

# Club Constitution of Liswerry Runners

## 1. Title

The club shall be known as Liswerry Runners (hereinafter to be referred to as "the Club").

## 2. Objectives

The objectives of the Club shall be:

- a) To encourage the practice, promotion, development and participation of amateur athletics in Newport and the wider community.
- b) To provide training and coaching for members.
- c) To organise open, club, and club handicap running races.
- d) To organise teams to represent the Club in championships and leagues and in such other competitions as the Management Committee shall decide.
- e) The Club shall cater for the following athletics disciplines: Road Running, Cross-Country Running, Trail and Fell Running and Ultra Distance Running.
- f) The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Management Committee consider appropriate in order to carry out the objectives of the Club.

## 3. Membership

- a) Membership of the Club shall be open to persons aged 4 and over who are amateurs as defined by UK athletics governing bodies at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) Members between the ages of 4 and 14 inclusive shall be Junior Members. The Club shall organise training, races and events specifically for Juniors.
- c) Members aged 15 years and over shall be Senior Members.
- d) Each membership application must be made in writing to the Membership Secretary using the Liswerry Runners Membership Form which is available either to download from the Club's website, or to collect at a Wednesday night training session.
- e) Each candidate for membership transferring from another club requires approval of a majority of the Management Committee.
- f) The appropriate subscription must accompany the application for membership.
- g) Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.
- h) Any member wishing to resign from the Club must do so in writing or by email to the Secretary.
- i) The Management Committee shall have the power to suspend or exclude any member for contravention of this constitution, documented rules or the published UKA Codes of Conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures ("Liswerry Runners Disciplinary Procedures dated 19th August 2015").

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#### **4. Subscriptions**

- a) Annual subscriptions for Senior Members shall become due for payment on **1st April each year**, with the amounts being determined by the AGM.
- b) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) Senior Members under 18 (subject to 3a) or those in full-time education shall pay half rate subscriptions.
- d) New members joining after the 1st January shall be deemed to have paid their subscription for the following year.
- e) Any member failing to make payment by 30th April shall cease to be entitled to the rights and privileges of membership, provided that notice has been sent at least twice to the member's last known address or email address informing him/her of the proposed action.
- f) The subscription for Junior Members, and payment terms (weekly, monthly, annual) shall be determined by the AGM.

#### **5. Management**

- a) The management of the Club shall be vested in a Management Committee that shall consist of the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, male Welfare Officer, female Welfare Officer and a representative of the Junior sub Committee who shall be core members of the Management Committee. Additionally, two general members shall be elected to serve on the Committee. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.
- b) Six elected Management Committee members are required for a quorum, of which two must be core members, for a Committee meeting to take place providing the Chair or Secretary is also present.
- c) The Management Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Management Committee vote.
- d) The Management Committee shall establish a Junior sub Committee.
- e) The Management Committee shall also have the power to establish any other sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.
- f) The Management Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- g) The Management Committee will have due regard to the laws on discrimination and welfare.
- h) The Management Committee will meet a minimum of six times per year, normally bi-monthly, at dates published in advance. Meetings may be held more often at the discretion of the Chair or Vice Chair.

#### **6. Annual General Meeting (AGM)**

- a) The AGM shall be held in the month of October or November as dictated by the practical circumstances applicable at that time.

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- b) All members of the Management Committee are required to resign their posts and to seek re-election (if they wish) annually. Club members shall be invited to submit their nominations to become Management Committee members from 1st September (maximum) to 2 weeks (minimum) before the AGM. If no nominations are submitted by this time then nominations shall be permitted at the AGM. Candidates should be encouraged to make their case to the members.
- c) At the AGM the meeting will:
  - I. Receive the annual report of the Secretary.
  - II. Receive the financial statements and the Treasurer's report.
  - III. Elect the officers and general members of the Management Committee from the nominated candidates for the ensuing year.
  - IV. Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change(s) to the constitution must be received by the Secretary at least 21 days before the meeting in order that all members shall have sufficient notice of the proposal.
  - V. Transact any other notified business.
- d) At least 1 month's notice shall be given to members of the date, venue and agenda items for the AGM.
- e) All Senior and Life Members of the Club shall have one vote. The vote may be exercised in person at the meeting or by email or in writing to arrive with the Secretary no later than 7 days before the AGM. In the case of an equality of votes, the Chair will have a second, casting vote. Voting shall be by a show of hands except where the Chair decides voting shall be by ballot.

#### **7. Extra-ordinary General Meeting (EGM)**

- a) An EGM may be called by the Committee to discuss changes to the constitution and rules or any other Club business too urgent to wait for the AGM.
- b) An EGM must be called if 25% of Senior Members so petition the Secretary in writing.
- c) One month's notice of an EGM must be given to the all Senior Members and Life Members by email or in writing together with the motion(s) to be discussed. No other business shall be conducted.
- d) Procedures for voting shall be as used for the AGM.

#### **8. Finance**

- a) The financial year of the Club shall end on 30th August.
- b) All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, any two of Treasurer, the Chair, Vice Chair and Secretary.
- c) Expenditure above agreed budget levels may only be authorised at a Management Committee meeting.
- d) The Management Committee may not take out a loan or overdraft or go into debt without prior approval at a General Meeting.

#### **9. Property and Funds**

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- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the Club.
- b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, and subsidised entry to competitions and events.
- c) The Club may also in connection with the sports purposes of the Club:
  - I. Sell and supply food, drink and related sports clothing and equipment.
  - II. Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the need for the person concerned to be present.
  - III. Pay for reasonable hospitality for visiting guests.
- d) The Club will indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

#### **10. London Marathon (and other similar events)**

The Club may receive tickets or entries to events from time to time. A draw will be held to determine who shall receive the tickets or entries. Participants in the draw will need to satisfy the following conditions:

- a. They will need to have been a fully paid-up member of the Club for 12 months prior to the date of the draw.
- b. They have not been in arrears in that time.
- c. Ticket draws will be restricted to full and life members.
- d. In the case of the London Marathon Draw, these additional conditions will apply:
  - i. They will need to provide suitable proof that they applied for entry and were rejected.
  - ii. They will need to show that they are an active member of the Club by completing five open races (excluding parkruns) in the 12 months prior to the draw.
  - iii. Any member whose name was drawn the previous year will not be included in the draw.
  - iv. In the event that they are injured or otherwise unable to participate in the London Marathon they will inform the Club Secretary such that another Senior or Life member from the reserve list may use the Club allocated place instead.

#### **11. Winding Up**

- a) The Senior Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.
- b) The Management Committee will then be responsible for the orderly winding up of the Club's affairs.
- c) After settling all liabilities of the Club, the Management Committee shall dispose of the net assets remaining to one or more of the following:
  - I. Another Club with similar sports purposes which is a registered charity and/or
  - II. Another Club with similar sports purposes which is UKA registered and/or

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III. The Club's national governing bodies for use by them for related community sports.

## **12. Alterations to the Constitution**

The Constitution may be altered but only by a resolution passed by a General Meeting.

### **Revision History**

This Constitution was formerly adopted at the EGM held on 19/08/2015 and replaces any that preceded it.

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