

# Chippenham Harriers Constitution

## March 2019



1. The name of Club is 'Chippenham Harriers'.
2. The headquarters of the Club is Chippenham Sports and Social Club, Bristol Road, Chippenham.
3. The object of the Club is to provide opportunities for running, both on and off road, and to promote and encourage running as a sport in Chippenham and the surrounding area.
4. The Club vest colours, as register with UKA are white, with a blue horizontal band bearing the Club name 'Chippenham Harriers'. The Youth vest is blue with the white Youth logo. The Club vest must be worn during all registered events if running as a Chippenham Harriers Club member. Club Championship points will only be awarded to members wearing a Club vest. Club championships points are applicable to the senior club only.
5. The management of the Club is vested in a Committee consisting of a Chairperson, Secretary, Treasurer and other members (maximum 12) as elected at the Annual General Meeting (AGM).

The Committee has the power to fill any vacancy, or vote off any member(s), which may arise during the Membership year. A quorum, which will consist of a minimum of four Committee members, shall include the Chairperson and Treasurer. Elected members of the Committee shall hold office until the next Annual General Meeting when they shall retire, but shall be eligible for re-election from year to year.

There is a separate Youth sub-committee headed by the Youth Club Coordinator responsible for the running and organisation of the Youth Section.

The Triathlon "subsidiary club" shall operate autonomously from Chippenham Harriers holding their own AGM, electing their own officials and maintain their own accounts. As Chippenham Triathlon Club is a "subsidiary club" of Chippenham Harriers all meeting minutes and accounts must be maintained and be available for inspection on request to the chairperson / secretary / treasurer.

6. Membership of the Club is confined to amateurs as defined by UK Athletics.

### **Classes of Membership:-**

Full Membership: minimum 17 years of age.

Couple Membership: minimum 17 years of age.

Affiliate Membership: minimum of 17 years of age.

Youth Membership: minimum 8 years of age.

No person will be denied membership on grounds of sex, ability, ethnicity, nationality or creed.

An amateur is defined here as one who has never competed for a money prize or monetary consideration in any athletic sport or game or been in any way interested in a staked bet or wager made in connection with an athletic competition in which he/ she was an entrant or competitor; who has never engaged in, assisted in, or taught any athletic exercise for pecuniary consideration, or in any way exploited his/her athletic ability for profit.

Couple membership, is available to co-habiting couples in an intimate relationship (this does not include house/ flat mates or child/parent relationships). Affiliate membership is available to non-runners or retired runners who still wish to be associated with the Club. Affiliate Members will not be registered with governing bodies and cannot enter events as a registered athlete with Chippenham Harriers or any other Club.

A candidate for membership must apply in writing on a form provided for the purpose, and be accepted by the Committee for membership. The annual membership subscription must be paid before formal membership to the Club comes into force.

The membership year runs from 1<sup>st</sup> April to 31<sup>st</sup> March and is aligned with Chippenham Sports Club membership year. Membership fees are due by 1<sup>st</sup> May

During the first 3 months of the membership year, between 1<sup>st</sup> April and 30<sup>th</sup> June, the full membership fee applies to all persons joining or renewing their membership. When Chippenham Sports Club reduces its membership fees on 1<sup>st</sup> July and 1<sup>st</sup> October, the respective pro rata reductions come into force for members joining after those dates. Membership fees are subject to future amendment.

If the SSC fees change (either up or down) by £5 or less per member the committee have the power to amend the membership fees by an amount not exceeding the amount of change in the SSC fees without the need to call an EGM.

7. A member intending to withdraw from the Club shall give notice in writing to the Secretary, and his/her membership will be terminated on the date of that notice, unless he/she is financially indebted to the Club, in which case the Committee may withhold acceptance of the registration until such time as the liability is discharged. A member failing to pay his/her full membership subscription by 1<sup>st</sup> May will be deemed to have resigned from the Club.
8. The annual subscription of the Club shall be agreed by the outgoing Committee, and become effective from 1<sup>st</sup> April of the following Membership year. Details of the following year's subscription shall be published with the Calling Notice/ Agenda for the Annual General Meeting.

The Youth Sub-Committee is responsible for setting the Annual Subscription for the Youth Section and will ensure the fees set do not preclude open membership of the Club. In addition, Youth members additionally pay a weekly subscription the amount again determined by the Youth Sub-Committee. The Annual Subscription to Chippenham Harriers and the Youth Section includes membership of the Chippenham Sports and Social Club.

9. The Committee will have the power to terminate the membership of any Club member considered to have brought disrepute to the Club, and/or prove to be a disruptive element to the Club and its members. Youth members receive the Club Rules and sign the Code of Conduct on joining. The Youth Committee has the power to suspend and terminate the membership of a Youth member who breaks the Code of Conduct.
10. The name and address of any person from the main Club so expelled shall be sent to the Hon. Secretary of the South of England Athletics Association, who shall enter his/her name in a book (so called the Black Book) kept for the purpose. Every person whose name has been entered in the Black Book shall

be suspended from competing at any meeting held under UK Athletics laws until the liability causing his/her said expulsion, which shall not exceed one year's subscription, shall have been discharged.

11. The Annual General Meeting (AGM) shall be held during the month of March in every year to receive the Committee's reports and financial statement, elect officers to the Committee and deal with any other matter(s) specified in the Agenda. The Secretary must give every member 21 days' notice of the AGM, together with details of the proposed Agenda. Any member wishing to have business raised at the AGM must provide such details to the Secretary in writing at least 14 days prior to the meeting.

The Youth Club Coordinator will give a report on developments within the Youth Section, advise on Youth items for the AGM agenda and present the audited Youth accounts which will be circulated at the AGM. Youth members will not have the right to hold office on the Committee, nor be eligible to vote at the AGM. Parents or guardians however are welcome to attend the meeting and are welcome to submit queries or concerns in writing in the same way as for full members.

The chairperson or "committee member" of the Triathlon "subsidiary" club will give a report on developments within the Triathlon Section, advise on Triathlon items for the AGM agenda and present the audited Triathlon accounts which will be circulated at the AGM.

12. An Extraordinary General Meeting (EGM) must be called by the Secretary within 14 days of the receipt by him/her of a requisition in writing signed by ten members of the Club, stating the business to be brought before such a meeting.
13. No alteration or addition may be made to the Club Constitution unless agreed by the membership at an Annual General Meeting or an Extraordinary General Meeting called for that specific purpose. Notice of any proposed amendment must be given in writing as provided in Rules 11 and 12 above.
14. Any Club expenditure shall be agreed by a minimum of a quorum. All bank accounts relating to the Club finances shall be held in the name of "Chippenham Harriers", and require 2 (two) signatories on all cheques, both signatories shall be approved by the Committee.

The Youth Account is administered by the Treasurer and Youth Club Coordinator. Two signatories are required on all cheques, and both signatories will be approved by the Youth Committee.

15. The main Committee shall meet at least each quarter to manage the affairs of the Club. Minutes shall be taken to record all proceedings of the Committee, and these shall be open for inspection by any member of the Club applying to the Secretary so to do. The Youth Sub-Committee will meet regularly throughout the year, and a copy of the minutes sent to the Chairperson and Secretary of the main Committee.
16. The Committee may appoint from amongst the Club membership such a Sub-Committee as they deem necessary or expedient for the purpose of organising races, social events, etc. and in doing so depute to the Sub-Committee such powers as the Committee determines. Such a Sub-Committee shall periodically report their proceedings to the Committee, and, where directed to do so by the Committee, provide a financial statement of all income/expenditure associated with that event.
17. The use of all profits from races run by the Chippenham Harriers must be agreed with the main committee in advance. All races run by Chippenham

Harriers, or organised in association with it, must put as a minimum 10% of the profits into the Club Development Account. This money will be used to aid the development of the Club through activities such as coaching or development of athletes through supporting competitive events, or other activities as deemed appropriate by the Committee. All such expenditure must be clearly identified in the Club accounts present to the AGM. The Committee at its discretion may waive the requirement to pay profits into the Development Account if deemed in the interest of the Club and its membership.

18. Neither the Club nor the Committee shall be liable for injuries incurred by Club members running in official Club runs or events or in the members own time. Under the Club's insurance it is a condition that all incidents associated with a Club running activity resulting in an accident or 'near miss' must be reported to the Committee. The Youth Sub-Committee will maintain a First Aid Log/Accident Book.
19. In the interest of safety to the membership and the public, during official Club events when there is limited visibility, e.g. during the autumn/winter period, reflective vests/bibs must be worn by all runners. Additionally, it is the responsibility of the member to ensure that when participating in any Club associated running activity, the member should carry with them details of any medical condition/information they consider would be beneficial to them in the event that they would require medical attention should an incident/accident occur.
20. Each year the Club will apply for a number of guaranteed London Marathon places. These guaranteed places shall be awarded to selected Club members chosen by the Committee. Club members wishing to be considered for a London Marathon place will be required to apply in writing to the Committee by the due advertised date, complete with the applicant's London Marathon 'Proof of Rejection' letter. Consideration for a place is conditional on the applicant being a fully paid up member since the start of the membership year. Other factors that the Committee will consider in awarding a London Marathon place are:
  - a. The member's contribution/participation in the organising of Club events, be that in the context of races and/or social activities.
  - b. The number of Club Championship races entered prior to December.
  - c. Previous allocation on a London Marathon Club place.
21. If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members present, a Special General Meeting shall be convened within 1 (one) month. If at that Special General Meeting over half of the total membership is present, and the resolution to dissolve the Club is agreed by a two thirds majority, the Committee shall thereupon, at a date specified in such a resolution, proceed to realise the property of the Club, and after discharging all liabilities, shall donate the net assets to an approved sporting or charitable purpose, and upon completion of such the Club shall be dissolved.
22. With regard to first claim status all members are expected to abide by UK Athletics RULES FOR COMPETITION.
23. From time to time the club may use social media outlets (e.g. Chippenham Harriers website, Facebook, Twitter etc) to advertise fundraising efforts and in these cases such advertising will be targeted in a way that benefits the club as a whole. Use of the Chippenham Harriers name or logo by individual members is not permitted without prior approval of the committee.