

CONSTITUTION OF HADLEIGH HARES

This constitution was adopted on

1. CLUB NAME AND AFFILIATIONS

1. The name of the Club shall be **HADLEIGH HARES ATHLETICS CLUB (the Club)**.
Affiliated to England Athletics and Triathlon England.

2. AIMS AND OBJECTIVES

The aims and objectives of the Club are:

1. To allow all members to reach whatever level of enjoyment from athletics and triathlon that they want by promoting amateur athletics and triathlon.
2. To promote the Club within the local community, triathlon and athletics.
3. To provide coaching, competitive opportunities, encouragement and ultimately better facilities to facilitate this aim.
4. To abide by the rules as laid down in the current UK Athletics "Rules for competition" handbook and the current British Triathlon "Rules for Competition" handbook.
5. To ensure a duty of care to all members of the Club.

3. CLUB EQUITY STATEMENT

1. 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.
2. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
3. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

4. MEMBERSHIP

1. 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 the regulations and codes of conduct that the Club has adopted.
2. Each member shall pay an annual subscription, which will be payable on the 1st of April in each year. If a member joins during the year the member shall pay such part of the annual subscription as decided by the Committee.
3. The membership fees will be set annually and proposed by the Committee and approved at the Annual General Meeting.
4. Subscriptions must be paid for the current year before the member can compete for the Club. Once the subscription lapses, the member has no right to attend training sessions, compete or represent the Club except where the Committee chooses to waive this rule
5. To resign from the Club the member shall give notice in writing to the membership secretary. Membership terminates on the date of the notice unless the member is financially indebted to the Club. In such cases the Committee may withhold acceptance of resignation until the member has discharged any liability.

6. The Committee shall have the power to expel any member whose subscription is 2 months or more in arrears, provided at least one month's notice has been given to the member, addressed to the member's last known address, informing the member of the proposed action of the Committee.
7. The Committee shall have the power by a two thirds majority decision to veto any application for membership.

5. MANAGEMENT

1. The management of the Club shall be vested in a Committee that shall consist of the Chairman, Treasurer and Secretary who shall form the Club Committee together with a maximum of twenty other members (the "**Committee**").
2. Committee members will be elected at the Annual General Meeting (**AGM**).
3. All members of the Committee will retire each year at the AGM but will be eligible for re-appointment.
4. All paid up members are welcome to attend meetings and will have voting rights if they attend.
5. An Honorary President may also be chosen at the AGM.
6. The quorum required for business at a meeting of the Committee shall be 3 Committee members.
7. All decisions shall be by a majority vote, the Chairman shall have the casting vote in the event of a tie.
8. The Committee shall meet at least every 3 months.
9. The Committee shall have all such administrative powers as may be necessary for properly carrying out the objects of the Club. The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club. The Committee will have powers to appoint such subcommittees as are necessary and appoint advisers as necessary to fulfil its business.
10. The Committee may fill any vacancy on the Committee. Any member so chosen for the Committee shall retire at the following Annual General Meeting and shall be eligible as a candidate for re-election at such Annual General Meeting.
11. Neither the Club nor the Committee shall be liable for injuries incurred by Club members training at official Club sessions or in their own time. Reference to the Club's insurance may be appropriate in case of injury.

6. FINANCE

1. All Club monies will be banked in an account held in the name of the Club.
2. The Treasurer will be responsible for the finances of the Club.
3. The financial year of the Club will end on 28th February.
4. An audited statement of annual accounts will be presented by the Treasurer at the AGM.
5. Any cheques drawn against Club funds should hold the signature of the Treasurer and one other officer. Electronic payments from Club funds should be authorised by at least two Committee members.
6. The bank account mandate will have the following signatories: Treasurer, Chairman and one other Committee member.

7. ANNUAL GENERAL MEETING

1. The Committee shall give not less than 21 days' notice of the Annual General Meeting which will be held in each year not later than 30 May during which the following business will be undertaken.
 - i. The general report from officers of the Committee will be read and discussed.
 - ii. The accounts will be presented.
 - iii. The Committee will be elected.
2. Nominations for the Committee members should be sent to the secretary prior to the AGM. The person chairing the AGM shall have discretion to accept nominations for unfilled roles on the Committee at the AGM
3. Motions to be discussed at the AGM must be submitted in writing to the Secretary at least 14 days before the AGM.
4. All paid up members over 17 years of age (including second claim/concessions/family and life members) attending have the right to vote.
5. The person chairing the meeting shall have the casting vote.
6. The quorum for the AGM is ten members.
7. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for an EGM will be the same as the AGM.
8. At least 10 paid up and voting members may petition the Secretary in writing to call an EGM.

8. DISCIPLINE AND APPEALS

1. Any member guilty of misconduct (i.e. behaviour contrary to the constitution or behaving in a non-sporting manner) may be cautioned once, or expelled from the Club by a majority decision of the Committee. Any person expelled shall have the right to appeal to the Committee at a committee meeting called at the member's request, not later than 14 days from the date of expulsion. No refund will be due on any membership which is terminated by the Club.
2. All concerns, allegations or reports of poor practice/abuse 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.
3. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
4. The Committee will meet to hear complaints within 14 days of a complaint being lodged. If appropriate, all parties involved should be given the opportunity to attend an emergency meeting to put forward their case(s).
5. The Committee has the power to take appropriate disciplinary action including the termination of membership.
6. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
7. There will be the right of appeal to the Committee following disciplinary action being announced.
8. The Committee should consider the appeal in 14 days of the secretary receiving the appeal.

9. AMENDMENT TO CONSTITUTION

The Committee may propose amendments to the Constitution at an AGM or EGM. A two thirds majority must vote in favour to adopt any amendments to the Constitution.

10. CLUB COLOURS

1. The colours of the Club shall be red and black.
2. First claim Club colours must be worn by all competitors at all UK Athletics sanctioned meetings unless mutually agreed by both Club Captain and Race Referee.

11. RACE ENTRIES

1. Members wishing to take part in any race that is coordinated/entered via the Club are requested to pay any fees due in advance.
2. Non payment of race fees will be interpreted to mean that the member has withdrawn from the race.

12. THE LONDON MARATHON – BALLOT OF CLUB PLACES

1. Primary qualification criteria

To be eligible to participate in the ballot for Club places the following primary criteria must be met:

- i. The member must be a paid up Full Member of the Club in the qualifying year (i.e. the year prior to the Marathon). Second Claim members are not eligible for the ballot.
- ii. The member must have entered for the London Marathon.
- iii. The member must have the relative rejection slip or other evidence of rejection.

2. Secondary qualification criteria

In addition the member must also fulfil the following secondary criteria:

- i. The member must have run at least 3 races for the Club in the qualifying year.
- ii. The member must have been an active member of the Club in the qualifying year, as considered by the Committee.
- iii. The member must not have had a Club draw place for the marathon in the previous 2 years.

3. In exceptional circumstances the Committee may modify these criteria to ensure that the places are filled.

13. PUBLICITY

No member shall act as a representative of the Club either verbally or through the written word without the content being approved by the Committee or an appointed representative of the Committee.

14. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM by a two thirds majority vote of the membership.

In the event of dissolution, any funds or assets of the club that remain will be donated to England Athletics or some other club with similar objectives to those of Hadleigh Hares.