

## Club Constitution

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Hyde Park Harriers is a friendly and fun running club providing running for everyone

### 1. Club Name & Colours

- 1.1. The Name of the Club is "Hyde Park Harriers" ("the Club"). The Club Colours shall be a red vest with a white vertical stripe and white trimmings.

### 2. Objectives of the Club

- 2.1. The Objectives of the Club are:
  - To facilitate participation in and promotion of recreational and competitive running in Leeds and amongst the community and related sporting & social activities.
  - To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002, including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post training/meet refreshment.
  - To do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.

### 3. Membership of the Club

- 3.1. Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.
- 3.2. Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time. Applications must be accompanied by the subscription fee.
- 3.3. Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.
- 3.4. By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and England Athletics Limited (or relevant successor bodies).
- 3.5. Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become an Ordinary Member, provided that: they are an amateur as defined from time to time by UK Athletics and that they are aged over 16 at the date of their application.
- 3.6. Ordinary Members shall be entitled to receive notice of, attend and vote at general meetings of the Club.
- 3.7. Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs.

- 3.8. The total number of Life Members is not limited, but only one Life Memberships may be granted in any two financial years. Individuals to be appointed as Life Members shall be proposed by the Committee and elected at an Annual General Meeting and must have the support of two thirds of voting members present. Life Members are required to pay the England Athletics membership fee but are exempt from payment of annual Club subscriptions but shall otherwise have the same rights as Ordinary Members.
- 3.9. The Club, as a condition of membership, requires annual subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.
- 3.10. Ordinary Members shall pay their subscription fees into the Club's Bank Account by 31st May each year, unless an alternative date is announced by the Membership Secretary. Members having arrears of subscriptions of more than six weeks will have their membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee.
- 3.11. Members may resign from membership at any time by notice to that effect given to the Membership Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
- 3.12. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.
- 3.13. The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for them to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures detailed in the Club's Grievance & Disciplinary Policy.
- 3.14. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

#### **4. The Club Committee**

- 4.1. The day-to-day management of the Club shall be deputed to a Committee consisting of four Officers of the Club and not more than six Ordinary Committee Members.
- 4.2. The Officers of the Club shall be the Chair, the Treasurer, Secretary and the Membership Secretary, who shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting.
- 4.3. The Officers shall remain in office for a term of two years after their election until the end of the Annual General Meeting in the second year after their election and shall be eligible for re-election. These Officers may delegate and assign tasks to other members of the Committee and Club.
- 4.4. The Ordinary Committee Members shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting. The Ordinary Committee Members shall remain in office for a two-year term until the end of the Annual General Meeting two years after their election and shall be eligible for re-election.
- 4.5. Ordinary Committee Members shall aid the Officers by undertaking tasks and roles to facilitate the day-to-day operation of the Club. The allocation of these duties shall be by mutual consent

between the Officers and the respective Ordinary Committee Member. Duties may be reallocated at any time as required and may be delegated to Members of the Club. The Ordinary Committee Members shall report to and advise the Committee on the status of such tasks.

## 5. Election of the Committee

- 5.1. Any Member may be nominated by any other two Members, with their approval, as a candidate for any of the posts of Officer or Ordinary Committee Member by notice in writing (including email) to the Secretary. Members will be given at least two weeks to submit nominations and supporting statements before the specified date of the Annual General Meeting. Nominations will be circulated to members at least one week prior to the Annual General Meeting.
- 5.2. A Member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only one of these posts at any time. If a Member shall be elected to a post during the prescribed course of business, their name shall be deleted from all subsequent voting for the remaining elected posts at that meeting.
- 5.3. If the number of candidates for the post of any Officer (as each falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, ballot papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.
- 5.4. If the number of candidates for election as the Ordinary Committee Members shall be equal to or less than the number of vacancies, they shall be declared elected unopposed. If the number of candidates is greater than the number of vacancies, ballot papers shall be prepared, containing in alphabetical order all the names thus proposed: every eligible Member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled.
- 5.5. The office of an elected member of the Committee shall be vacated if he or she:
  - 5.5.1. Resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
  - 5.5.2. Ceases to be a Member or shall be excluded or suspended from the Club under disciplinary proceedings.
  - 5.5.3. Is absent from the Committee Meetings for more than three consecutive or one half of Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee.
  - 5.5.4. A member of the Committee who is absent from one half (rounded to the nearest whole number) or more of properly organised Committee meetings without the explicit consent of the Committee between any two AGMs shall be deemed to have vacated their position and shall be ineligible to stand for re-election.
  - 5.5.5. Is asked to resign by all the other Committee members, acting together.
- 5.6. The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Officers until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings. Any Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

- 5.7. In addition to the AGM and Open Committee Meeting the Committee shall hold a closed meeting at least eight times each year in person and as often as may from time to time be necessary. Any meeting may be held in a manner agreeable to the Committee (including in person, by telephone or videoconferencing).
- 5.8. Two-thirds (rounded to the nearest whole), of the voting members of the Committee shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.
- 5.9. The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below three in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.
- 5.10. Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote.
- 5.11. The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, as soon as is reasonably possible after a meeting, make available to members abridged notes recording any decisions that it has taken. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.
- 5.12. The dates of all committee meetings will be advertised to members in advance to allow members to raise items for discussion. Members are invited to contact the committee to raise any issues for discussions at any time. Enquiries and issues will be discussed within the committee as soon as possible, and members will be updated in due course. The Committee may invite persons who are not members of the Committee to address a meeting of the Committee. Members can request in writing (email) to attend a committee meeting to discuss a particular issue the email must outline the item for discussion. The individual will be requested to leave the meeting after the item has been discussed. In the interest of openness and transparency members can also request in writing to attend to observe a closed committee meeting in progress. In these circumstances the individual will not take part in the meeting and will be asked to leave should a confidential or sensitive item be raised. Requests to attend a closed committee meeting must be addressed to either the secretary or Chair. Requests will be considered by the committee and where possible a date set within two months. Normally no more than two guests shall attend any one closed committee meeting. Should the request not be agreed a reason will be given in writing to the member.
- 5.13. The Committee shall be responsible for the management of the Club and shall have the following specific powers to:
- Make Club Rules and regulations to allow for the day-to-day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.
  - Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
  - Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.

- Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
  - Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
  - Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
  - Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
  - Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
  - Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time-to-time delegate to them.
  - Organise Club activities.
- 5.14. The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

## 6. General Meetings

- 6.1. An Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) shall be called at least twenty-one clear days before the meeting, save that 90% of all Members may agree to shorter notice.
- 6.2. 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.
- 6.3. The Secretary shall send to each Member at their last known address written notice of the date of a General Meeting (whether an AGM or EGM) together with the resolutions to be proposed.
- 6.4. 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 any General Meeting.
- 6.5. At all such meetings the Chair, or in their absence, any other Officer, shall take the Chair. At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes (on a matter on which the Chair has not voted) the Chair of the meeting shall have a casting vote.
- 6.6. The following rules shall apply to all General Meetings:
- 6.6.1. The quorum for a General Meeting shall be thirty Members personally present and entitled to vote. No business shall be transacted at any special General Meeting unless the required quorum is present. 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.
- 6.6.2. All resolutions (and amendments thereto) shall be put to the meeting.

- 6.6.3. Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.
- 6.6.4. Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.
- 6.6.5. The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.
- 6.7. During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting.
- 6.8. The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

## **7. Annual General Meetings**

- 7.1. Calling of AGM: the Annual General Meeting of the Club shall be held within the months of April or May each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:
  - To receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year.
  - To elect the Officers and the Committee.
  - To decide on any resolution which may be duly submitted to the meeting as provided by these Rules.
- 7.2. Not less than twenty-one clear days' notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.
- 7.3. The Annual General Meeting shall elect from those present a Returning Officer to oversee any elections conducted at the meeting.

## **8. Extraordinary General Meetings**

- 8.1. Not less than twenty-one clear days' notice of an Extraordinary General Meeting specifying the place, day and time of the meeting shall be given to the Members.
- 8.2. The Secretary shall, on the requisition in writing (including email) of not less than twenty Members entitled to vote at such meetings, convene an EGM within four weeks of the receipt of the requisition stating the business to be raised. No other business is to be discussed at an EGM.

## 9. Accounts

- 9.1. The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.
- 9.2. The Club's Financial Year shall run from April 1 to March 31 inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General Meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate Members' concerns.
- 9.3. The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used in furtherance of the Club's objects.
- 9.4. The Club may also in furtherance of the objects of the Club:
  - Sell and supply food, drink and related sports clothing and equipment.
  - Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis.
  - Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Committee Member or Honorary Officer their reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.
  - Pay for reasonable hospitality for visiting teams and guests.
- 9.5. No Member shall be paid a salary, bonus, fee or other remuneration for competing for the Club.

## 10. Interpretation of Club Constitution & Rules

- 10.1. The Constitution may be added to, repealed, or amended by resolution at any Annual or Extraordinary General Meeting carried by a majority of at least two-thirds of the Members present.
- 10.2. The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in an Extraordinary or Annual General Meeting.

## 11. Dissolution of the Club

- 11.1. If at an Extraordinary General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further Extraordinary General Meeting shall be convened, to be held not less than twenty-eight days thereafter (of which fourteen days' written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.
- 11.2. The 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 Extraordinary General Meeting. If

successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

- 11.3. Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics, [or to UK Athletics Limited for use in community-related road running initiatives] or to a charitable organisation having similar objects and affiliations, as nominated at the Extraordinary General Meeting.

## 12. Notices

- 12.1. Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or e-mail address of the Member as appropriate or by publication on the Club's website.