

Petts Wood Runners' Constitution

The club constitution sets out the principles by which the club is governed. It also details the organisation of the club, its aims and objectives.

1 Name of Club

The club will be called Petts Wood Runners (hereinafter referred to as the 'Club'), and may also be known as PWR. Petts Wood Runners will be affiliated to England Athletics.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in amateur running
- To inspire and support runners of all abilities in recreational and competitive running
- To promote the club, and amateur running, within the local community of Petts Wood in the London Borough of Bromley and surrounding areas
- 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

3 Membership

- (a) Membership of the club is open to anyone 16 and over interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories of full member:
 - First claim member
 - Second claim member
- (c) All members will be subject to the constitution and by joining the club will be deemed to accept this and the code of practice, as available on the club website, which the club has adopted.
- (d) Members in each category will pay membership fees, as determined by the Committee at a level that will not pose a significant obstacle to people participating.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

4 Sports Equity

- (a) The 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:

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.

- (b) 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.

- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary (the Executive Committee), supported by additional roles which may include but not be limited to: Ladies' Captain, Men's Captain, Social Secretary, Health and Safety Secretary, Coaching Secretary, Membership Secretary, Race Director, Minutes Secretary, Online Content Officer and Liaison Officer. All committee members shall be elected at the Annual General Meeting.
- (b) All committee members must be first claim members of the Club.
- (c) The term of office shall be for one year, and members shall be eligible for re-election.
- (d) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (e) The Committee will be responsible for adopting policy, codes of practice and rules that affect the organisation of the club.
- (f) The Committee will have powers to appoint people to advise the Committee as necessary to fulfill its business.
- (g) The Committee will be responsible for disciplinary hearings of members who infringe the club rules, England Athletics rules, the constitution, or bring the club into disrepute. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (i) Only committee members appointed in accordance with above clauses 5a-d will have the right to vote at Committee meetings.
- (j) The quorum required for business to be agreed at Committee meetings will be a number that equals one third of committee members plus one. This must include one member of the Executive Committee.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will normally end on 31st March each year
- (c) All club monies will be banked in an account held in the name of the club.
- (d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus at least one other officer.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (g) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be redistributed to members or third parties.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall normally hold the Annual General Meeting (AGM) in the month of May to:
 - Approve the minutes of the previous year's AGM.
 - Receive a report from the Chair.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the committee.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 28 days' notice to all members.
- (d) Nominations for officers of the Committee will be sent to the secretary prior to the AGM.
- (e) Any items that members wish to be discussed, including proposed changes to the Constitution, shall be sent to the secretary at least 21 days prior to the AGM. The secretary shall circulate them to members at least 7 days before the AGM.
- (f) All members have the right to vote at the AGM.
- (g) In exceptional circumstances where a member is unable to attend the AGM he/she may nominate the club secretary to vote on his/her behalf at least 48 hours in advance of the meeting.
- (h) The quorum for AGMs will be 10% of the membership.
- (i) The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

(j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

(k) All procedures for an EGM shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Discipline and appeals

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary, or by exception another member of the committee.

(c) The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged. The executive committee has the power to take appropriate disciplinary action including the termination of membership.

(d) Where there is a complaint relating to a member(s) of the Committee (including the Executive Committee), those persons shall be excluded from their roles set out in all parts of clause 9.

(e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

(f) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Dissolution

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

(b) Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

11 Declaration

Petts Wood Runners hereby adopts and accepts this constitution.

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|-------------|--|-----------------|-------|
| Name | | Position | Chair |
| Sign | | Date | |

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|-------------|--|-----------------|-----------|
| Name | | Position | Secretary |
| Sign | | Date | |