

Kingfisher Harriers Club Constitution

1. Name

The club will be called Kingfisher Harriers and will be affiliated to England Athletics.

2. Aims and Objectives

- ✚ To offer a safe and friendly running environment
- ✚ To provide run leaders to facilitate organised groups, catering for all levels of ability whenever possible
- ✚ To promote the club within the local community and athletics
- ✚ To ensure a duty of care to all members of the club
- ✚ To manage the club in a way that is fair and inclusive

3. Club Equality Statement

- ✚ The club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so, the club will adopt the Sports England definition of sport equality:
 - Sport equality is about fairness in sport and equality of access
 - Recognizing inequalities and taking steps to address them
 - Challenging 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, 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

4. Club Membership

- ✚ Adult Membership will consist of members above the age of 17 years
- ✚ Youth membership will consist of 14-17 year olds

- ✚ Senior membership will be for anyone over the age of 65 years
- ✚ The club will keep and maintain a members' list
- ✚ Membership of the Club is inclusive and open to all without discrimination, but is not transferable
- ✚ A person may appeal against any denial of membership
- ✚ The Rules and Code of Conduct form a binding agreement between each member of the Club
- ✚ The members shall conduct themselves so that the business of the Club is carried out and in accordance with the rules and regulations of England Athletics

5. Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting if a price rise above 10% is proposed. Fees will be paid annually by subscription. A calendar year will apply from 1st April.

6. Cessation of Membership

Membership of the Club ends if:

- ✚ The member dies
- ✚ The member is convicted of a criminal offence which involves dishonesty
- ✚ The member resigns
- ✚ The member's subscriptions are at least 3 (three) months overdue
- ✚ The member is removed from membership by a Committee resolution
- ✚ An outgoing member forfeits his/her rights in and claims upon the Club, but the Committee may refund an appropriate part of a resigning member's subscription fee if appropriate

7. Officers of the Club

- ✚ Chair
- ✚ Secretary
- ✚ Treasurer
- ✚ Membership Secretary
- ✚ Club kit and Merchandise
- ✚ Coach Coordinator

- ✚ Safeguarding and welfare (male and female officers)
- ✚ League and Race Coordinator
- ✚ Statistician
- ✚ IT and Website
- ✚ Entertainments officer and assistants
- ✚ Volunteer Coordinator

Officers will be appointed for 1 year and elected annually at the Annual General Meeting. All Executive Committee positions will require a membership vote. If a vacancy arises between AGM's, then an EGM will need to be held. All Core Team positions will be voted upon by the membership, unless there is a vacancy between the AGM's and the vote will be by Core Team Committee. All officers will stand for 1 year, but will be eligible for re-appointment.

The Club Secretary will email all members of the Club with 21 days' notice of the AGM and will declare posts that are vacant from the current standing committee. All members will be able to stand for any post and if there is a members willing to stand in addition to a re-standing committee members, then these posts will go to vote at the AGM. All committee members will require a nominator and seconder. An email from the person standing for a position and their nominator and seconder will be sent to the secretary at secretary@kingfisherharriers.com no later than 10 days prior to AGM.

8. Executive Committee

The club will be managed through the Executive Committee consisting of Chair, Treasurer, Secretary, Membership secretary and Coach Coordinator. Only these posts will have a vote at meetings of the Executive Committee.

The Exec committee is responsible for the management of the club and has the powers to decide disputes arising in respect of any issue concerning the Rules.

- ✚ The Executive Committee meetings will be convened by the Secretary and held no less than 4 times per year
- ✚ The quorum required for business to be agreed at Executive Committee meetings will be 4. If the Chairperson cannot attend, the Treasurer will chair the meeting
- ✚ No voting will take place at an Exec meeting, without all members being present. If all Exec members cannot be present, then the item to be voted upon will be made aware in advance, to allow the absent member to indicate their vote. In the event of a tie, the Chair has a casting vote
- ✚ The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club
- ✚ The Executive Committee will have the power to appoint sub committees as necessary

- ✚ The Executive Committee will be responsible for disciplinary meetings of members who infringe the club rules/ regulations and responsible for any action following such hearing
- ✚ The Executive Committee will seek advice from Safeguarding officers on any club matters that require advice regarding safeguarding and welfare. The Safeguarding officers remain on the Core Team, but are impartial to the Executive Committee
- ✚ At Core Team meetings, decisions are made by a simple majority of those Officers attending the Committee meeting and will be entered into the Club's minutes

9. Conflicts of Interest

Officers must declare the nature and the extent of their interest in any business and, where conflicted, must absent himself or herself from any such participation and withdraw during the vote and have no vote on the matter.

Any member that is concerned that a committee member has a conflict of interest is to address this in writing to the Welfare team at safeguarding@kingfisherharriers.com. The concern will be handled with impartiality.

10. Disqualification from Office

A person shall cease to hold office as an Officer if he or she suffers an event of:

- ✚ Any criminal conviction
- ✚ Any act that would be considered to be gross negligence
- ✚ Bankruptcy (in the Role of Treasurer)
- ✚ Disciplinary action upheld by the Exec Committee or ceases to be a member of the Club for any reason.

11. 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 run from 1st January and end on the 31st December
- ✚ A statement of accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against the club funds should hold the signatures of the Treasurer plus either Chair or Secretary
- ✚ No members with financial signatory position in the Exec Team can be related to each other
- ✚ The Committee shall comply with all legal requirements to ensure accounts are maintained

12) Annual General Meetings

- ✚ Notice of Annual General Meetings (AGM) will be given by the club Secretary
- ✚ Not less than 21 clear days to be given to all members, but 90% of all members can agree to shorter notice
- ✚ The AGM will receive a report from officers of the Executive Committee and a statement of the independently verified accounts
- ✚ Nominations for the officers of the Executive Committee will be sent to the secretary prior to the AGM in writing/ by email by the proposer and seconder, at least 10 days before the meeting
- ✚ Elections of officers are to take place at the AGM
- ✚ All Members present have a right to vote at the AGM. The Chair of the meeting has a casting vote on deadlock
- ✚ The quorum for AGMs will be 25% of total membership
- ✚ The Executive Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM
- ✚ A non-quorate meeting shall stand adjourned to the same day, in the next week at the same time and place as the Committee decide, or with 21 days clear notice to membership. The members present at the adjourned meeting, will constitute a quorum, even if insufficient
- ✚ Procedures for EGMs will be the same as for the AGMs
- ✚ The secretary must take and keep the minutes for the Club

13) Voting Procedure

- ✚ The members will make decisions by Ordinary Resolution, unless otherwise required. Alternatively the members may make any decision in writing by unanimity
- ✚ An Ordinary Resolution requires a simple (more than 50%) majority vote of the members
- ✚ A Special Resolution requires a 75% (seventy five per cent) or more majority vote of the members

14) Communications by the Club

- ✚ Any document (including any notice) may be sent to members in hard copy, electronic form or on the Club website

15) Personal Risk

- Members and guests accept that playing sport can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and participate in the Club's sporting activities at their own risk
- To the extent permitted by law, the liability of the Club and its Officers to any member is limited to the net assets of the Club

16. Indemnity

Every Officer will be indemnified out of Club against any liability incurred in the proper discharge of his or her duties to extent permitted by law

17. Bye Laws

The Committee may make bye laws as necessary for the proper conduct and management of the Club and for prescribing classes of and conditions of membership

18) Complaints and Disputes

- All complaints regarding the behaviour of members should be presented and submitted in writing to the safeguarding@kingfisherharriers.com
- The Executive Committee will be made aware of any complaints, but will not be privy to information, until a non-prejudice investigation has been held. If the complaint involves any member of the Exec Team, that person will be excluded from the information
- Any disciplinary will be a fair hearing and will allow both sides to be heard, prior to a decision being made
- 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 complainant as well as the defendant within 7 days of the hearing
- There will be the right of appeal to the Executive Committee following disciplinary action being announced
- The committee should consider the appeal within 14 days of the Secretary receiving the appeal
- All concerns relating to the welfare of children or vulnerable adults and club members, will be addressed in accordance with the Club's safeguarding policy and procedures

19) Alteration of the Rules

The Rules may only be amended by Special Resolution, subject to England Athletics' consent (where required).

20) Dissolution

- ✚ A Special resolution to dissolve the club can only be passed at an AGM or EGM though a majority vote of the membership
- ✚ In the event of dissolution, any assets of the club that remain will become the property of England Athletics

21) Amendments to the constitution

☒ The Constitution will only be changed through agreement by majority vote at an AGM or EGM

22) Declaration

Kingfisher Harriers hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.

Name: Ernest Heaton

Position: Club Chair

Signed:

Date:

Name: Richard Green

Position: Treasurer

Signed:

Date:

Name: Pamela Moreton

Position: Secretary

Signed:

Date:

Name: Mandy Ferris-Hill

Position: Membership secretary

Signed:

Date:

Name: Andrew Walchester

Position: Coach Coordinator

Signed:

Date: