

# ELMBRIDGE ROAD RUNNERS

## Constitution 1990

*With revisions 2003,2007, 2020*

### RULES

#### 1: Name and address of Club

The name of the club is to be Elmbridge Road Runners and the address is deemed to be that of the current Secretary of the Club.

#### 2: Object

The object of the club is to provide facilities for and promote participation of the whole community in the sport of Athletics.

#### 3: Management and Officers

a. The management of the Club is vested in its officers who are termed to be the Committee. The officers are the Chair, Secretary, Treasurer, Membership Secretary, Social, Marketing & Communications, Club Captain(s) and other members (up to five in number). All officers are elected at the Annual General Meeting of the Club (AGM) and are to hold office until (i) the next AGM; or (ii) the date of their resignation prior to the next AGM; or (iii) their removal under rule 3b whichever is the earliest occurrence. A Safeguarding Officer shall be nominated from within the Committee. This person shall be DBS checked and have undertaken the necessary Safeguarding training.

b. Any of the Officers is removable at any time by a majority of two thirds of Club members present and entitled to vote at an Extraordinary General Meeting (EGM) specially called for that purpose and for which 21 days' notice is required.

c. The Committee may fill any casual vacancy which may arise but any such appointment is to be (i) held only until the next AGM; and (ii) ratified at the next AGM.

d. No Officer is to receive remuneration from the Club for his/her services but all Officers shall be reimbursed from Club funds for bona fide expenses incurred by them in the execution of their duties.

e. An Officer must be an active member of the Club

#### 4: Duties of the Officers

a. The Chair shall be responsible for coordinating all activities of the Club and for the chairing the Committee meetings.

b. The Secretary shall ensure that all documents, records and papers of the Club are kept securely. S/he shall summon and attend all meetings and take minutes of the proceedings. S/he shall, together with the Treasurer, examine the Annual Accounts as prepared by the Auditors and, when satisfied, append her/his signature thereto. S/he shall ensure that all members are sent by email notices of AGM's and EGM's, the minutes applicable thereto, copies of audited accounts, and details of running, social and other events which s/he considers to be of interest to members. S/he shall have available a supply of copies of the Club Constitution and a list of Club members and shall deliver a copy thereof to any member on demand on receipt of such payment as the Committee shall from time to time determine. The Club's Constitution is also available on the Club's website.

c. The Treasurer shall be responsible for ensuring that all Club monies, whether received by her/himself or others, are duly paid into the Club's bank account promptly. S/he shall ensure that the credit balance of the Club's current bank account does not exceed that required for the effective day to day financial requirements of the Club. Any excess over such credit balance shall be withdrawn and invested in an interest-bearing bank or building society account, or, if determined by the Committee, other investment bearing and/or capital appreciation investment. S/he shall ensure that proper books of account are accurately maintained up to date, that receipted bills are received for all Club expenditure and that all Club debts are paid promptly. S/he shall, together with the Secretary, examine the Annual Accounts as prepared by the Auditors and, when satisfied, append her/his signature thereto. S/He shall further see that all Club members are fully insured in respect of Public Liability insurance whilst acting in club matters and that all Club property is fully insured against fire, storm, tempest, flood, burglary and special perils.

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d) The Membership Secretary shall be responsible for maintaining a register of the Club member's names and addresses, collecting members subscriptions due and recording receipt of such subscriptions in the register. S/he will be responsible for the effective implementation of the General Data Protection Regulations (GDPR) and the security of members personal information. S/he shall ensure that the Club is at all times affiliated to England Athletics Limited.

e) The Social Officer will be responsible for organising social events throughout the year including the Christmas dinner/prizegiving evening.

f) The Marketing & Communications Officer shall be responsible for promoting membership of the club. S/he will also be responsible for convening a Marketing/Communications focus group to achieve this aim.

g) The Club Captain(s) shall promote races and other events, organise teams for races and organise groups of running members on Club nights.

h) Other Committee members shall be responsible for such duties as shall, from time to time, be decided by the Committee.

## 5: Auditor(s)

The AGM shall elect one or more competent persons to act as Auditor(s) of the Club. Such Auditor(s) shall hold office until the next AGM. The Committee are empowered to fill a vacancy for Auditor(s) occurring during the year. Auditor(s) appointed who are also members of the Club shall not be entitled to remuneration for their services but shall be reimbursed for bona fide expenses incurred in the course of their audit. Auditor(s) appointed who are not members of the Club shall be paid such fees as agreed by the Committee.

## 6: Duties of Auditor(s)

The Auditor(s) shall prepare the Balance Sheet and Income and Expenditure Account for the Club's financial year and shall verify the correctness of same. For this purpose, s/he shall have access to all books and records of the Club and shall report in what respects that s/he finds them incorrect. S/he shall also obtain any information which he considers necessary for the purposes of his audit from members of the Club or others.

## 7: Membership

Membership of the Club is confined to amateurs as defined by England Athletics. Application for membership must be made in writing to the Membership secretary and approved by him/her. Members must be at least 18 years of age at the time their application is made. Each member shall pay an annual subscription for the current financial year as determined by the Committee and such subscription must be paid before a member may vote at any AGM or EGM. Membership is renewable on 1st April each year. The Committee shall be empowered to expel from the Club any member (a) whose subscription is two months in arrears, or (b) who in the opinion of the Committee is guilty of gross misconduct. To resign a member must inform the Club Secretary in writing.

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex, or disability except as a necessary consequence of the requirements of Athletics as a particular sport.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Clubs members and decided by a majority vote.

## 8: Annual General Meeting

The Club's financial year is to end on 31st March each year. Fourteen days' notice in writing must be given by the Secretary of the holding of the AGM (to be held once in each calendar year not later than two calendar months after 31st March) to all members, and a copy of the Club's audited Accounts must accompany such notice together with an agenda for the AGM, and a copy of the minutes from the previous year's AGM. Notice by any member of any motion for inclusion in the agenda must be submitted in writing to the Secretary not later than 31st March prior to the date of the AGM. At the AGM (i) the minutes of the previous year's AGM shall be read (or taken as read), and, if agreed by the members present, signed by the Chair as a true record of what transpired; (ii) the audited accounts for the previous financial year shall be presented to the members, and, if

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agreed by the members present, adopted by them; (iii) the Officers of the Club for the ensuing year shall be elected; (iv) the Auditor(s) of the Club for the ensuing year shall be elected. Every paid-up member of the Club present at the AGM shall have one vote and the Chair shall have a casting vote.

## 9: Amendments to the Constitution

Not less than five paid up members may petition the Club Secretary in writing to make any amendment to the Club's constitution. In this event the Secretary must give 21 days' notice in writing to all members of an EGM to be held for the purpose of discussing such proposed amendment(s). At the EGM a two thirds majority of paid up members present and voting is required for any amendment to be adopted.

## 10: Proxies

No member of the Committee or other member may give a proxy to any other person to attend meetings or vote thereat.

## 11: Quorums

A quorum at a Committee meeting of the Club shall not be less than three Committee members. A quorum at any other meeting of the Club shall be not less than three committee members and not less than three other paid up members.

## 12: Dissolution

Not less than ten paid up members may petition the Club Secretary in writing to dissolve the Club. In this event the Secretary must give 21 days' notice in writing to all members of an EGM to be held for the purpose of discussing the proposed dissolution. At the EGM a two thirds majority of all members present and voting is required for the motion for dissolution to be adopted. In the event of the Club being dissolved, then all property of the Club shall be vested in the Club Treasurer, who, after payment of any liability of the Club, shall be responsible for realising the assets of the Club and shall donate them to a UK registered charity or Community Amateur Sports Club chosen by a simple majority of the EGM. An amalgamation with, or absorption by, another Club shall be deemed to be a dissolution. An absorption by Elmbridge Road Runners of another club shall not be deemed to be a dissolution.

## 13: Date of Commencement

These rules were adopted by the members at the AGM of the Club held on the 26th April 1990 and shall operate from that date. Amendments to section 5 adopted at EGM 8th May 2003. Amendments to sections 4, 7, and 12 adopted at EGM 16th January 2007. Amendments to sections 2, 7, and 15 adopted at EGM 22nd May 2007. Amendments to sections 3 and 4, and removal of Item 14 (Gender), adopted at the AGM 19<sup>th</sup> May 2020.

## 14: Not for Profit

The Income and Property of the Club shall be applied solely towards promoting the Club objects as set out in this constitution and no portion hereof shall be paid or transferred directly or indirectly, to the Members of the Club.