

## **KIRKSTALL HARRIERS CLUB CONSTITUTION (v5)**

### **1) TITLE**

The name of the club is Kirkstall Harriers.

### **2) HEADQUARTERS**

The Headquarters is the Leeds Postal Sports Association, Beecroft Street, Leeds.

### **3) OBJECTIVES**

The objectives of the Club are:

- a) To offer the opportunity of partaking in the sport of running to the whole community.
- b) To provide opportunities for appropriate supervised training.
- c) The promotion of road, trail, cross country and fell running.
- d) The improvement in running standard of members, through a club environment.
- e) To compete in competitions as agreed by the Annual General or other Meeting, or by the Management Committee
- f) To organise appropriate social events.

### **4) EQUALITY**

- a) The 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".
- b) 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.
- c) The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behavior and promote equality of opportunity.

- e) The club will deal with any incidence of discriminatory behavior seriously, according to normal disciplinary procedures.

## **5) CLUB COLOURS**

- a) The Club Colours will be a purple or purple with white and black side flashing shirt or top, with the Club name in white lettering.
- b) All members at competitive meetings must wear Club Colours otherwise they will be uninsured under UK Athletics Rules

## **6) MEMBERSHIP**

- a) Membership of the club is confined to amateurs as defined by UK Athletics.
- b) Application for membership shall be made on the appropriate form, to the Club Secretary or via the online application form on the club web site.
- c) Membership is restricted to persons of 18 years or over.
- d) Every individual member shall have one vote in any General Meeting.
- e) To resign, a member must inform the Club Secretary by any written means including and not excluding by letter or e-mail.
- f) Membership will terminate on the date of the letter, unless the person is indebted to the Club, in which case the Management Committee may withhold acceptance of the resignation until the liability is fully discharged.
- g) Where a Member has not paid their due club fees within 3 months for the AGM the Management Committee shall have the discretion to deem that they have terminated their membership of the club.
- h) Members who are more than thirteen months in arrears of club fees shall have their membership revoked.
- i) Where a member has their membership terminated or revoked by virtue of Rule 6 (g) or (h) the Management Committee may pursue any outstanding debts to the Club.
- j) No refund of subscription in respect of any unexpired period of membership will normally be made.
- k) Each member shall agree to abide by the decisions of the Committee.

## **7) SUBSCRIPTIONS**

- a) Club subscription charges shall be made by the AGM. The subscriptions shall be made payable on joining the club, and subsequently, annually, at the AGM.
- b) The full club subscription fee shall be payable on joining the club. At the discretion of the Management Committee, anyone joining the club throughout the year may be charged subscriptions for the following year on a pro rata basis.
- c) Anyone resigning from Kirkstall Harriers shall forfeit all membership fees.

## **8) MANAGEMENT COMMITTEE**

- a) The Management Committee shall consist of :-
  - Chairman
  - Secretary
  - Treasurer
  - Committee Members not exceeding eleven.
- b) No Member shall hold more than one post on the Management Committee concurrently.
- c) All Members of the Management Committee are to be elected at the AGM.
- d) The Management Committee is empowered to co-opt extra members if considered appropriate, and to form Sub-Committees if and when necessary.
- e) The Management Committee shall meet quarterly, or as they deem necessary. A Quorum shall be 4.
- f) All decisions will be by consensus of the members present, with the Chairman having a casting vote in the event of a tie.
- g) The Officers are authorised to act between Management Committee meetings, on matters that cannot be left until the next meeting.
- h) The Management Committee shall elect one or more of its members to sit on the Committee of any organisation it believes will promote the interests of the club.

## **9) OTHER CLUB OFFICERS**

- a) In addition to the management committee, following additional Club Officers shall be appointed:
  - Auditor(s) of the Club Accounts
- b) These additional Club Officers shall report to the AGM or other appropriate meetings on their activities and findings.

- c) Members of the Management Committee, other than the Chairman, Secretary and Treasurer, may take on one of these additional Club Officer posts, but only if no other members of the club put themselves forward and are deemed suitable to hold such posts.

## **10) REVENUE**

- a) The funds of the Club, including all subscriptions, donations, grants, race entry fees and any other income, shall be paid into an account operated by the Treasurer in the name of the Club. The account may be held at any such financial institution as the Treasurer may decide. All cheques must be signed by at least two members of the Committee (out of a total of four names notified to the bank).
- b) The funds belonging to the Club shall be applied only to furthering the objectives of the Club.
- c) The Treasurer shall be responsible for ensuring that:
  - Adequate accounting records are kept
  - Annual Statements of Account are prepared for the year ended December 31st
  - The Statements of the Account are subjected to an audit and independent examination

## **11) CONDUCT OF MEMBERS**

- a) All members shall ensure that they abide by the rules of the Club.
- b) All members shall ensure that at all times they conduct themselves in a manner that ensures the health and safety of and respect for Club members, other runners and members of the public.
- c) Where any person has a concern about the conduct of Club member they shall inform the Club Chairman, or if that is inappropriate or not practical the Club Secretary of their concerns in writing.
- d) On receipt of a written notice of concern about the conduct of a Club Member the Chairman (or Secretary in relevant circumstances) shall consider the allegations made. If the Chairman (or Secretary) is satisfied that the allegations indicate a breach of the club rules or inappropriate behaviour they shall ask a member of the Management Committee to investigate the allegations and prepare a report for the Chairman (or Secretary).
- e) If the Chairman (or Secretary) consider that the report produced by the Management Committee member in accordance with Rule 9(d) demonstrates a breach of the club rules or inappropriate behaviour they shall convene a panel of not less than three members of the Management

Committee and any other Club members as they believe to be appropriate to hear both the allegations and the response of the accused Club member.

- f) If the panel appointed under Rule 9(e) finds that the Club rules have been breached or the member has in any other way acted in an inappropriate way they may:
- (i) impose conditions on that person's membership of the Club;
  - (ii) suspend that person's membership of the Club for a period of not more than six months;
  - (iii) revoke that person's membership of the Club.
- g) Following the imposition of any sanction as set out at Rule 8(f) the Chairman or Secretary may inform any relevant person or organisation of the action taken and the grounds for the action being taken.

## **12) ANNUAL GENERAL MEETING**

- a) The Annual General Meeting (AGM) will be held within 13 months of the previous AGM.
- b) The Secretary must give every member 14 days notice of the meeting in writing. This duty may be discharged by any written means including and not excluding by e-mail or posting on the Club's web-site.
- c) The following business will be undertaken:
  - Any officer's reports will be read and discussed.
  - The accounts will be discussed and agreed by the meeting.
  - The Officers and Committee Members will be elected.
  - Any further matters on the Agenda will be considered.
- d) Decisions taken at the AGM will be by simple majority of the members present.

## **13) EXTRAORDINARY GENERAL MEETINGS**

- a) The Secretary must call an Extraordinary General Meeting (EGM), within 21 days of receipt of a requisition in writing, signed by at least 20% of the total membership, or following a decision of the Management Committee.
- b) Each member will be notified in writing, of the date, time, venue and the business to be discussed.
- c) Only the business set out in the requisition and meeting notice, will be discussed.

## **14) AMENDMENTS TO THE CONSTITUTION**

- a) The Management Committee, by a 2/3 majority at a quorum meeting, or a requisition in writing signed by at least 20% of the total membership, may propose amendments to the constitution.
- b) The changes may only be made at an AGM or an EGM called for that purpose.
- c) If the proposed alteration(s) are agreed by 2/3 of the members present, the amendment(s) to the constitution will be adopted.

## **15) DISSOLUTION OF THE CLUB**

- a) The Management Committee, by a 2/3 majority at a quorum meeting, may decide to dissolve the Club. They must then call an EGM giving 21 days notice in writing, to all club members.
- b) Alternatively, 20% of members may petition the Club Secretary in writing, to call an EGM for the purpose of dissolving the Club.
- c) If the motion is passed by a 2/3 majority at that meeting, the Club is then dissolved.
- d) Upon dissolution, the distribution of any funds remaining after all debts have been met, will be decided by the Management Committee at the time. One of the following options regarding distribution of the club assets and funds shall be chosen by the Management Committee by majority vote:
  - I. Donation to another club with similar sports purposes which is a registered charity and/or
  - II. Donation to another club with similar sports purposes which is a registered CASC and/or
  - III. Donation to the club's governing body for use by them for related community sports.

## **16) ALLOCATION OF CLUB ENTRIES**

- a) The mechanism of allotment of entries (whether allocated to or purchased by the Club) into any race or competition shall be determined by the Management Committee. In determining the appropriate mechanism the Management Committee shall have regard to the Club's objectives.
- b) The criteria for the eligibility of entry into and any form of categorization or streaming of eligible entries shall be made known to members prior to entries being accepted.

## **17) CLUB CHAMPIONSHIP AND OTHER AWARDS**

- a) The mechanism for the determination of the winner of the Club Championship and the selection of the relevant races shall be determined by the Management Committee and shall be made known to members prior to the commencement of the Club Championship.
- b) The Management Committee shall determine which other internal Club competitions be shall run and the rules of such. These shall made known to members prior to the commencement of any Club competition.
- c) The Management Committee shall determine any awards to be made by the Club and the mechanism by which the winners of such shall be selected will be made known to members prior to the selection process.
- d) The Management Committee is authorised to purchase any trophies or other prizes for any internal club competition or award.