

## 1. NAME

This shall be the ALDRIDGE RUNNING CLUB (hereinafter called “the club or ARC”).

## 2. AIMS

The aims of the Club shall be to promote running and social events among members. The club is a non-profit making organisation. This constitution incorporates England Athletics club standards and all ARC published policies.

## 3. MEMBERSHIP

a) The Club shall consist of amateurs according to the National Governing Body’s definition of an amateur.

b) Application for membership shall be made in writing to the Club Secretary and approved by a majority of the Management Committee or alternatively the Chair may use his/her general discretion to approve individual applications where it is deemed appropriate.

c) Each member shall pay subscriptions decided at the Annual General Meeting (or at an EGM if the case may be) . Failure to pay by 1st April will result in membership to Aldridge Running Club being terminated.

d) Subscriptions must be paid for the current year before the member can participate in any Club activity, including election to any office of the Club, except where the Management Committee choose to waive this rule. e) To resign, a member should inform the Club Secretary in writing.

f) Any member guilty of misconduct (i.e. behaviour contrary to the Constitution or Club Codes & Policies) may be cautioned once or expelled from the Club by a majority decision of the Management Committee and UKA will be notified. Any person expelled will have the right to appeal to the Management Committee meeting called and his/her request not later than two weeks from the date of the expulsion.

## 4. MANAGEMENT

a) The Management Committee (hereinafter called “the Committee” )shall consist of Chair, Vice-Chair, Club Secretary, Club Treasurer and up to eight other members who will be elected at the Annual General Meeting.

(i) The Chair and Vice Chair’s tenure of office shall be two years however this may be shorter or longer should the circumstances prevail.

(ii) The Committee may issue policies and guidance concerning the internal running of the club. These will be published and will become part of the rules of the club.

(iii) The Vice Chair will act as Chair and assume his/her responsibilities when the Chair is not available and has delegated his/her powers for a specified time

b) The Committee may appoint up to three additional members onto the committee as Co-Opted committee members. Co-Opted committee members may take part in committee meetings and affairs however they will have no voting rights on committee decisions.

c) The Committee may appoint a member to the following roles

(i) a Health and Safety Officer who shall assist the Chair in all general Health and Safety Issues concerning the club and its members issuing risk assessments when necessary.

(ii) a Welfare officer(s) to make general enquiries as to members welfare and to bring forward to the committee any concerns they may have of a welfare nature

(iii) an Inclusion officer to ensure all members of the club are given adequate and appropriate support.

(iv) or any other specific role.

The committee may appoint deputies to the above roles when it becomes necessary to do so

d) The committee may appoint one or more members to be “web master(s)” who shall maintain the clubs “web site”. The web site will include any club related material including the publishing of all necessary ARC policies and the current club constitution.

e) An Honorary President may be chosen at the AGM and shall have full voting powers in all matters on the Committee.

f) The Committee shall normally meet on a Thursday evening of the Management Committee’s choosing.

(i) It shall meet at a physical venue or should circumstances prevail via virtual communication methods.

(ii) The management Committee may discuss and make decisions on all internal affairs of the club and make any decisions concerning the club unless they are required to be made by the members under this constitution.

(iv) Decisions shall be recorded in minutes which shall be kept by the club secretary and disseminated to committee (and co-opted) members.

g) A quorum for the Committee shall be three.

h) All decisions will be by a majority vote. The Chair shall have the casting vote in the event of a tie.

(i) The Committee has the power to co-opt extra members up to a limit of three (as per a) above), to create trustees, and to form a sub-committee as and when considered necessary.

j) An auditor(s) who must not be a Committee member must be elected annually at the AGM.

k) Any of the clubs’ financial records (namely bank statements, invoices and receipts and information appertaining to income and expenses) will be destroyed 5 years after their issue date save for where the Treasurer of the club believes that such a record is required to be kept for whatever reason.

(l) the club may be permitted to sell ARC merchandise to members of the club however this shall not be for overall profit of the club (given 2 above)

(j) the club (as approved by the committee) may purchase items or services that are agreed as being in furtherance of the aims of the club

(k) the club ( as approved by the committee) may make appropriate donations to charitable causes and are permitted to receive inheritances ( via the club Treasurer)

## 5. ELECTION OF MANAGEMENT COMMITTEE

- a) Nominations for posts on the Committee must be proposed and seconded in writing and submitted to the current Club Secretary at least two weeks before the AGM, stating which post the nomination is for.
- b) Nominations may be withdrawn by the nominee prior to the AGM, but may not be amended.
- c) If more than one nomination has been received for the same post, the election of the officer or eight Committee members will be conducted by written ballot, on pre-prepared forms to be completed and signed by each voter.
- d) Prior to the written ballot being held to decide the election to a post, the proposer, seconder and nominee of each nomination for that post shall be given the opportunity for one of those three people to speak for no more than one minute in favour of their nomination.

## 6. ANNUAL GENERAL MEETING

- a) The AGM will be held during September/October of every year and the following business undertaken: The Chair's report, Treasurer's report and Health and Safety report will be read and discussed (if necessary). The audited accounts will be presented. The officers and Committee members will be elected. The annual subscriptions will be fixed. The ballot for the 'Member of the Year' Award will be held (this ballot may alternatively be held at an appropriate time after the AGM should this be necessary).
- b) Members will be notified, at least four weeks before, of the date of the AGM.
- c) Motions to be discussed must be submitted in writing to the Club Secretary at least two weeks before the meeting.
- d) All nominations for Committee posts and motions to be discussed must be notified by the Club Secretary to the Management Committee on the evening that the relevant deadlines for submission are reached.
- e) Standing orders or rules may be changed by a two-thirds majority decision.
- f) One-quarter of all paid-up members will constitute a quorum.
- g) A member will only be entitled to a vote if he/she has paid his/her annual subscriptions to the Club for that year. h) The Chair shall have the casting vote
- h) voting will be recorded in writing in the minutes and "if the case may be" the actual numbers of members votes for and against a motion shall be recorded in writing in durable form to avoid any later disputes. This record should be made available to members upon reasonable request within the period of one year after the meeting.
- (i) Minutes shall be taken of the meeting (and maintained by the Club Secretary). The minutes shall form part of the following years AGM and voted on then. If they are agreed by the members, then they shall be taken as conclusive evidence of the decision taken at the previous AGM.

J) Should extreme circumstances prevail the Committee have the power to delay or cancel the Annual General Meeting or (should it be possible) conduct the AGM /EGM via virtual communication. In these circumstances should the AGM go ahead the Committee may allow participation of members by any means (email included) and adopt any system of voting of members that is deemed appropriate.

h) any decision made by the majority of voting members in an EGM/AGM cannot be changed unless endorsed by the membership at a Subsequent AGM/EGM or exceptionally by the management committee if a quorum is not possible for an AGM/EGM in urgent cases ,Any decision of the management committee under this sub paragraph shall be reconfirmed or otherwise in a subsequent AGM/EGM.

## 7. CLUB COLOURS

a) The colours of the Club shall be Sky Blue and Black vests or t shirts and shorts or leggings.

b) Club colours must be worn by all competitors representing the Club at every competitive meeting save for the following:

(i) the colour of shorts or leggings where the management committee would express a preference that members should wear black shorts or leggings

(ii) with the exception of when a member specifically runs for a charity

(iii) Where ARC is the members second claim club.

## 8 SOCIAL MEDIA

(a) Members may make use of social media on the club's social media sites. However, on the ARC site members must only publish material which is Running /walking/cycling related and would concern members of ARC

(b) on any social media site members must not publish any material which is ( or has a tendency) to bring the club or any of its members into disrepute or is offensive to any member in any way. Such behaviour may be dealt with as a disciplinary matter under 2(f) above or alternatively given "words of advice" by the Management Committee.

## 9 HOLDING OF PERSONAL DATA

By becoming a member, members allow the club to hold their personal data for the purpose of dissemination of information and contact should this be necessary. This can be done via personal visit, post, email, phone, ARC in touch and social media. Members allow their data to be kept by the club in accordance with the General Data Protection Rules currently in force

## 10. AMENDMENTS TO THE CONSTITUTION

a) The Committee, by a two-thirds majority at a quorate meeting, may propose amendments to the Constitution. The changes may be made only at the AGM or an extraordinary general meeting called for that purpose. Four weeks notice must be given for an EGM. A quorum will consist of one-half of the membership. If the motion is passed by a two-thirds majority, the amendment to the constitution will be adopted.

b) Alternately, ten ordinary paid-up and voting members may petition the Club Secretary in writing to call an EGM, to which the conditions in 8 a) will apply with respect to calling the meeting and voting at it. c) Voting rights as at the AGM pertain.

#### 11. DISSOLUTION

a) The Committee, by a two-thirds majority at a quorate meeting, may decide to dissolve the Club. It must then call an EGM giving four weeks notice to all Club members. If the motion is passed by a two-thirds majority, the Club will then be dissolved.

b) Alternately, ten ordinary paid-up and voting members may petition the Club Secretary in writing to call an EGM, to which the conditions in 8 a) will apply with respect to calling the meeting and voting at it.

c) Voting rights as at the AGM pertain.

d) Upon dissolution, any funds remaining after all debts have been met will be divided equally among all remaining members.