

# NIDD VALLEY ROAD RUNNERS CONSTITUTION (Reviewed February 2021)

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## 1 CLUB NAME AND COLOURS

- 1.1 The name of the club is Nidd Valley Road Runners (“the Club”). The Club was founded in 1984
- 1.2 The Club is a bona fide club of amateur athletes affiliated to England Athletics (hereafter known as the governing body) through affiliation to England Athletics and in accordance with the rules of the governing body.
- 1.3 The Club and individual members shall abide by the rules of the governing body at all times.
- 1.4 The Club colours will comprise a gold top with one horizontal black stripe.
- 1.5 Members must wear Club colours when competing in any individual, team or relay competition, Club, County, District, Regional or National championships. This rule may be waived for a club member wishing to run in the colours of a registered charity.

## 2. OBJECTS OF THE CLUB

- 2.1 The objects of the Club are to facilitate participation in and promotion of recreational and competitive running amongst the community in the areas of Road Running, Cross Country, Fell & Hill Running and Trail Running.
- 2.2 In pursuance of these objects the Club shall:
  - a) Provide for coaching and development of running
  - b) Organise teams to compete in local, regional and national leagues and championships.
  - c) Organise races under the rules of the governing body
  - d) Organise related sporting & social activities
  - e) Ensure a duty of care to all members by adopting and implementing the UKA Safeguarding and Protecting Children and Vulnerable Adults in Athletics Policy and Procedures Document (2009)
  - f) Provide all its services in a way that is fair to everyone
- 2.3 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 Sport England 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.

### **3**     **MEMBERSHIP**

#### **New Members**

- 3.1     Individuals who wish to become members of the Club must apply using the current membership application form approved by the Committee. Applicants shall be deemed to be a member when a properly completed application has been received by a Member of the Committee and the appropriate subscription fee has been paid.

#### **Ordinary Members**

- 3.2     Membership of the club is open to all as defined by the rules of the governing body.
- 3.3     The Committee have the authority to withdraw membership from a member where that individual is in breach of the rules of the governing body or where that individual's continued membership is considered by the Committee to be not in the best interests of the Club. The Committee will give any member 28 days written notice of their intention to withdraw membership, stating their reasons for doing so and inviting the member to make such representations as thought fit, either in writing or at a meeting of the Committee.
- 3.4     The membership of any member who has not paid the annual subscription within 28 days following the due date (see 3.9) will lapse and that member will not be eligible to participate in activities of the Club or to compete in any Competition as a member of the Club. A lapsed member may be re-admitted by the Committee on payment of a full subscription.

#### **Honorary Members**

- 3.5     The Committee may nominate such members as it may deem appropriate to be Honorary Members for election by a General Meeting of the club. Honorary Members shall not be liable to pay a subscription but shall be entitled to all the privileges of membership.

#### **Resignations**

- 3.6     Any member wishing to resign from the Club must do so in writing. This shall be considered by the Committee within 28 days of receipt and membership will be deemed to have ceased on the date of tendering. If the said member is indebted to the Club, the resignation acceptance will be withheld until the indebtedness is discharged in full.

#### **Subscriptions**

- 3.7     Annual membership subscription fees shall be proposed by the Committee and ratified by a General Meeting. Annual subscriptions shall be payable on 1 April.
- 3.8     In addition to the subscription for ordinary members (the full membership subscription), rates of annual subscription for unwaged members (those in receipt of means-tested benefits or in full time education) and second claim members may be proposed by the Committee and ratified by a General Meeting. Junior membership fees shall be set by the Junior Committee in accordance with 5.7 below.

### **4**     **MANAGEMENT**

#### **The Committee and Officers of the Club**

- 4.1     The management of the Club shall be vested in a Management Committee (collectively the "Committee" and individually the "Officers") which shall consist of Chair, Secretary, Treasurer, at least one Deputy Treasurer, Men's Captain, Ladies Captain, Membership Secretary, Junior Officer, Welfare Officer and up to four General Committee Members.

- 4.2 Officers shall be elected at the Annual General Meeting in each year and shall hold office for one year, retiring at the termination of the Annual General Meeting in the next year. All Officers shall be eligible for re-election.
- 4.3 Any Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the posts of Officer or General Committee Member by notice in writing (including email) to the Secretary at least 14 days before the date of the Annual General Meeting.
- 4.4 The Committee shall have the power to fill vacancies and create new posts as and when circumstances arise. The Committee shall have the power to co-opt members to particular projects but co-opted members shall not have a Committee vote.
- 4.5 The Committee shall have the power to appoint a Sub-Committee to consider any arising issues which may more appropriately be dealt with by a smaller body. This Sub-Committee shall report its findings to the Committee for consideration. The Sub-Committee cannot act in lieu of the Committee unless that power has been specifically divested to it.
- 4.6 General Committee Members should attend Committee meetings regularly and participate in the governance and development of the Club and should chair sub-committees as required.
- 4.7 The Committee shall have the power to deal with and determine any matter not expressly provided in this Constitution.

### **Roles of Officers**

#### *4.8 The Chair shall:*

- a) Chair all meetings of the Committee and meetings of Club members in accordance with the provisions of this Constitution.
- b) Hold a casting vote in meetings of both the Committee and the members.
- c) Ensure that the effective running of the Club is in the best interests of the Club members taking into account the whole membership which from time to time prevails.

#### *4.9 The Secretary shall:*

- a) Conduct the correspondence of the Club.
- b) Keep custody of all Club documents other than the financial records
- c) Keep full minutes of all meetings of the Club and the Committee, which shall be confirmed and signed by the Chairman upon agreement of the Club or Committee as applicable. Meetings of sub-committees should appoint their own minute-taker.
- d) Maintain such contact as necessary with the governing body, to ensure the Club's adherence to its rules and requirements and any amendments thereto.
- e) Circulate to the Committee members the proposed agenda for the next meeting of the Committee.

#### *4.10 The Treasurer shall:*

- a) Cause such books of account to be kept as necessary to give a true and fair view of the state of the finances of the Club.
- b) Cause all returns as may from time to time be required by law in relation to such accounts to be rendered at the due time.
- c) Prepare an annual balance sheet as at 31<sup>st</sup> December each year and an income and expenditure account for the year ending on that date and have these reviewed, in conjunction with the records, by a suitable independent member of the club.
- d) Make the Club's financial records available for inspection by any person nominated by the Committee within one week of being required to do so by the Committee.

- e) Hold all Club bank documents and operate such bank accounts in a manner which ensures first and foremost the least possible risk and also a reasonable rate of return to the Club and its members.
- f) The Deputy Treasurer(s) shall have the power to operate the Club bank accounts and act in the place of the Treasurer in all matters whenever it becomes necessary to do so by reason of the incapacity of the Treasurer or by mutual consent, subject to the approval of the Committee.

**4.11** *The Club Captains shall:*

- a) Organise teams for various events throughout the year which the Members and Committee determine that the Club shall enter.
- b) Appoint a Captain for a given event other than him or herself if it is more appropriate that another should carry out the role after due consultation by the Committee.
- c) Propose events and rules (to be agreed upon by the Committee) for an annual Club Championship which takes account of general running interests of overall Club membership.
- d) Compile all Club statistics and record results for all events in the Club Championship.
- e) Actively encourage participation by all Club members in all Club Championship and other events the Club shall from time to time enter.

**4.12** *The Membership Secretary shall:*

- a) Keep a register of Club members names, addresses, dates of birth and other appropriate details in the format required by the governing body.
- b) Give due notice to members of impending subscription renewals.
- c) Provide members details to the governing body in accordance with the requirements of that body.

**4.13** *The Junior Officer* shall attend Junior Committee meetings as appropriate and shall report back any Junior Club updates to the main club committee at Monthly Committee meetings.

**4.14** *The Welfare Officer* shall ensure that the objects of the club in respect of its duty of care and fairness to all members (2.2 e) and f)) and the Club Equity Statement (2.3) are complied with and shall record all incidents affecting the welfare of members and all complaints received, so far as they arise out of or affect club activities, and take any necessary action after consulting other members of the committee as appropriate and in accordance with the Club's code of confidentiality.

### **Meetings of the Committee**

**4.15** Meetings should be held regularly and as frequently as the Officers consider necessary in order to carry out their duties. As a minimum these should be held at least once during each quarter.

**4.16** Meetings shall be chaired by the Club Chairman. In his absence, the Officers present shall elect one of their number to act in his stead.

**4.17** Four members of the Committee shall constitute a quorum.

**4.18** In the absence of unanimous agreement on any issues raised, the Chairman shall call a vote which shall be conducted by a show of hands. In the case of an equality of votes the Chairman shall have a second and casting vote. No proxy votes shall be taken into consideration.

## **Powers of the Committee**

- 4.19 The Committee shall manage the affairs of the Club and shall cause the accumulated funds of the Club to be applied solely to the objects of the Club or for a benevolent or charitable purpose nominated by General Meeting.
- 4.20 A member of the Committee, Sub-Committee or any Officer of the Club in transacting business for the Club shall disclose to third parties that he is so acting.
- 4.21 The Committee, or any person or Sub-Committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only so far as expressly authorised, or authorised by implication, by the members. No one shall, without the express authority of the membership in General Meeting, pledge the credit of the membership.
- 4.22 The members of the Committee and any Club Member authorised by the Committee to act on its behalf shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them on behalf of the Club wherever the contract is of a duly authorised nature or (in the case of a Member of the Committee) could be assumed to be of a duly authorised nature and entered into on behalf of the Club.
- 4.23 Any proposed expenditure greater than a predetermined amount shall be approved by the Committee. The Committee shall determine the quantum of this amount which may vary from time to time as the Committee shall decide.

## **5 JUNIOR CLUB (Nidd Valley Junior Runners)**

### **Constitution and Management**

- 5.1 Nidd Valley Junior Runners, the junior section of the Club, shall be managed by a committee of members and parents of junior members as a sub-committee of the Management Committee.
- 5.2 Members of the Junior Committee shall be appointed by the Management Committee and the Junior Committee may co-opt a voting member of the Club or the parent or carer of a paid up junior member with the approval of the Management Committee, such approval not to be unreasonably withheld.
- 5.3 The Junior Committee shall elect a Chair, Treasurer, at least one Deputy Treasurer, Membership Secretary, Junior Club Welfare Officer and such other officers necessary for the safe and efficient running of the Junior Club.
- 5.4 A minimum of two members of the Junior Committee must be voting members of the Club, one of which will be the Junior Officer of the Management Committee.
- 5.5 The Junior Committee shall meet not less than three times a year and the Junior Officer shall be invited to attend all its meetings.
- 5.6 The Junior Committee, as a sub-committee, and its officers should conduct their affairs in accordance with the rules set out in Section 4 above so far as is appropriate and applicable.
- 5.7 The Junior Committee should fix a rate of subscription for junior members such as to cover the normal running costs of the Junior Club.
- 5.8 The Junior Committee shall ensure that the Junior Club is run in accordance with the Clubmark Duty of Care and Safeguarding and Protection of Club Members policy and that all concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately. The Junior Club Welfare Officer shall be the lead contact for all members in the event of any child protection concerns.

## **6 GENERAL MEETINGS**

### **Annual General Meeting**

- 6.1 The Club financial year shall run from 1 January to 31 December and the Annual General Meeting shall be held as soon as practicable after the end of the Club year for the purposes of:
- a) Receiving Chair's review of the year.
  - b) Receiving the accounts and Treasurer's report for the year just ended.
  - c) Receiving the report of the Junior Committee and the Junior Treasurer's report.
  - d) Electing Officers for the ensuing year.
  - e) Considering any proposed amendments to the Club Constitution.
  - f) Deciding on any resolution submitted to the meeting as provided by these Rules
  - g) Conducting any other business relevant to a general meeting of the Club
- 6.2 Not less than 28 days notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.
- 6.3 Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least 14 days before the date of the meeting.

### **Extraordinary General Meetings**

- 6.4 The Committee may at any time, upon 14 days notice call an Extraordinary General Meeting of the Club for any special business, the nature of which shall be stated in the notice convening the meeting and the discussion at such a meeting shall be confined to the business stated in that notice.
- 6.5 The Committee shall similarly call an Extraordinary General Meeting within 28 days of receiving a written request addressed to the Secretary signed by at least ten per cent of the members entitled to vote at the time. The discussion at such meeting shall be confined to the business stated in the notice and specified in the written request.

### **Rules applying to all General Meetings**

- 6.6 All members, of whatever category including junior members and their parents or carers, should be given notice of a general meeting and shall be entitled to attend. Notice of any general meeting may be given by email but should be given by post where the Secretary has no email address for a member. The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at the meeting.
- 6.7 Twenty per cent of the members entitled to vote at the time shall form a quorum at any General Meeting of the Club. Voting shall be by a show of hands. In the case of equality of votes the Chairman shall have a second and casting vote.
- 6.8 If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.
- 6.9 All members who have paid a subscription for the current year at the appropriate rate and honorary members shall be entitled to vote at a General Meeting. A parent or carer of a junior member shall be entitled to vote on matters relating to the Junior Club but not on any other matter.

## **7 AMENDMENTS TO THE CONSTITUTION**

- 7.1 No constitution rule may be altered, added to or deleted except at an Annual General Meeting, or at an Extraordinary General Meeting called for that purpose, and then only by a two-thirds majority of those present and voting.

## **8 DISSOLUTION OF THE CLUB**

- 8.1 The Committee, by a two-thirds majority at a quorum meeting, may decide to dissolve the Club. They must call an Extraordinary General Meeting giving, in this instance only, 28 days notice to all Members. If this motion is passed by a two-thirds majority, the Club will then be dissolved.
- 8.2 Similarly, such an Extraordinary General Meeting may be called following the procedure at 6.5 above.
- 8.3 The rules contained in 6.6, 6.7 and 6.8 above shall apply to such a meeting.
- 8.4 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be paid to or distributed to another amateur athletics club or to a charitable organisation to be determined by the Members of the Club by resolution passed at the Extraordinary General Meeting at which it is decided that the Club should be dissolved.

## **9 ADOPTION**

- 9.1 This Constitution was adopted at a General Meeting held on 27 February 2020

### **SIGNED:**



**Christine Jones**

**CHAIR**



**Christina Taylor**

**SECRETARY**