

Club Constitution

RUNNING COLCHESTER RUNNING CLUB

The club will be called Running Colchester running club and will be affiliated to the England Athletics.

2. Aims and objectives

The aims and objectives of the club will be:

- To inspire every adult and accompanied minors** to jog and run for fun, fitness, and health in a supported environment towards their own fitness goals.
- To give runners of all abilities the chance to participate in amateur athletics at all levels.
- To target and support the complete beginner of any ability in the local area.
- To offer coaching and competitive opportunities in running and related sports / events.
- To promote the club within the local community.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

** Parent or guardian to under 18

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.

- 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.

4. Membership To ensure all present and future members receive fair and equal treatment. Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice and conduct that the club has adopted. Members will be enrolled in one of the following categories:

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- Affiliated member.
- Non-affiliated member.

5. Membership fees Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid: annually by subscription. For the year 2022 - 2023 there will be no membership fees payable. However, a voluntary contribution can be submitted to support the running of the

club. Affiliation for the club with EA is £150 and £16 individual. After this time, the membership fees will be reviewed by the committee.

6. Officers of the club - The officers of the club will be:

- Chair.
- Secretary.
- Treasurer.
- Membership Secretary
- Welfare Officer x2
- DBS Verifier x 2
- Health and Safety Officer

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

7. Committee and Management The club will be managed through the Management Committee consisting of:

- Chair. Lucy West
 - Secretary. Tammy Aristodimou
 - Treasurer. Susan Henry
 - Membership. Secretary Paul Cross
 - Welfare Officer. Val Haynes and Jennifer Kaye
 - DBS Verifier. Tammy Aristodimou and Paul Cross
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- Other nominated committee members will also have a vote in decision making.
 - The Management Committee meetings will be convened by the Secretary of the club and held no less than twice per year.
 - The quorum required for business to be agreed at Management Committee meetings will be: 5 and must include the Chair or Secretary.
 - The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
 - The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business, as well as co-opting additional members
 - The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

8. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on: April an audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

- **Change of bank details.**

Dave Wignall has confirmed he will be stepping down after many years he has enjoyed his time but will be moving away from Colchester he has retired from his position as Chairperson and Lucy West will now take over this role – As Dave is a Signee of the Metro Business Bank Account all necessary procedures will need to be followed to remove his signature and name this will now be LUCY WEST CHAIRPERSON and second signatory SUSAN HENRY TREASURER. This will be added to the constitution to confirm the change.

9. Annual General Meetings Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts. However, the statement of accounts will only be provided if membership fees are in place. Nominations for officers of the Management Committee will be sent to the Secretary, or officer nominated by the Secretary, prior to the AGM. Either the nomination or the second nomination must come from a member who is not on the committee. Nominations must be seconded.

Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of the membership. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. Complaints procedures in the first instance complaints should be directed to a committee member or the clubs Welfare Officer. They will make an assessment within 7 days of discussing your complaint and agree an action plan. It is hoped that a resolution is found at this time.

Should any party remain dissatisfied, a letter of complaint is to be forwarded to the club secretary. The matter will be discussed at the next Management Committee meeting, or within 28 days (an EGM is to be called if necessary). The committee may want a formal meeting with the complainant to fully understand the gravity of the complaint. If the complaint is received by the committee within 7 days of the next meeting, they may elect a quorum to deal with the complaint. An action plan will be agreed by the committee/quorum to resolve the complaint and set time scales. The complainant will be updated within 7 days of the action plan being set. Every effort will be made to resolve the complaint as soon as possible, however the decision of the committee is final with no further appeal allowed within the rules of the club. Complaints about club members may lead to the Disciplinary procedure being invoked. The Complaints and Disciplinary procedure will only apply to internal matters within the Running Colchester Running Club: if the nature of the problem is outside the scope of the committee and is of a private nature then the Committee would not expect to deal with it.

11. Discipline procedure

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns. a) In the event of a complaint against a member, said member will be invited by letter to discuss the complaint with a quorum of the committee. At this stage a verbal warning may be given if necessary and will be recorded. The member may bring one friend to support them. b) If a)

has not resolved the issue, invite said member by letter to a second meeting. If not resolved a written warning will be given. c) If a) or b) have not resolved the issue, invite the member by recorded delivery to a final meeting for a last attempt at resolution. A second written warning may be given.

d) If a), b) and c) should not resolve the matter then the Committee shall have the power to expel the member. The Committee will provide one week's notice in writing, sent to the member's last known address by recorded delivery. The letter will inform the member of the action of the Committee. Reasons for expulsion can include the following examples or other club rule breaches deemed appropriate by the committee: - Bring the club to disrepute (e.g. inappropriate behaviour whilst representing the club) Intimidation or Harassment of a member (e.g. bullying or unwanted sexual advances) Breach of Health and Safety (e.g. failure to follow reasonable instructions)

12. Club Colours Club

Colours will be purple and white detail, bearing the official Running Colchester logo. Any change of club kit and insignia will be discussed at a committee meeting.

In appropriate circumstances, county, area, or national colours can be worn. E.g. the runner is representing that particular body.

11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

11. Amendments to the constitution the constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration Running Colchester Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Name: Lucy West Date: 19/11/2022 Position: Club Chair

Signed: Name: Tammy Aristodimou Date: 19/11/2022 Position: Club Secretary

Signed Name: Susan Henry Date Position: Treasurer

I Dave Wignall confirm I have relinquished my role as Club Chairperson and confirm my signature and name can be removed from all documents including the bank account with Metro Bank High Street Colchester.

Signed Name Dave Wignall Date

