

# Sedgefield Harriers

## Club Constitution (2024)

## 1. Title

The title of the club shall be Sedgefield Harriers (hereinafter referred to as the Club) and it shall seek affiliation to and be bound by the rules of England Athletics.

## 2. Objectives

The Objectives of the club shall be:

To encourage the practice and development of amateur athletics in Sedgefield and the wider East Durham area.

To provide coaching for members and to organise competitions.

To organise teams to represent the Club in championships, leagues and other competitions deemed appropriate by the Management Committee.

The Club shall seek to compete, subject to approval by England Athletics, in the following athletic disciplines.

1. Cross country running
2. Fell and hill running
3. Road Running
4. Track and Field

The Club shall notify England Athletics of any alteration to these athletic disciplines.

The Club shall be committed to encouraging the highest ethical standards. All members should conduct themselves with integrity, transparency and accountability and in a fair and equitable manner.

The Club has a duty of care to all members of the Club and shall operate in a way which is fair to everyone.

The Club shall have an Equality and Diversity Policy Statement and Codes of Practice for Club Officials, Coaches, Volunteers and Members, which are approved by the Management Committee and revised as and when appropriate and reviewed annually and published on the club's website.

### 3. Membership

All members shall receive fair and equal treatment.

Membership shall consist of 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 practice that the Club has adopted.

Members shall be enrolled in one of the following categories:

Full Member (Senior), age 17+	Approved by Membership Secretary
Junior Member age 11 to 17 <sup>th</sup> birthday	Approved by Club Head Coach
Junior Member age 4 to 11 <sup>th</sup> birthday	Approved by Club Coach
Student Member	A person in full-time education
V60 Member	A person over the age of 60
Life Member	Approved by Management Committee
Second Claim Member	Approved by Membership Secretary
Second Claim Student Member	Approved by Membership Secretary

Membership shall be open to persons who are amateurs as defined by UK Athletics and shall be open to anyone interested in the sport of amateur athletics regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs save for there shall be a minimum entry age of 4 years. Each applicant for membership must complete the official application form. Applications by persons past their 17<sup>th</sup> birthday will be considered by the Membership Secretary and will be minuted at the next committee meeting. . The approved application will be minuted. A rejected application along with the reason or reasons for rejection will be minuted and advised to the applicant in writing. Members past their 17<sup>th</sup> birthday shall be deemed Senior Members. Application for membership by persons past their 11<sup>th</sup> birthday but before their 17<sup>th</sup> birthday will be considered by the Junior Section coaches who must be suitably qualified and with UK Athletics qualifications and be a member of the club. Junior membership below the age of 11 years shall be encouraged, in which case the usual minimum age shall be 4 years. Junior members between 4 and 10 years shall complete an appropriate form and be accepted by a club coach who has completed a UK Athletics coaching course and is a member of the club. Reasons for rejecting an application for junior membership shall be given to the Management Committee in writing and shall be reported by the Club Secretary and minuted at the next meeting of the Management Committee. The Management Committee may refuse senior or junior membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Management Committee (see Discipline and Appeals, below).

### 4. Coaches

Coaches who coach for the club need not be club members but must be authorised by the club management committee to coach club members and lead club sessions. The club management committee will have satisfied themselves that a coach has the necessary qualifications and meet the requirements of all necessary regulations to allow them to coach including safeguarding of children and vulnerable adults. The club management committee will have satisfied themselves that a coach is aware that their relationship to the club is subject to the requirements of the club constitution including that misconduct will be dealt with in the Discipline and Appeals clause. The Management committee may terminate the club's relationship with a coach at any time and with immediate effect.

## 5. Management

The Management of the Club shall be vested in the Management Committee, which shall consist of the Chair, Treasurer, Secretary, who shall be officers of the club, together with a committee of no less than 5 and no more than 8 members. All the foregoing shall be elected at the Annual General Meeting and shall remain in office until the conclusion of the Annual General Meeting the following year. The Committee shall have the power to fill vacancies as and when they arise between Annual General Meetings. The Management Committee shall have the power as necessary to appoint sub-committees, advisers to the Management Committee and co-opt members for particular projects. Sub-committee members, advisers and co-opted members shall not have a vote at Management Committee.

In the event of a tie when there is a vote at a meeting of the Management Committee the Chair shall have a casting vote or may choose to refer the matter to an EGM within 28 days of the committee meeting where the matter in question shall be voted on by all members present or to an AGM if it is due within 28 days of the tied vote at committee.

Management Committee meetings will be convened by the Secretary and held no fewer than six times per year.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations, or the constitution or otherwise bringing the club into disrepute and will be responsible for taking disciplinary action including suspension or expulsion from the club.

The quorum for meetings of the Management Committee will be three and will be four for disciplinary hearings and appeals.

## 6. Life President

The Management Committee may, at its discretion, nominate an individual to the position of Honorary Life President, such appointment to be confirmed by majority vote at an AGM or EGM.

The Honorary Life President will receive Life Membership and serve in an ambassadorial and consultative role at his or her discretion.

## 7. 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 the 31<sup>st</sup> August each year.

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

All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties other than donations made to selected charities supported by the Club from time to time.

Any cheques drawn against the club funds should hold the signatures of the Treasurer plus one other officer of the club. Any money paid out of the club account requires the approval of 2 officers of the club.

A summary of club accounts will be presented by the Treasurer at each committee meeting.

## 8. Annual General Meetings and Extraordinary General Meetings

The Annual General Meeting shall be held in the month of October for the purpose of:

- a) Receiving the Annual report of the Committee
- b) Receiving the audited statement of Accounts
- c) Electing the Officers and Committee for the ensuing year
- d) Considering any amendments to the Constitution of which due notice has to be given to all members. Any proposed change to a Constitution Rule by a member must be received by the Chair or Secretary at least 21 days prior to the Annual General Meeting in order that all members shall have sufficient notice of proposal.

Notice of Annual General Meetings will be given by the Secretary. At least 14 days notice shall be given to all members of the date, venue and agenda items of the Annual General Meeting. Each member at the meeting shall have one vote.

The quorum for Annual General Meetings shall be 10% of the club membership.

An Extraordinary General Meeting shall be called by the Chairman or Secretary of the club within one month of the receipt of requisition signed by at least 10% of the club's membership stating the purpose of the meeting. At least 14 days notice shall be given to all fully paid members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

## 9. Subscriptions

Members shall pay an annual subscription fee, which falls due on the 1st April each year. The level of fees shall be determined at an Annual General Meeting and will be set at a level that does not pose a significant obstacle to membership. A graduated scale of fees will be operated dependent on the age and circumstances of members. Members will be registered with the England Athletics membership scheme.

In the case of a new member the subscription fee due must accompany the application for membership.

## 10. Non Payment of Subscriptions

A member of the Club whose subscription is 3 calendar months in arrears shall no longer be regarded as a member of the club and their name will be recorded in the minutes of the next meeting of the Management Committee. This lapse of membership will be communicated to the member in default by email. The same email will also advise the individual that they are no longer affiliated to England Athletics. A member in default who later wishes to rejoin the Club shall have their application considered by the Management Committee and if accepted, their affiliation to England Athletics renewed providing all fees due are paid in full including the fees due to the Club and fees due to England Athletics for the period of default for the previous membership.

## 11. Resignation

Any members wishing to resign must do so in writing to the Chair or Secretary. The resignation shall be considered at the next meeting of the Management Committee and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club i.e. has not paid his/her subscription for the current year. Acceptance of this resignation will be withheld until this debt has been paid and during this period the member will be suspended and unable to compete.

Any member who has resigned shall not be entitled to a refund of fees for the current year.

## 12. Discipline and Appeals

All concerns, allegations or reports of poor practice relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

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

The Management Committee will meet to hear complaints within 14 days of a complaint being submitted in writing. The Committee has the power to take appropriate disciplinary action including termination of membership.

The outcome of a disciplinary hearing will be communicated in writing to the person who lodged the complaint and member against who the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following the communication of any disciplinary action. All appeals should be made in writing to the Secretary within 14 days of communication of disciplinary action and the Management Committee should consider the appeal within 14 days of the Secretary receiving the details of the appeal.

There will be a minimum of four members of the Management Committee present for a disciplinary hearing or to consider an appeal.

### 13. Dissolution

A resolution to dissolve the Club can only be passed at an Annual General Meeting or an Extraordinary General Meeting through a majority vote of the membership.

In the event of dissolution the Management Committee shall investigate the opportunities for disposing of the Club's assets (including financial assets) to similar sports or community clubs. The Management Committee shall satisfy itself that the intended recipient of the assets is a well founded, well managed and constituted club or clubs. The Management Committee can take the decision to dispose of the assets to such club or clubs without further recourse to members. In the event that a suitable club or clubs to receive the assets cannot be found then the Management Committee can sell the assets to buyers approved by the Management Committee or auction the assets of the club at a reputable auctioneers and make a cash donation of the proceeds to a suitable sports or community organisation. In all cases, the suitable sports or community organisation must be a registered charity or Community Amateur Sports Club. In the event that a suitable organisation can not be identified, assets will be given or transferred to England Athletics.

### 14. Amendments to the constitution

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

### 15. Declaration

Sedgefield Harriers hereby adopts and accepts this constitution which shall regulate the conduct and actions of the members.

Signed:

Date:

Name:  
Chair

Signed:

Date:

Name:  
Secretary