

Great Western Runners

Constitution and Rules (28th October 2009)

1. Name

The name of the Club shall be "Great Western Runners".

2. Object

The object of the Club shall be to provide and foster running in the Bristol area.

3. Management

- (a) The affairs of the Club shall be conducted by a committee numbering not less than four and not more than ten. The committee shall consist of four executive positions namely Chairman, Vice-chairman, General Secretary and Treasurer and up to six non- executive positions. No committee member shall be a committee member of, or have financial interest in, any other Club in the Bristol area affiliated to a UK Athletics National Association or any other national affiliation body.
- (b) The committee shall meet not less than six times a year, with a maximum period of three months between meetings. The presence of four members shall be necessary to form a quorum.
- (c) The committee shall be elected at the Annual General Meeting and shall include a Chairman, a General Secretary, a Vice-Chairman and a Treasurer.
- (d) The committee shall have the power to fill any vacancies that occur amongst officers until the next Annual General Meeting.
- (e) The committee shall have the power to co-opt extra members as required, such members to be without voting rights.
- (f) Should any candidate poll more than 50% of the votes in the ballot to form the committee, then he/she shall be elected. If not, then the two candidates with the most votes shall go forward to a second ballot and the candidate with the most votes in this ballot shall be elected.

4. Membership

- (a) Membership of the Club shall be confined to amateurs, as defined by UK Athletics.
- (b) An application for membership must be made in writing on the form provided for that purpose and the applicant's election shall be considered at the next committee meeting. Such data will be stored in both paper and electronic form, and used for Club business and Affiliation purposes only.
- (c) Any person whose membership renewal subscription or written resignation is not received by one month after commencement of the membership year shall be deemed to be no longer a member of the Club. Such cessation to be advised in writing to the person concerned by the Membership Secretary or executive officer.
- (d) There shall be two classes of membership, Full and Honorary.

- (e) Full membership is for individuals who wish to be active members of the Club. A subscription shall be levied for either first or second claim membership. Full members are eligible to attend and vote at any general Club meeting.
- (f) Honorary membership shall be at the invitation and within the gift of the committee and shall be reviewed at the commencement of each membership year. No subscription shall be levied for Honorary membership and Honorary members shall be eligible to attend and vote at any general Club meeting.
- (g) No reasonable application for Full first claim membership shall be denied. Runners of all standards and levels of commitment shall be accepted and encouraged, as shall non-competing members.
- (h) Any member, whether First or Second Claim, will be eligible to compete in Club Championship races, but only those who are First Claim are eligible to become Club Champion in their Category.

5. Resignations

A notice of resignation must be in writing and shall be considered and acknowledged by the committee within one calendar month of its receipt. Membership shall be held to have ceased on the actual date of the tendering of the notice, unless the member is financially indebted to the Club, in which case the acceptance may be withheld until the indebtedness has been met.

6. Subscriptions

- (a) The elected committee shall present a proposal of any amendment to the annual subscription to the Annual General Meeting for debate and approval. Any such amendment will take effect at the start of the membership year immediately following the Annual General Meeting.
- (b) The membership year of the Club shall be from the first day of January to the thirty-first day of December, both days inclusive.
- (c) All subscriptions shall be payable on election to membership and on the first day of the Club's membership year thereafter.
- (d) The date used in deciding a member's age shall be the first day of the Club's membership year for which the subscription is payable.

7. Colours

The Club colours shall be light blue with a dark blue "V" front and back.

8. Annual General Meeting

- (a) A General Meeting shall be held in October to receive the committee's report and financial statement, elect officers and committee members and to deal with any other business relating to the Club's transactions.
- (b) The General Secretary shall give every member twenty-eight days notice of the meeting by circular.
- (c) Notice of any business which a member desires to be placed on the agenda must be given in writing to the General Secretary at least twenty-one days prior to the meeting.

- (d) A quorum of not less than 15% or 30 members, whichever is the smaller, of the accredited adult membership at the time of the Annual General Meeting is required before business can be conducted. And a two-thirds voting majority of all members present is required before the said business can be passed.
- (e) In the event that a quorum is not reached, business shall continue as normal excepting that no business can be passed until it is raised again at a Special General Meeting. Such a meeting to be subject to all the rules covering Special General Meetings excepting that no attendance quorum shall be necessary.

9. Special General Meeting

- (a) A Special General Meeting must be called by the General Secretary on receipt by him/her of a request in writing by six members of the Club, stating the business to be brought before such a meeting.
- (b) A notice convening the meeting shall be sent to all members not later than fourteen days after receipt of the request and the meeting shall be held within twenty-one days of the said receipt.
- (c) No business other than that for which the meeting was convened shall be discussed thereat.
- (d) A quorum of not less than 25% or 70 members, whichever is the smaller, of the accredited adult membership at the time of the Special General Meeting is required before business can be conducted.
- (e) A Special General Meeting shall be convened by the General Secretary before an amount in excess of £3,000 (excluding VAT) or ¼ of the Club's assets, whichever be the lesser, is spent or consigned on any one project or item.

10. Discipline.

All matters in dispute between any Club members and all complaints against individuals shall be dealt with as determined by Great Western Runners Disciplinary Procedures specified in Appendix "A".

11. Financial Year

The financial year of the Club shall be from the first day of August to the thirty-first day of July, both days inclusive.

12. Bank Account

- (a) Account(s) shall be maintained with a convenient bank or building society in the name of the Club.
- (b) All cheques payable on the account(s) shall be signed by the Treasurer and either the General Secretary or the Chairman.

13. Treasurer

- (a) The Treasurer shall keep full and complete accounts and produce such accounts for audit each year.
- (b) A financial statement for presentation at the Annual General Meeting shall be produced by the Treasurer.

14. Auditors

A professionally qualified accountant, not on the committee, shall be appointed as auditor by the committee.

15. Alteration of Rules

- (a) No alteration or addition to the rules shall be made except at the Annual General Meeting, or at a Special General Meeting called for this purpose, and passed by a two-thirds majority on members attending the meeting.
- (b) Notice of any proposed amendment must reach the General Secretary in writing at least twenty-one days before the meeting.

16. President and Vice President

The annual general meeting may, at its discretion, elect a President and (a) Vice-President(s).

17. Dissolution

- (a) The committee, by a simple majority at a quorate committee meeting can decide it is necessary to recommend to the membership of Great Western Runners that the club be dissolved. A special general meeting must then be called in accordance with clause 9 of the club constitution with the exception that the date of such Special General Meeting shall be between 21 and 30 days after the issue of the notice calling that meeting.
- (b) If a two-thirds voting majority present at such Special General Meeting passes the dissolution meeting, then the Club is dissolved. The Procedure to be adopted is specified in Appendix 'B' (Great Western Runners Dissolution Procedure.)

Record of Additions, Deletions and Amendments to the Original Club Constitution Dated 1984.

- AGM October 1985**
 - added 3(f)
 - amended 6(a) in respect of setting annual subscription
 - added 8(d)
 - added 9(d)
- AGM October 1986**
 - amended 3(a) in respect of maximum committee members
 - amended 8(d) in respect of quorum number, quorum composition & composition of voting entitlement
 - amended 9(d) in respect of quorum number, quorum composition & composition of voting entitlement.
 - added 9(e)
 - amended 14 in respect of eligibility and number of auditors
- AGM October 1988**
 - added second sentence to 3(a)
- AGM October 1990**
 - added second sentence to 3(a) with previously existing second sentence becoming third sentence.
 - added 4(d)
 - added 8(e)
- AGM October 1991**
 - added new 6(b)
 - existing 6(b) changed to 6(c) and amended in respect of timing of annual subscription

- existing 6(c) changed to 6(d) with amended definition regarding determination of members age
- amended 8(b) in respect of notice period given for AGM
- amended 8(c) in respect of method and timing of business items submitted by members for AGM
- amended 9(e) to increase stated monetary amount, adding "excluding VAT"
- amended 15(b) in respect of notice period

- AGM October 1994**
- amended 3(a) in respect of conditions governing committee memberships and replacing Avon , AAA with BAF
 - amended 4(a) replaced AAA and WAAA with BAF
 - amended 9(a) to read him/her
 - amended 12(a) to read "account(s)" and add "or building society"
 - amended 12(b) to read "account(s)"
- AGM October 1995**
- amended 10 to include reference to the BAF code of practice
 - amended 4(c) to reduce the membership arrears period to one month and to ensure that the person concerned is notified that they are no longer a member of the Club
 - 4(d) becomes 4(g) and the word "full" added
 - 4(d), (e), (f) added
- AGM October 1999**
- amended 3(a), 4(a) and 10 to replace "BAF" with "UKA"
 - amended 6(a) to "present any amendment to the AGM" and "be effective from the next membership year"
 - amended 9(e) "£1000" increased to "£2000"
- AGM October 2001**
- amended 5 to include "and acknowledged".
 - amended 10 to replace title "Expulsion" with "Discipline". Also whole paragraph replaced with new one referring to GWR Disciplinary Procedure specified in Appendix "A". Appendix "A" added to document.
- AGM October 2002**
- Add 17 & Appendix "B"
- AGM October 2003**
- amended 8(d) from "A quorum of not less than 25% or 70 members to "A quorum of not less than 15% or 30 members"

AGM October 2008

- amended 3(a): Replace "UK Athletics." with "a UK Athletics Territorial Association or any other national Affiliation body."
- amended 3(b): Replace "The committee shall meet not less than six times a year and the presence of four members shall be necessary to form a quorum." with "The committee shall meet not less than six times a year, with a maximum period of three months between meetings. The presence of four members shall be necessary to form a quorum."
- added sentence to 4(b) "Such data will be stored in both paper and electronic form, and used for Club business and Affiliation purposes only."
- amended 4(c): Replace "a member of the committee." with "the Membership Secretary or executive officer."
- amended 4(e): Replace "A subscription shall be levied for the first and second claim membership." with "A subscription shall be levied for either first or second claim membership."
- amended 9(e): Replace "£2,000" with "£3,000"
- amended Appendix "A" – Disciplinary Procedure: e(4): Replace "MCAA" with "Body to which the Club is currently Affiliated"
- amended Appendix "A" – Disciplinary Procedure: Appeals: Replace "M.C.A.A" with "Body to which the Club is currently Affiliated"
- amended Appendix "B" – Dissolution Procedure: f: Replace "UK Athletics, Midlands Counties Athletics Association & Avon Athletic Association by the Club Secretary." with

“appropriate governing national and local bodies to which the Club is currently Affiliated or associated with.”

- amended across the whole document for consistency:

- Item 1; Appendix A Items (d), (e), (g), (i) :- Capitalisation of “club” to “Club”
- Items 3 (c), (d); 6 (a), (b); 8 (d); 13 (b); 15 (a) :- Capitalisation of “annual general meeting” to “Annual General Meeting”
- Items 3 (a), (c); 8 (b), (c); 9 (a), (e); 12 (b); 13 (a), (b); 15 (b); 16 :- Capitalisation of officer titles
- Item 4 (f) :- Capitalisation of “honorary” to “Honorary”
- Item 6 (a) :- Expansion of “AGM” to “Annual General Meeting”
- Item 8 (a) :- Capitalisation of “A general meeting” to “A General Meeting”
- Items 8 (e); 9 (a), (d), (e); 15 (a); Appendix B first line; (b) :- Capitalisation of “special general meeting” to “Special General Meeting”
- Item 9 (d); 17 (b) :- Addition of full stop at the end of the sentence
- Item 10; 17 (b) :- Expansion of “GWR” to “Great Western Runners”
- Item 14 :- Removal of two instances of double spacing
- Item 17 (a) :- Capitalisation of “great western runners” to “Great Western Runners”
- Item Appendix A (a), (c) :- Correction of officer title from “Hon. Secretary” to “General Secretary”
- Standardisation to Arial Font across the whole document

AGM October 2009 - added 4(h)

APPENDIX “A” TO THE CONSTITUTION.

Great Western Runners Disciplinary Procedure.

- (a) Any incident that may require the application of this procedure must be reported to the General Secretary within 48 hours of its occurrence.
- (b) If it has been reported that any irregularity or breach of the Constitution or other matter of concern may have occurred, the executive members shall, at their discretion, appoint an individual or a committee to investigate with such terms of reference as seen fit.
- (c) If it shall appear to the investigator(s) that there is evidence that any such person is in breach of the Constitution or other matter of concern, the General Secretary shall write to the person involved. The letter shall set out the alleged misconduct and invite the person in question to comment thereon in writing by a specified date. Unless otherwise directed by the General Secretary, shall be not less than 14 days after the letter was sent.
- (d) The Club committee shall consider the response (if any) at its next meeting and if it is satisfied that further investigation is required then it shall refer the matter to a Disciplinary Committee appointed by it. The Disciplinary Committee shall consist of not less than three nor more than five people none of whom shall be directly interested in the matter otherwise than as members of the Club committee. The Disciplinary Committee shall make such further enquiries it thinks fit and shall afford to the person against whom the allegation has been made a reasonable opportunity to appear before it and state their case and answer the allegation brought against the person. The Disciplinary Committee shall hear such witnesses as can be reasonably produced. Individuals against whom allegations have been made shall have the right to be accompanied and / or represented by a friend. The Disciplinary Committee shall make such procedural provisions as shall be necessary for the just and efficient disposal of the case remitted to it.
- (e) If it is satisfied that a breach of the Constitution or other misconduct has occurred, the Disciplinary Committee may recommend to the Club committee one or more of the following penalties:-
 - 1. Resolve to note the offence but take no further action; OR
 - 2. Warn the person concerned as to their future conduct and thereafter take no further action; OR
 - 3. In the case of an individual, suspend or disqualify the person from athletics competition, coaching and / or administration for any period whether fixed or indefinite; OR
 - 4. Recommend to the Body to which the Club is currently Affiliated that the person concerned shall be disqualified from any involvement in athletics for any period whether fixed or indefinite; OR
 - 5. Such other penalty or action as the Disciplinary Committee, in the circumstances of the case, shall consider appropriate.
- (f) The Disciplinary Committee shall report its recommendation to the Club committee (in writing) at the next club committee meeting and the club committee shall determine its decision without further delay.

- (g) A term of suspension starts from the time it is pronounced by the Club committee unless otherwise stipulated and does not expire until the close of the day named in the decision.
- (h) Every person penalised or otherwise dealt with shall be notified in writing by hand or by recorded delivery post within seven working days of the decision.
- (i) The Club committee shall, as it sees fit, transfer as many of its duties under the provisions of its Constitution to such Disciplinary Committee as from time to time it shall set up.

APPEALS.

Any person penalised by decision of the club committee may appeal against that decision by referring to the General Committee of the Body to which the Club is currently Affiliated.

APPENDIX “B” TO THE CONSTITUTION.

Great Western Runners Dissolution Procedure.

In the event of a decision at a Special General Meeting to dissolve the Club, the Club Committee will:-

- a) Identify the location of all club assets by reference to the club asset register.
- b) Ensure the assets to be disposed of are disposed of in a manner decided at the Special General Meeting. Any money received from the sale of the assets is to be added to the club funds for distribution.
- c) Dispose of the following as agreed by the members present at the Special General Meeting.
 1. Club Trophies
 2. Club Documents (Secretary's minutes & Treasurers documents)
 3. Club Archives
- d) After all debts have been paid and any outstanding income received, ensure the final distribution of club funds is in accordance with the wishes of the members present at the Special General Meeting.
- e) Prepare a final report on the distribution of club assets and funds for issue to the dissolved membership.
- f) Formal notification that the club has been dissolved is to be sent to appropriate governing national and local bodies to which the Club is currently Affiliated or associated with, by the General Secretary.