



FITTLEWORTH FLYERS RUNNING CLUB CONSTITUTION

1. Name

The name of the organisation is Fittleworth Flyers Running Club hereinafter referred to as 'the Club'.

2. Objectives

The purposes for which the Club is set up are:

- 2.1 To participate in the sport of running, hereinafter referred to as 'the Sport'.
- 2.2 To help members, at all levels of ability, to develop and enjoy the benefits of the Sport in a welcoming, encouraging, supporting and friendly club environment.
- 2.3 To support members' running activities, whether to keep fit and socialize, to improve their personal performance or to enter competitive races.
- 2.4 To facilitate regular competitive racing for the Club's members by membership of appropriate leagues and associations.
- 2.5 To provide a variety of running opportunities for members and to support events and activities held by other clubs or organizations, in particular those within the West Sussex Fun Run League and other associations to which the Club is affiliated.
- 2.6 To promote the Sport and to maintain high standards of safety in the Sport.
- 2.7 To set out Club Rules and to maintain, review and uphold these for the benefit of all members.
- 2.8 To support the objectives and rules of the West Sussex Fun Run League and other associations to which the Club is affiliated.
- 2.9 To provide equal opportunities for successful participation by all sections of the community.

3. Power to operate

To carry out its objectives, the Club shall have the power to:

- (a) receive grants and donations and to raise funds by any lawful means;
- (b) apply funds to carry out its objectives;
- (c) co-operate with and support other organizations as appropriate; and
- (d) achieve its objectives and to act for the good of the members in any way that is necessary, reasonable and lawful.

4. Affiliations

The Club will be affiliated to the West Sussex Fun Run League, UK Athletics (through England Athletics) and any other relevant body as determined from time to time by the members.

5. Activities

The activities by which the Club will carry out its objectives are:

- 5.1 To run the Club in an open and democratic way so that all members feel included and involved and are able to influence how the Club is operated and developed.
- 5.2 To provide members with relevant information by newsletter, email and website or any other appropriate means.
- 5.3 To actively seek and welcome new members.
- 5.4 To meet regularly for social events, training and racing.
- 5.5 To organize races.
- 5.6 So far as the Club is able and qualified to do so, to provide coaching and advice to members.
- 5.7 To publicize and promote the Club using appropriate advertising and press release and by encouraging members to wear Club kit.
- 5.8 To encourage members to support the Club by participating in races, supporting Club activities and exercising their right to vote at meetings.
- 5.9 To present performance and other awards as agreed by members and set out in the Club rules.

6. Membership

- 6.1 All members are subject to the Constitution and rules of the Club and where they participate in events organized by associations that the Club is affiliated to, they are required to comply with that association's rules and regulations.
- 6.2 Membership of the Club is open to any individual provided they comply with this Constitution and the Club Rules.
- 6.3 Members shall be enrolled in one of the following categories:
- (a) Full Member an individual, 18 years of age or over.
 - (b) Family Member named spouse, partner or children of the Full Member. Children must be under 18 years of age, unless still in full-time education.
 - (c) Life Member may be granted at the discretion of the management committee to individuals whose contribution to the Sport or to the Club is exceptional.
- 6.4 No person shall be refused membership on the grounds of disability, race, sex or sexual orientation.
- 6.5 All applications for membership shall be accompanied by the appropriate annual membership fee. Membership is renewable annually on the 01 January.
- 6.6 Each fully paid up member if aged 18 or over shall be entitled to attend and to have a single vote at Ordinary, Annual General and Extraordinary Meetings provided that:
- the full or life member either races or has raced for the Club or is currently active during the current year by training with Flyers; or
 - the family member has been specifically named and is over 18 years of age.
- 6.7 Fully paid up full and family members, aged 18 years or over, may be elected and serve on the Management Committee.
- 6.8 All members will receive a copy of the Club Constitution and Club Rules.

7. Suspension, Refusal or Termination of Membership

- 7.1 The Management Committee shall be entitled to:
- (a) refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Section 2 of this Constitution; and

-
- (b) for good and sufficient reason, to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made.
- 7.2 In the event that the Management Committee has exercised its power under Section 7.1 (a) or (b) above, the member may apply for reinstatement at the next general meeting.
 - 7.3 Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at annual or general meetings, shall not have the right to vote and shall be suspended from taking part in any event under the control of the Club or in other events as a representative of the Club until such fees are paid.
 - 7.4 Any member under suspension shall be barred from taking part in any event under the control of the Club or in other events as a representative of the Club.
 - 7.5 The Management Committee shall inform the member in writing of any decision to terminate their membership.
 - 7.6 Notification of the termination of a membership may, at the discretion of the Management Committee, be notified to affiliated Associations.

8. Meetings

8.1 Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be 10.

At each AGM the following business shall be conducted:

- (a) election of Chairman;
- (b) election of Officers to the Management Committee;
- (c) election or appointment of Officers to non-Committee positions;
- (d) to receive and record apologies for absence;
- (e) to receive, confirm and sign the minutes of the previous AGM;
- (f) to receive, confirm and sign the minutes of the previous ordinary meeting;
- (g) presentation of Chairman's report;
- (h) presentation of the Club's financial accounts for the year;
- (i) presentation of the Club's projected financial situation for the forthcoming year, and the setting of all fees;

-
- (j) to decide the number of ordinary meetings to be held for the forthcoming year; and
 - (k) any other business brought before the meeting and which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business on the AGM agenda, and other business deemed relevant by the Chairman.

8.2 Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- (a) $\frac{1}{3}$ of the membership;
- (b) the Chairman; or
- (c) a $\frac{2}{3}$ majority of the Management Committee.

Notice for an EGM shall be of a minimum of fourteen days, and shall state the business to be discussed.

8.3 Rules for Ordinary Meetings (OM)

- (a) A minimum of seven days notice in writing shall be given to all members.
- (b) The Chairman or, in his/her absence, the Vice-chairman or, in his/her absence, any member selected by the meeting will take the Chair.
- (c) All members shall register with the Secretary prior to the start of the meeting.
- (d) Each full, family or life member aged 18 years or over shall have one vote.
- (e) An individual who is not a member but who has been appointed to an Office of the Club shall be entitled to one vote.
- (f) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairman may exercise a casting vote, in addition to his/her personal vote.
- (g) A quorum shall be one quarter of those eligible to vote, or ten such members, whichever is the smaller.
- (h) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

9. Election of Officers to the Management Committee

9.1 All members of the Management Committee and any other appointed or elected officials shall retire from office, together, at the end of the AGM following the AGM at which they came to office. They may be re-elected or, upon their consent, re-appointed for successive terms of office.

9.2 The members of the Management Committee shall be drawn from the membership, as defined in Section 6 of this Constitution.

9.3 All nominations of candidates for election shall:

- (a) have the consent of the nominee;
- (b) be in writing;
- (c) be seconded; and
- (d) be received by the secretary not less than fourteen days before the date of the AGM.

9.4 If multiple nominations are received for a single office, then candidates shall be elected by paper ballot or by show of hands, as decided by the members present at the AGM.

9.5 Uncontested posts may be filled by nomination(s) and subsequent election at the AGM.

9.6 Members of the Management Committee, duly elected, shall hold office from the conclusion of that AGM until the conclusion of the following AGM.

9.7 The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

10. Members of the Management Committee

10.1 The Management Committee shall consist of the following Officers:

- (a) Chairman;
- (b) Vice-chairman;
- (c) Secretary;
- (d) Treasurer; and
- (e) WSFRL Representative.

10.2 All the above shall be entitled to one vote each at all meetings, except the Chairman who, in the event of a tied vote, may exercise a casting vote in addition to his personal vote.

10.3 The Management Committee may co-opt any member to any un-filled post until the conclusion of the following AGM, providing that the number of co-opted members shall not exceed one third of the total number of persons serving on the Committee at that time.

11. Other Offices

11.1 Honorary President.

The Honorary President has the same rights as other members, but shall not hold a Management Committee position. As a founding member of the Fittleworth Flyers, Michael Agate retains the post for life or until he chooses to retire, when the next incumbent to the position will be decided at the following AGM.

11.2 Sub-Committees

The Management Committee may at any time appoint any sub-Committees that it deems necessary to deal with the business of the Club. The proceedings of all such sub-Committees shall report to the Management Committee through a representative elected by that sub-Committee. The Management Committee may at any time and at their discretion dissolve such appointed sub-Committees.

12. **Management Committee Rules**

12.1 If present, the Chairman shall chair a meeting of the Management Committee. In his/her absence the Vice-chairman, Secretary or any other member of the Management Committee as decided by those present.

12.2 Fourteen days notice of any meeting of the Management Committee shall be given by the Secretary, except when:

- (a) the date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given; and
- (b) in an emergency the Chairperson may call a meeting at four days notice.

12.3 A quorum shall be three of those Officers entitled to vote, as listed at Section 9.

12.4 All members of the Management Committee as listed at Section 10.1 shall be entitled to vote.

12.5 All votes shall be determined by a simple majority. In the event of a tied vote, the Chairman may exercise a casting vote.

12.6 Meetings shall be open to all members of the Club, but participation shall not be permitted.

13. **Finance**

13.1 The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Section 2 of this Constitution.

13.2 The club shall have the power to raise money by means of yearly membership subscription fees and race entry fees as determined by the Management Committee at the Annual General Meeting.

13.3 All monies shall be lodged in a bank account in the name of the Club and operated by the Treasurer for the Management Committee.

-
- 13.4 The Chairman, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Club. Two signatures shall be required for all cheques.
- 13.5 Payments necessarily made by electronic means, such as by direct debit or by Internet payment, shall be recorded as such on the accounts report presented to the next following meeting.
- 13.6 The financial year of the Club shall run from 01 April to 31 March.

14. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members, entitled to vote, and present at an AGM or EGM.

15. Dissolution of the Club

- 15.1 Any resolution to dissolve the Club may be passed at an AGM or EGM provided that:
- (a) the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward;
 - (b) at least twenty-eight days notice of the proposed resolution shall be given in writing by the secretary to all members; and
 - (c) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- 15.2 Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a local club or association, as determined by the meeting at which the resolution is carried, to be employed for the development of the sport.

16. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of The Fittleworth Flyers Running Club.

SIGNATURES

Chairman: Date:

Secretary: Date: