



Haywards Heath Harriers



Open Constitution

(Revised May 2019)

1 Name

The Club shall be known as Haywards Heath Harriers and shall be affiliated to England Athletics, South of England Athletic Association and the Sussex County Athletics Association. The registered colours of the Club shall be maroon with two white hoops.

2 Aims and objectives

The aims and objectives of the Club shall be to:

- offer an opportunity for participation in Athletics
- offer coaching in Athletics
- promote the Club within the local community and Athletics
- provide adequate facilities at appropriate venues for training purposes on at least one night per week
- provide a duty of care to all members of the Club
- provide all its services in a way that is fair to everyone
- ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership shall consist of the officers and members of the Club.

The Club welcomes members of all abilities, including people with disabilities, from complete novices to those who are seasoned athletes.

Membership of the Club shall be open by application, to anyone interested in recreational or competitive running and athletics activities where facilities permit, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Any person who wishes to become a member must submit a Membership Application Form and pay the appropriate membership fee. Every candidate for membership shall be considered by the Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. With respect to Junior membership, admission will also reflect the capacity of the Club to effectively meet the coach/adult assistant supervisory ratio guidance published by England Athletics.

We encourage and promote a friendly environment to help all to achieve their athletic goals, by providing training where members can build friendships and enjoy training and competition with fellow members thereby helping to promote, encourage and develop all aspects of running and athletics in Haywards Heath and the surrounding area of Mid Sussex.

All members shall be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Senior
- Associate
- Student
- Junior
- Over 60s
- Honorary Life

Junior members will not hold voting rights and this shall apply to children in the U13 age groups and lower (school years 7 and lower). For the purposes of the constitution, all other children shall be considered Student members.

Note: the Club welcomes parents of Juniors to take an active role in the Club and encourages any parent who wishes to have more involvement to join.

4 Membership fees

The Club Committee shall have the authority to review membership subscriptions on an annual basis and to increase these fees annually by the change in the retail price index as published in January of each year plus up to a maximum of an additional 3% at the discretion of the Committee. In the event of any increase above this amount being deemed necessary, then such additional amount must be specifically agreed by a majority vote at the AGM or a specially convened EGM. The results of the calculations from the above shall be rounded up or down to the nearest 50p.

Membership fees shall become due annually on the 1st April of each year.

Honorary Life Members are exempt from membership fees.

5 Officers of the Club

An Honorary President shall be elected at the AGM

The Management Committee of the Club shall be:

- Chairperson
- Secretary
- Treasurer
- Fixtures Secretary
- Membership Secretary*
- Head Coach*
- Up to 8 General Committee Members.

**Subject to required checks and accreditation*

Officers shall be elected at the AGM and will retire at the following AGM but will be eligible for re-election.

6 Management Committee

The Club shall be managed by the Management Committee.

All committee members shall have an equal right to vote at meetings of the Management Committee but in the event of a tied vote the Chairperson will have an additional casting vote.

Meetings of the Management Committee shall be convened by the Secretary. A minimum of six meetings shall be held each year. Between meetings, issues may be raised by email with the Chair empowered to take decisions based on responses received. Such decisions shall be minuted as part of the minutes of the next committee meeting for record purposes.

The quorum required for business to be agreed at Management Committee meetings will be five.

The Management Committee shall be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club and decide on matters concerning the Club which are not covered by this constitution.

The Management Committee shall have powers to co-opt in order to fill any vacancies that arise during the year, appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee shall appoint a Child Protection Officer/Welfare Officer in order to fulfil any legal obligations. If the post becomes vacant and a suitable volunteer is not forthcoming, the Management Committee will appoint one of its own members to the post no later than three months from the vacancy occurring.

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.

7 Finance

All Club monies will be held in a bank account held in the name of Haywards Heath Harriers.

The Club Treasurer shall be responsible for maintaining the financial records of the Club.

The financial year of the Club will end on 31st December each year.

Annual accounts will be presented by the Treasurer at the Annual General Meeting. The Management Committee shall arrange for the accounts to be audited from time to time at its discretion.

All cheques drawn against Club funds must hold the signatures of two designated signatories who will be committee members approved by the Management Committee (all names to be held by the Treasurer).

However, on-line banking will be the preferred method of payment and the Club Treasurer will be allowed to create and authorise payments on his own.

The Club Chair has full on-line rights and the Membership Secretary shall have on-line viewing rights.

8 AGM

The Club Secretary will give notice of the AGM which will normally be held in March of each year.

Not less than 21 clear days' notice shall be given to all members.

The AGM will receive a report from various officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee should be submitted in writing to the Secretary at least seven days prior to the AGM.

Election of officers will take place at the AGM.

All members holding voting rights shall have the right to vote at the AGM. If there is a specific proposal on the AGM Agenda or if there is to be a vote for election to the Management Committee, then any member holding voting rights can ask the Secretary for postal ballot papers, to be returned to the Secretary by post or e-mail twenty four hours before the AGM.

The quorum for AGMs will be twenty-five.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. An EGM can be called by no fewer than nine members making a written request to the Secretary clearly stating the reason and purpose.

Procedures for EGMs will be the same as for the AGM.

9 Discipline and appeals

All complaints regarding the behaviour of members shall be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within twenty-eight days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and to the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Management Committee within seven days following disciplinary action being announced. The committee will consider the appeal within twenty-eight days of the Secretary receiving the appeal. The Management Committee's decision will be final.

10 Dissolution

A resolution to dissolve the Club can be passed only at an AGM or EGM.

In the event of dissolution, any assets of the Club that remain will be disposed of as agreed at the AGM or EGM. The disbursement of these assets shall be the responsibility of the Chairperson, Secretary and Treasurer.

Under no circumstances shall any Club member receive any profit or surplus funds that may accrue in the Club's accounts

11 Amendments to the constitution

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

12 Declaration

Haywards Heath Harriers hereby adopts and accepts this constitution as the current operating guide regulating the actions of members.

Signed: _____ Date: _____

Name: Marion Hemsworth
Club Chairperson

Signed: _____ Date: _____

Name: Kath Buckeridge
Club Secretary