



Constitution of

Chippenham Harriers Running Club

1. Interpretation

1.1 Unless the context requires otherwise, the following terms in these Rules shall have the following meaning respectively:

AGM	has the meaning given in rule 12.1;
Committee	means the management committee of the Club from time to time;
Chair	means the person from time to time appointed as chair of the Club in accordance with these Rules;
Club	means the club intended to be regulated by these Rules;
EGM	has the meaning given in rule 12.2;
England Athletics	means England Athletics Limited (company number: 05583713) (or its successor body);
General Meeting	Means a general meeting of the Members (being either an AGM or an EGM);
Member	means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10);
Objects	has the meaning given in rule 3;
Committee Members	means the members of the Committee;
Secretary	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
Treasurer	means the person from time to time appointed as treasurer of the Club in accordance with these Rules;
UKA	means UK Athletics Limited (company number 03686940) (or its successor body);
Writing and written	includes email.

2. **Name and Office**

- 2.1 The Club shall be called **Chippenham Harriers Running Club**
- 2.2 The headquarters of the Club shall be situated at Chippenham Sports Club, Bristol Road, Chippenham, Wiltshire, England.

3. **Objects**

The objects of the Club is to provide opportunities for running and related activity, both on and off-road, and to promote and encourage running as a sport in Chippenham and the surrounding areas.

4. **Ethos**

- 4.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club 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.’

- 4.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their running, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity or social/economic status.
- 4.3 The Club is committed to everyone having the right to enjoy running in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's grievance and disciplinary procedures.

5. **Exercise of Powers**

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

- 5.1 to carry on a running club;
- 5.2 to provide running and related coaching, training, activities and events;

- 5.3 to participate in and organise leagues, competitions, time trials and races and related activities;
- 5.4 to provide information, advice, coaching, and guidance in running and other related activities;
- 5.5 to publish or distribute information including by means of reports, leaflets, films, videos, websites and any other media;
- 5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;
- 5.7 to accept or disclaim gifts of money or any other property;
- 5.8 to raise funds and to invite and receive contributions;
- 5.9 to insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers;
- 5.10 to set aside income for special purposes or as a reserve against future expenditure as determined by the Committee; and
- 5.11 to do all such other lawful things as may further or are conducive to the Objects or any of them.

6. Club Finances and Property

- 6.1 A bank account shall be opened and maintained in the name of the Club (**Chippenham Harriers**).
- 6.2 No sum shall be expended from the Club Accounts except by cheque signed by two of the designated signatories, approved by the Committee or by electronic transfer approved by at least one of the designated signatories.
- 6.3 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.
- 6.4 Any anticipated club expenditure (e.g. subscription fees or facility rental) below £300 will be managed by the Treasurer, with an auditable record of expenditure

available at all times. Unanticipated club expenditure, or expenses greater than £300 shall be agreed by a minimum of a quorum.

- 6.5 Expenses will not be paid unless an auditable receipt/invoice is provided to the Treasurer, verbal requests or media messages asking for reimbursement will not be accepted
- 6.6 The use of all profits from races run by the Chippenham Harriers must be agreed with the main committee in advance.
- 6.7 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.
- 6.8 All such expenditure must be clearly identified in the Club accounts presented 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.
- 6.9 The Club's financial year shall end on 31st March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

7. **Affiliation**

- 7.1 Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

8. **Club Membership**

- 8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.
- 8.2 Membership of the Club is confined to amateurs as defined as a person eligible to compete under the Rules of UK Athletics.
- 8.3 [Classes of Membership:](#)
 - 8.3.1 Full Membership: minimum 17 years of age.
 - 8.3.2 Couple Membership: minimum 17 years of age.
 - 8.3.3 Affiliate Membership: minimum of 17 years of age.
 - 8.3.4 Youth Membership: minimum 8 years of age.

8.4 Couple membership, is available to co-habiting couples in a relationship (this does not include house/ flat mates or child/parent relationships).

8.5 Affiliate membership is available to non-runners or retired runners who still wish to be associated with the. Affiliate Members will not be registered with governing bodies and cannot enter events as a registered athlete with Chippenham Harriers or any other Club

9. **Admission to Membership**

9.1 Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Membership Secretary.

9.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club.

9.3 No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religious beliefs, political or other beliefs, pregnancy (save that the club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity. A person may appeal against any denial of membership in accordance with rule 28 below.

9.4 The membership year runs from 1st April to 31st March and is aligned with Chippenham Sports Club membership year. Membership fees are due by 1st May. The annual membership subscription must be paid before formal membership to the Club comes into force.

9.5 During the first 6 months of the membership year, between 1st April and 30th October, the full membership fee applies to all persons joining or renewing their membership. When Chippenham Sports Club reduces its membership fees on 1st October, the respective pro rata reductions come into force for members joining after those dates. From 1st October a late joiner's fee applies as agreed by the committee. Membership fees are subject to future amendment.

9.6 If the Chippenham Sports Club 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 Chippenham Sports Club fees without the need to call an EGM.

9.7 The annual subscription of the Club shall be agreed by the outgoing Committee, and become effective from 1st 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 Committee shall use its best endeavours to ensure that any such fees of subscriptions do not preclude open membership of the Club.

9.8 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. The Annual Subscription to Chippenham Harriers and the Youth Section includes membership of the Chippenham Sports Club.

9.9 Membership is not transferable to anyone else.

10. **Conditions of Membership**

10.1 These Rules, including any bye laws and policies made under rule 27 below, shall form a binding agreement between each Member and Members shall comply with these Rules, bye laws, and policies.

10.2 The Members shall pay any admission fees and annual subscriptions set by the Committee under rule 9 above.

10.3 Members shall abide by the England Athletics Code of Conduct and shall, at all times, conduct themselves so as to uphold the dignity and reputation of the club.

10.4 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..

10.5 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

11. **Cessation of Membership**

11.1 Membership of the Club shall terminate if:

11.1.1 the Member dies;

11.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committees discretion;

11.1.3 the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.

11.1.4 the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;

- 11.1.5 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.
- 11.1.6 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.
- 11.2 The Committee may exclude the Member from the Club's activities until the meeting has considered this matter (save that he or she shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove him or her from membership in accordance with rule 28 below.
- 11.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 11.4 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

12. **General Meetings**

- 12.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:
 - 12.1.1 a report of the activities of the Club over the previous year;
 - 12.1.2 a report of the Club's finances over the previous year;
 - 12.1.3 a report on developments within the Youth Section;
 - 12.1.4 the election and retirement of Officers; and
 - 12.1.5 any other business.
- 12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).
- 12.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in writing, signed by ten members of the Club. Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- 12.4 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 13 below.

- 12.5 Youth members will not be eligible to vote at the AGM or EGM; however Parents or guardians are welcome to attend the meeting and submit queries or concerns in writing in the same way as for full members.

13. Notice of General Meetings

- 13.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting.
- 13.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.
- 13.3 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting
- 13.4 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.

14. Proceedings at General Meetings

- 14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be a minimum of 10 members.
- 14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned with a future date and time to be confirmed by the Committee.
- 14.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Members present shall constitute a quorum.
- 14.4 The Chair, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of a tied vote the chair of the meeting shall have a casting vote.
- 14.5 The Secretary, or in his or her absence any other Officer, shall take a minute of the meeting.
- 14.6 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

15. **Powers of the Committee**

- 15.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- 15.2 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.3 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.
- 15.4 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

16. **The Committee**

- 16.1 The Committee shall consist of minimum of three Officers, including the following Officers:
 - 16.1.1 Club Chair;
 - 16.1.2 Club Treasurer;
 - 16.1.3 Club Secretary;
 - 16.1.4 Officers to deal with, respectively, Membership, Welfare, Health and Safety, Youth, Coaching, Social and Communication issues;
 - 16.1.5 any other Officers elected at a General Meeting

The maximum membership of the Committee at any time will be 12.

- 16.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:
 - 16.2.1 by the Committee; or
 - 16.2.2 by a proposer and seconder, both of whom must be existing Members.
- 16.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.
- 16.4 The Committee has the power to fill any vacancy, or vote off any member(s), which may arise during the Membership year.

16.5 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.

16.6 At least three members of the clubs committee should be unrelated or not co-habiting.

17. **Calling a Committee Meeting**

17.1 The Committee shall meet at least each quarter to manage the affairs of the Club.

17.2 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.

17.3 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.

17.4 A meeting of the Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.

18. **Proceedings of a Committee Meeting**

18.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.

18.2 Meetings of the Committee shall be chaired by the Chair or in their absence there nominee from amongst the Officers the Committee. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.

18.3 A quorum, which will consist of a minimum of four Committee members, and shall include the Chairperson, Secretary and/or Treasurer.

18.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.

18.5 Where decisions are made relating to club revenue (both income and expenditure) in the absence of the Treasurer, these decisions will be agreed with the Treasurer after the meeting, before being considered ratified.

18.6 Decisions of the Committee of meetings shall be record in Committee Meeting minutes.

18.7 A resolution agreed via correspondence by a majority of the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held.

19. **Conflicts of Interest**

- 19.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.
- 19.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 19.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

20. **Disqualification from Office**

- 20.1 A person shall cease to hold office as an Officer if:

- 20.1.1 he or she is disqualified from holding office as a company director;
- 20.1.2 he or she is subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
- 20.1.3 the Committee reasonably believes that he or she has become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;
- 20.1.4 he or she resigns from his or her office by notice to the Club (but only if at least the minimum number specified in rule 16 above will remain in office when the notice of resignation is to take effect);
- 20.1.5 he or she is absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that his or her office be vacated;
- 20.1.6 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
- 20.1.7 he or she makes a composition with his or her creditors generally in satisfaction of his or her debts;
- 20.1.8 he or she is removed from office by the Committee on the grounds that he is in material or persistent breach of the Club's code of conduct as amended from time to time. A decision to remove an Officer from office under this rule may only be passed if:
- 20.1.8.1 the Officer has been given at least twenty one clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and

20.1.8.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or

20.1.9 he or she ceases to be a Member for any reason whatsoever.

20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

21. **Club Representation and Teams**

21.1 The Club vest colours, as registered with UKA are white and blue bearing the Club name 'Chippenham Harriers'. The Club vest must be worn during all registered events if running as a Chippenham Harriers Club member.

21.2 Club Championship points will only be awarded to members wearing a Club vest. Club championships points are applicable to the senior club only

21.3 With regard to first claim status all members are expected to abide by UK Athletics RULES FOR COMPETITION.

21.4 The Committee shall appoint one or more Members to be responsible for each of the Club's various teams. The appointed Members shall be responsible for managing the affairs of the team. The appointed Members shall report to the Committee at its request.

21.5 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.

21.6 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.

21.7 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:

21.7.1 The member's contribution/participation in the organising of Club events, be that in the context of races and/or social activities.

21.7.2 The number of Club Championship races entered prior to December.

21.7.3 Previous allocation on a London Marathon Club place.

22. **Minutes**

Minutes shall be taken for the following purposes

22.1 of all appointments of Officers made by the Members or the Committee;

- 22.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 22.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

23. Communications by the Club

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 23.1 in hard copy form;
- 23.2 in electronic form; or
- 23.3 by making it available on a website or internet forum.
- 23.4 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.
- 23.5 Use of the Chippenham Harriers name or logo by individual members is not permitted without prior approval of the Committee. Administrative rights for such channels will be held by the Committee or by individuals appointed by said Committee

24. Guests

- 24.1 Members shall be entitled to bring one or more guests to any activity of the Club with the express consent of a Committee Member or the Coach/Leader responsible for the session.
- 24.2 The Member in question shall be responsible for the acts and omissions of his or her guests and shall be liable to the Club for any loss or damage of any kind whatsoever suffered or incurred by the Club as a direct or indirect result of the acts or omissions of any of his or her guests.
- 24.3 Guests shall be legally bound by these Rules as if they were a Member save that guests shall have none of the rights of membership.
- 24.4 A guest may attend a maximum of three sessions after which they will be required to become a member of the Club to continue to participate in Club activities.

25. Personal Risk

- 25.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

- 25.2 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 in accordance with the Club Health and Safety Policy. The Youth Sub-Committee will maintain an Accident Book.
- 25.3 Subject to rule 25.44 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 25.4 Nothing in these Rules shall limit or exclude liability:
- 25.4.1 for death or personal injury caused by negligence;
 - 25.4.2 for any loss or damage caused by criminal or fraudulent conduct; or
 - 25.4.3 for any other liability which cannot lawfully be limited or excluded;
- 25.5 In the interest of personal safety and the 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.
- 25.6 Additionally, it is the personal 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 conditions and emergency contact details for use should an incident/accident occur.

26. **Indemnity**

- 26.1 Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

27. **Bye Laws and Policies**

- 27.1 The Committee may from time to time make such bye laws and policies as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws and policies regulate:
- 27.1.1 the establishment of different categories of membership of the Club;
 - 27.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;

- 27.1.3 the creation of regulations, policies, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;
- 27.1.4 the adoption or alteration of such other regulations or policies as the Committee thinks fit;
- 27.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;
- 27.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;
- 27.1.7 any licensable or other regulated activities of the Club.
- 27.1.8 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;
- 27.1.9 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;
- 27.1.10 any procedures to assist the resolution of disputes within the Club;
- 27.1.11 generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws and policies shall prejudice the Club's affiliation to England Athletics.

- 27.2 The Club in General Meeting shall have power to alter, add to or repeal the bye laws and policies and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws and policies.

28. Complaints and Disputes

- 28.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 28.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its grievance and disciplinary policy (see section 4.5) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced,

the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule **Error! Reference source not found.** below, a decision of the disciplinary panel shall be final and conclusive.

- 28.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 28.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.
- 28.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

29. **Alteration of the Rules**

- 29.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of the Members present.

30. **Dissolution**

- 30.1 If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members present, a Extraordinary General Meeting shall be convened within 1 (one) month.
- 30.2 If at that Extraordinary 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.

31. **Declaration**

The Club duly adopted these Rules as its governing document on **23 March 2023.**