

## **GARSTANG RUNNING CLUB CONSTITUTION**

### **1. Name of Club**

The club is called the Garstang Running Club (GRC) and is affiliated to:

1. England Athletics (EA) as a voluntary club.
2. The Garstang Sports Club.

The continuation of affiliations will be ratified at the Annual General Meeting (AGM).

### **2. Aims and Objectives**

The Garstang RC was formed in February 1984 with the aims and objectives to:

1. Offer social and competitive opportunities in running.
2. Promote health and wellbeing to all members.
3. Ensure a duty of care to all members of the club.
4. Provide all its services in a way that is fair to everyone.
5. Ensure that all present and future members receive fair and equal treatment.

### **3. Membership**

Membership will comprise the officers and members of the club.

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 conduct that the club has adopted, and the policies and rules of the EA.

Member will be age 16 and over. Members normally will be enrolled in one of the following categories:

1. Full member.
2. Life member.
3. Second claim member.

### **4. Membership Fees**

Membership fees will be set annually and agreed at the AGM.

Fees will be paid by annual subscription.

### **5. Officers of the Club**

The executive officers of the club will be:

1. Chair.

2. President.
3. Secretary.
4. Membership secretary.
5. Treasurer.
6. Welfare officer.

Other officers will be appointed to fulfil roles deemed necessary to meet the needs of the club. Examples include race directors and team captains.

Executive officers will be elected annually at the AGM. Nominations for officers of the club will be sent to the Secretary prior to the AGM. All nominations for an officer of the club must include a proposer and a seconder.

Officers normally would be expected to serve for at least 2 years but may serve for longer if they wish. This neither precludes an officer from resigning at any time nor a member standing against an existing officer.

## 6. Members' Meeting

The club will be managed through the Members' Meetings (MM).

MMs are open to all members of the club. They will be held on the 1<sup>st</sup> Tuesday of every month unless agreed otherwise by the members. All attendees have the right to vote on club matters. Minutes of MMs will be issued by the Secretary within 2 weeks of the meeting.

The MM will be convened by the Secretary of the club.

The MM will be responsible for developing and recommending to the members new policy, codes of conduct and rules that affect the organisation of the club. Any member of the club can propose items for discussion.

The MM will have powers to appoint sub-committees and advisers, as necessary, to assist the MM to fulfil its business. Examples include disciplinary hearings, and trophy and constitution sub-committees.

The quorum required at MMs for business to be agreed will require at least 3 executive officers to be present.

## 7. Race Committees

The club's races will be managed through each race's Race Committee (RC). The RC will be chaired by the Race Director and comprise:

1. Race Director.
2. Marshal Coordinator.
3. Chairman.
4. Start Official.
5. Other interested club members.

## 8. 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 management of the finances of the club.

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

An audited statement of annual accounts will be presented by the Treasurer at the AGM.

All cheques drawn against club funds must conform to the bank's signatory requirements.

## 9. Annual General Meetings

Notice of the AGM will be given by the Secretary. Not less than 21 clear days' notice will be given to all club members.

Proposals for inclusion on the agenda for the AGM must be received by the Secretary at least 21 days prior to the meeting.

Proposals for changes to the constitution must include both a proposer and a seconder.

The AGM will receive reports from the Chairman and Treasurer with a statement of the audited accounts, and other officers as required.

All club members who attend have the right to vote at the AGM.

The quorum for AGMs will be at least 12 club members including at least 3 executive officers.

Minutes of the AGM will be issued by the Secretary within 2 weeks of the meeting.

## 10. Extraordinary General Meetings

The executive officers have the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 11. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Chairman or Secretary.

The Chairman or Secretary will appoint a sub-committee from the officers of the club to hear complaints within 14 days of a complaint being lodged. The sub-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(s) against whom the complaint was made within 14 days of the hearing.

Both parties will have the right of appeal to the sub-committee following disciplinary action being announced. The committee will decide whether it can hear the appeal or appoint a new sub-committee to consider it. The appeal must be heard within 14 days of its receipt.

## 12. Dissolution

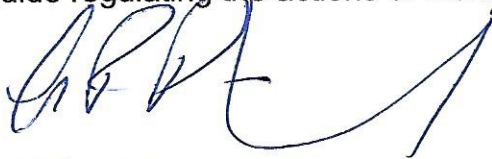
A resolution to dissolve the club can only be proposed at an AGM or EGM. If the attendees vote to propose dissolution of the club then all members must be balloted within 14 days. Club members must vote within a further 14 days. A vote to dissolve the club will need a 60/40 % majority of all those who vote.

In the event of dissolution, any assets of the club that remain will become the property of the club members at the time of dissolution.

### Declaration

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

SIGNED:



DATE: 5 March 2019

NAME:

TONY PRITCHARD

POSITION: Club Chair

SIGNED:



DATE:

5/3/2019

NAME:

PAUL MOSS

POSITION: Club Secretary