representatives to attend the Athletics Norfolk Committee meetings.

The Management Committee will have powers to appoint sub-committees 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.

1. **Finance**

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

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

The financial year of the club will end on: 31 December

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

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one of two other executive officers.

With the exception of spending for club events, such as organised races (Dereham 10 mile Road Race, Dereham 5km Road Race), Round Norfolk Relay, and other club events (such as BBQ etc.) the spending of the committee shall be limited to an amount of £500.00. Any amount over £500.00 shall require the approval of the membership.

1. **Annual general meetings**

Notice of the Annual General Meeting (AGM) and the Agenda will be given, to all members, by the Club Secretary not less than 14 clear days’ before the set date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

² Words added by resolution passed at AGM on Wednesday 25th January 2023

The AGM after consideration should approve the minutes of the previous year’s AGM.

The AGM will receive a report from officers of the Management Committee and a statement of the audited 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. The Chair will act as the returning Officer if present, if not the AGM shall elect from those present a Returning Officer to oversee any elections conducted at the meeting.

All members have the right to vote at the AGM.

The quorum for AGMs will be ten percent (10%) of the Membership

Minutes will be produced and distributed to all members no later than thirty (30) days following the meeting.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

1. **Extraordinary General Meeting**

The Secretary may call an EGM within 14 days of receipt of a written requisition signed by a minimum of ten club members. The requisition must state the nature of the intended business. The Management Committee may also bring upon such a meeting subject to a majority agreement.

1. **Discipline and appeals**

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

A Disciplinary Committee, comprising of the Chair or Vice Chair plus one other Executive Member and a minimum of one Committee Member, will meet to hear complaints within 28 days of a complaint 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 7 days of the hearing.

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

No refund of membership fee will be payable to any member having their membership terminated

1. **Dissolution**

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.

1. **Bye Laws**

The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:

1. the establishment of different categories of membership of the Club;
2. the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
3. the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of subcommittees to assist the Committee in the better administration of the Club;
4. the terms on which Members and guests may be permitted to take part in the Club’s sporting activities;
5. any procedures to assist the resolution of disputes within the club;
6. generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws shall prejudice the Club’s affiliation to England Athletics.

The Club in General Meeting shall have power to alter, add or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the members all such bye laws.

1. **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.

1. **Amendments to the constitution**

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

**Declaration**

DRAC hereby adopts and accepts this constitution as the current operating procedure regulating the Club and the actions of its members.

SIGNED: *Jonathan Burton* DATE: 17th February 2023

NAME: Jonathan Burton

POSITION: Club Chair

SIGNED: *Emma Potter-Campbell* DATE: 17th February 2023

NAME: Emma Potter-Campbell

POSITION: Club Secretary