

LINGFIELD RUNNING CLUB

CONSTITUTION

effective from 11 January 2017

1. Name

The club will be called Lingfield Running Club and will be affiliated to UK Athletics.

2. Aims and objectives

The aims and objectives of the club will be:

- To promote and enjoy amateur athletics, principally running, in a friendly and informal manner
- To promote the club and its objectives within the local community

3. Headquarters

The headquarters of the club are at Lingfield Victoria Sports & Social Club, Lingfield, Surrey RH7 6AA. Running club members who wish to use the facilities at the headquarters, including the car park, must join the Lingfield Victoria Club as social members and pay those membership fees separately to that club.

4. Membership

Application for membership shall be made to the membership secretary on the club's approved application form.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and any other codes of practice that the club has adopted.

5. Membership fees

Membership fees will be determined at the annual general meeting and should be paid to the membership secretary by a date to be decided at each AGM. The fees comprise two elements - the club membership fee and the affiliation fee to England Athletics. This affiliation is not mandatory and need only be paid if the member wishes to represent the club in official races. Membership will cease if payment has not been made by the due date.

6. Officers of the club and management committee

The officers and management committee of the club will be:

- Chairperson
- Secretary
- Treasurer
- Membership secretary
- The ladies' and men's captains
- Any further committee members as agreed at the AGM.

All officers and other members of the committee will be elected annually at the AGM and shall serve for no more than three consecutive years. After a minimum of one year has elapsed since serving on the committee, a member of the club will be eligible for re-appointment.

Management committee meetings will be convened by the secretary of the club and held no less than six times per year.

The quorum required at management committee meetings will be three.

The management committee will be responsible for the organisation and running of the club. It will have powers to appoint both sub-committees and also advisers. It will also be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution and for taking any disciplinary action including termination of membership.

7. President

The club will elect a president at each annual general meeting who will assist with the smooth and effective running of the club by acting as an ambassador. The president will chair annual and extraordinary general meetings and may attend committee meetings. The president will serve for no more than three consecutive years.

8. Finance

The club treasurer will be responsible for the finances of the club.

All club monies will be banked in an account held in the name of the club. Funds received for specific purposes will be held in separate, designated accounts.

No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories (the treasurer, the secretary, the membership secretary and the chair) or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.

All monies payable to the Club shall be received by the officers and members of the committee and deposited in the Club Account as soon as is reasonably practicable.

The Club's financial year shall end on 31 March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

The annual accounts comprising an income and expenditure account and balance sheet will be presented by the treasurer at the annual general meeting.

9. Annual general meeting

Notice of the annual general meeting (AGM) will be given by the club secretary. The meeting will be held between 1 and 30 April. Not less than 21 clear days' notice must be given to all members by posting the date and the agenda on the club's notice board.

All members have the right to vote at the AGM.

Nominations for officers of the club, members of the management committee and the president must be sent to the secretary no later than seven days prior to the AGM. Details of items to be included in any other business should also be notified in this manner.

The agenda for the AGM will be the following:

- Acceptance of minutes of the preceding AGM
- Chair's report
- Secretary's report
- Treasurer's report and adoption of the annual accounts
- Membership secretary's report
- Elections of officers, committee members and president for the forthcoming year
- Setting of the membership fee for the forthcoming year
- Any other business

The quorum for the AGM will be 25% of the membership.

10. Extraordinary general meetings

The management committee has the right to call extraordinary general meetings of the members (EGMs). An EGM may also be called by 10 per cent of the membership at that time.

Not less than 14 days' clear notice must be given for an EGM. All other 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 Secretary.

The management committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including termination of membership.

12. Club colours

The colours of the club vests to be worn in official races can only be changed by the adoption of a resolution at an annual or extraordinary general meeting. Other merchandise must be approved by the management committee before being offered for sale to members.

13. Dissolution

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

In the event of dissolution, any assets of the club that remain will be sold and distributed amongst the membership at that time.

14. Amendments to the constitution

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

Declaration

Lingfield Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members, as approved at an annual general meeting of the club held on 10 January 2017.

Signed:

Date:

Name:

Position: Club Chair

Signed:

Date:

Name:

Position: Club Secretary