

# CONSTITUTION



## **LANCING EAGLES RUNNING CLUB**

### 1. Name and headquarters

The name of the club is Lancing Eagles Running Club and is affiliated to England Athletics. The headquarters of the club is currently at Lancing Manor Leisure Centre.

### 2. Aims and objectives

The aims and objectives of the club are to promote athletics in the following ways:-

- To promote running as an enjoyable way of keeping fit.
- To provide training company for runners and make provision for newcomers
- To provide opportunities to enter organised events through its current affiliation to England Athletics, the West Sussex Fun Run League, Sussex County Athletics Association, the South of England Athletic Association and any other appropriate organisation as decided by the committee of the Club.
- To ensure a duty of care to all members of the club and to provide all of its services in a way that is fair to all members.

### 3. Club Equity Statement

This 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.***

- 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.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- The club currently does not have the resources to accept runners under 16 years old.
- The club will use its best endeavours to accept runners with disabilities as members, where reasonably practicable within the limitations placed on the club due to capacity, resources and the activities.

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## 4. Membership

Membership of the club will consist of officers and members, and is confined to “amateurs”, being defined as a person engaged in activities on behalf of the club for pleasure, rather than for financial or other compensation.

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

A candidate for membership must apply in writing on a form provided for the purpose. Membership is defined by fully-paid-up subscriptions and acknowledgement of the objectives and regulations of the Club. It shall be open to people over the age of 16 (16 to 18 year olds will need consent of a parent). All members have the right to vote at the AGM. The committee reserve the right to refuse membership to or dismiss any individual who they consider would bring the clubs name into disrepute.

## 5. Membership fees

Membership fees will be set annually on the recommendation of the committee and confirmed at the Annual General Meeting.

Fees will be paid annually due on 1<sup>st</sup> April and are non-refundable. Second claim club members will be permitted provided they pay the full subscription.

## 6. Resignation

In the absence of any notice in writing of a member intending to withdraw from the Club, failure to renew membership by payment of the annual subscription within 6 months of renewal date (1<sup>st</sup> April each year) will be deemed to be an implicit resignation from the Club. The committee may withhold acceptance of the resignation in cases where the member is financially indebted to the Club.

Any former member wishing to renew membership within 3 years of their resignation will be deemed to be renewing their membership, rather than enjoying any benefits accruing to new members.

## 7. Management

The management of the club is vested in a committee consisting of:

- Chair,
- Honorary Secretary,
- Honorary Treasurer,
- Membership Secretary,
- At least 3 other members.

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Officers will be elected/re-elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. The committee has the power to fill any vacancy that may arise during the year.

## 8. Committee

The club will be managed through the Management Committee as follows:

- The Committee meetings will occur as and when to ensure smooth management of the club and will be held no less than 3 times per year.
- The quorum required for business to be agreed at Committee meetings will be a minimum of 4.
- The Committee will be responsible for developing, adopting and implementing new policy, codes of practice and rules that affect the organisation of the club.
- The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business
- 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.

## 9. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31<sup>st</sup> December.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of any two designated signatories. At any time, there should be a minimum of 3 designated signatories to the club bank account, the Treasurer and at least 2 others appointed by the committee.

## 10. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary not less than 21 clear days before the date of the meeting. Notice of the meeting is to be given to all members. Notice of any business to be placed on the agenda must be given in writing to the Secretary at least 14 days prior to the meeting.

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

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Nominations for officers of the Management Committee will be sent to the Secretary at least 7 days prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be not less than 10% of the membership at the time of the meeting.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM. In addition, an EGM must be called by the Secretary within 14 days of the receipt by him/her in writing signed by at least 5 members or 5% of the membership (whichever is the greater), stating the business to be brought before such a meeting.

## 11. Discipline and appeals

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Committee will meet to hear complaints within 14 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 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.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

## 12. Alteration of rules

No alteration or addition may be made to the rules except by an Annual General Meeting, or an Extraordinary General Meeting called for that purpose. Notice of any proposed amendment must be given as provided in the rules for AGM's and EGM's.

## 13. Dissolution

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

In the event of dissolution, any assets of the club that remain will be donated to any club or charity (as decided by the current membership).

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## 14. Declaration

Lancing Eagles Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:** **Date:** **10<sup>th</sup> March 2016**

**Name:** **David Clubb**  
**Position:** **Club Chair**

**Signed:** **Date:** **10<sup>th</sup> March 2016**

**Name:** **Jed Dickerson**  
**Position:** **Club Secretary**