**CLUB CONSTITUTION**

**1. Title**

The name of the organisation shall be Springwell Running Club, hereinafter referred to as the Club.

**2. Colours**

The Club colours shall be Purple with Black / White flash.

**3. Object**

The object of the Club shall be:

1. To provide a safe environment for members to participate in running.
2. To promote and develop track, cross country, trail and road running by:

 1) encouraging participation in these activities

 2) providing members with suitable competition

 3) assisting members to improve their personal athletic standards

 4) organising athletic competition locally

 5) providing equal opportunities for successful participation by all sections of the community.

 c) To support or subscribe to such charities and other charitable purposes as shall be recommended at the Annual General Meeting (AGM).

**4. Affiliation**

The Club shall be affiliated to the national governing bodies recognised by the International Amateur Athletic Federation, namely Athletics Northern Ireland (ANI).

**5. Membership**

Membership is open to anyone regardless of age, gender, ability, ethnicity, nationality, disability, religion or sexual orientation. All members are subject to the constitution of the Club and the regulations of ANI, UK Athletics and the International Amateur Athletic Federation. All applications for membership are to be completed via the online application process, accompanied by the appropriate subscription fee, to the Membership Secretary who shall present it to the Management Committee for consideration where necessary.

The Management Committee may reject an application for membership without giving any reason to the applicant. Any potential member who has been refused membership has the right to appeal in writing to the Management Committee. Any appeal shall be heard at a committee meeting and decided by a majority vote.

Membership shall be open to all persons aged eight or over.

Members shall be enrolled in one of the following categories subject to approval of the application by the Management Committee;

* Full / Senior membership (minimum age 16 years)
* Junior / Student membership
* Family Membership
* Honorary membership.

All members will be directed to the relevant Code of Conduct, a copy of the Club Child Protection Policy and a copy of the Constitution. Each member / parent (if under 18) will be obliged to return an acknowledgement that they have read and agree to abide by the Code of Conduct, the Constitution and Child Protection Policy.

Honorary members

* May be nominated by any club member and the proposal approved at an AGM.
* Are not required to pay annual subscription fees.
* Are not eligible for committee positions.

Subscription fees f

or each category of membership shall be determined at the Annual General Meeting. Subscription fees are due by 1st April each year.

All members shall provide personal contact details relevant to their membership category and will inform the Membership Secretary of any change in such details.

**6. Officers**

1. The officers of the Club shall be the Chairperson, Vice-Chairperson, Club Secretary, Membership Secretary, Kit Secretary, Website Manager, Treasurer, Female Captain, Male Captain, PRO, Welfare Officer, Deputy Welfare Officer, Junior Representative and elected Area representatives.
2. The Club Secretary shall serve the officers of the committee by recording the proceedings of all meetings and dealing with all correspondence.
3. The Treasurer shall present annual accounts and shall furnish statements of accounts as required by the Management Committee.
4. The Chairperson shall not have a vote at any committee meeting or AGM however shall have the casting vote in the event of an equal vote.
5. A register of all members shall be retained by the Membership Secretary.
6. It is a mandatory condition of affiliation and insurance that clubs with Junior (under-18) and/or vulnerable adult (i.e. special needs, disability) shall appoint a Welfare Officer. They will be responsible for Child Protection issues, attending relevant training courses, liaising with relevant agencies when necessary, keeping a record of all active coaches licence and Access NI details and bringing to the attention of the Management Committee any incidents or information deemed appropriate.
7. All Club officers shall retire each year but will be eligible for reappointment at the AGM.
8. Officers shall be eligible to serve in any one committee position for a maximum term of 3 years.
9. To be eligible for a role as a club officer, individuals must have been a member of the club for a minimum of one year.

**7. Organisation and Management**

General management, control and direction of the Club shall be vested in the Management Committee, which shall be comprised as follows: Chairman, Secretary and Treasurer.

The Management Committee shall have the power to:

1. Conduct its business as it shall from time to time by resolution, determine and regulate its own procedure.
2. Fill vacancies within the committee arising during its term of office.
3. Deal with or suspend any member who has infringed the Club constitution, or who is indebted to the Club or whose conduct is likely to bring the Club into disrepute. Actions shall be taken in accordance with the complaints and disciplinary procedures.
4. Appoint any delegates to the governing bodies and to any other bodies which may from time to time require representation.
5. Co-opt members for particular projects however co-opted committee members shall not have a committee vote.

The officers of the Club shall be required to meet no less than 4 times per year. A quorum of half the elected officers plus one is required at each meeting.

The Management Committee and the elected officers can conduct and agree Club business through closed online forums if the matter requires attention outside of formal committee meetings.

**8. Complaints and Investigations Procedure**

Any member who believes the conduct of another member is contrary to the constitution of the Club, or ANI regulations, or whose conduct is likely to bring the Club into disrepute, may inform any member of the Management Committee in writing.

A meeting of the Management Committee shall be held within fourteen days after the complaint has been received. All parties involved will be invited to attend individually to speak to the Management Committee.

The Management Committee shall inform in writing both the member who made the complaint and the member who is the subject of the complaint of their decision within seven days of a decision being made.

Notification of the complaint will be forwarded to ANI.

If the complaint is directed towards a member of the Management Committee, they shall be required to step aside. Investigation of the matter shall be delegated to an alternative appropriate elected officer and the above procedures followed.

**9. Disciplinary Procedure**

Where a complaint is deemed of appropriate severity by the Management Committee, the Management Committee have the right to invoke the disciplinary procedure.

The Management Committee will have the following options at its disposal under the disciplinary procedure.

1. Impose a fine where applicable. The member being fined will be informed in writing of the amount, and the date by which it must be paid. All fines will be paid to the Treasurer. Failure to pay the fine will result in further disciplinary options being invoked.
2. Recommend the member undertakes a period of retraining or re-education if applicable.
3. Impose a period of suspension for a defined period.
4. Terminate the membership of the person as outlined in the constitution

During the period of suspension the member is suspended from all activities at or on behalf of Springwell Running Club and therefore shall be ineligible to participate as a member in the affairs of the Club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The Management Committee shall inform all relevant members of the suspension. The member may invoke the appeals procedure.

The Management Committee have the power to reinstate the suspended member if the decision of the appeals procedure finds in favour of the member and the Club Secretary shall inform the member in writing of the date from which the member is reinstated.

Notification of the disciplinary action taken and the outcome of any appeal will be forwarded to the ANI.

**10. Appeals Procedure**

A member may appeal a decision of the Management Committee in respect of a disciplinary matter or a complaint. The appeal must be made in writing to the Club Secretary within fourteen days of the member being notified about the outcome of the complaint procedure or disciplinary procedure.

The appeal will be heard by the ANI in accordance with their procedures. Notification of the outcome of an appeal will be forwarded to ANI.

**11. Termination of Membership**

The Management Committee shall have the power to terminate the membership of any individual member where it has been clearly demonstrated that a serious breach of the Club constitution has taken place.

The individual member shall have the right to be heard by the Management Committee before the final decision is made.

The Management Committee shall inform the member in writing of any decision to terminate their membership. There shall be a right of appeal to ANI subject to their procedures.

Notification of the termination of a membership will be forwarded to ANI.

**12. Finance**

1. Annual subscriptions shall be determined at the Annual General Meeting. Failure to pay such subscriptions may result in suspension and ANI informed accordingly. All members are required to pay fees by 1st April or as soon thereafter.
2. All monies shall be lodged in accounts in the name of the Club.
3. The Management Committee shall have power to authorise expenditure on behalf of the Club.
4. The annual statement of accounts shall be presented at the Annual General Meeting for ratification.
5. Bank transfers or petty cash payments shall be authorised by any one of Treasurer, Chairman and Club Secretary. Requests for expenditure over £250 shall require two authorisations from Treasurer, Chairman and Club Secretary.
6. All requests for expenditure must be presented to the Management Committee for approval prior to purchase.
7. All financial records pertaining to the Club are the property of the Club and must be made available by the Club Treasurer each year.

**13. Annual General Meeting**

1. The Annual General Meeting shall be held on the 5th November each year or as near that date as is practically possible at such a venue as the Management Committee may decide.
2. At least seven days notice in writing shall be given to all members.
3. The Annual General Meeting shall receive the Treasurers report, Secretary’s report and such other reports as reflect the workings of the Club during the preceding year.
4. Nominations for office positions including those from current committee members should be received by the Club Secretary ahead of the AGM. Only those nominations presented prior to the AGM shall be considered. Nominees are to be provided with a role description outlining the roles and responsibilities required for the role they are being considered for.
5. All those in current official positions shall retire to allow officials for the ensuing year to be elected.
6. Voting at the Annual General Meeting shall be restricted to members (except junior members) whose annual subscriptions have been fully paid prior to commencement of the meeting.
7. Decisions taken at the Annual General Meeting shall be taken by a simple majority of those present entitled to vote and voting, motions for such decisions having been proposed and seconded. In the event of an equal vote, the chairperson shall have the casting vote. Decisions so taken shall not be rescinded at any subsequent meeting except with the consent of two-thirds of those present, entitled to vote, and voting, prior written notice of each intended rescindment having been conveyed to each member in the conveying of said meeting.

**14. Resignation**

Any member wishing to resign must notify the Membership Secretary in writing to that effect and must be clear of all liabilities before the resignation can be accepted.

**15. Dissolution**

In the event of the dissolution of the Club, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be given to some other charitable body or institution having similar objectives to those of the Club.

**16. Amendments to the Constitution**

This constitution may only be amended by a proposal by a majority of members present and entitled to vote at an Annual General Meeting, provided no alteration shall be made to the Object clause or Dissolution clause which would cause the Club to cease to be a charity.

**17. Special Powers**

The Management Committee shall have the power to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an Extra-ordinary General Meeting provided that their action is reported to such a meeting at an early stage.