LINGFIELD RUNNING CLUB

CONSTITUTION

effective from 29 October 2026

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

The Club operates as an adults-only organisation because it does not have the safeguarding infrastructure, qualified junior coaches, or volunteer capacity required to run safe and compliant junior athletics activities.

The Club does not restrict junior participation for competitive or financial reasons. Instead, it signposts junior runners to local England Athletics-affiliated clubs that provide appropriate coaching, safeguarding arrangements, and age-specific development programmes.

The Club remains fully open to the community and welcomes all adults regardless of age, sex, sexual orientation, disability, race, nationality, religion or belief.

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.
The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

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
- Club Welfare Officer
- Deputy Club Welfare Officer
- Health and Safety Officer
- 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 five.

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 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.

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

The Club may provide sporting and related social activities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

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.

Before any expenditure of the Club in excess of an amount fixed by the main Committee from time to time is committed to by any member of the Club on behalf of the Club, a majority of the members of the main Committee shall approve such committed spend.

No sum shall be expended from the Club Account except by cheque signed by the Treasurer or by electronic transfer made by the Treasurer, and only after the aforementioned approval has been given (where necessary).

All monies payable to the Club shall be received by the Treasurer, deposited in the Club Account as soon as is reasonably practicable and reported by the Treasurer to the Committee at the immediate next Committee meeting .

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.

The Club may donate surplus funds from organised events to UK charities, CASCs, or other eligible amateur sports bodies, provided such donations are voluntary, consistent with the Club’s non-profit nature, and do not impair the Club’s ability to provide facilities and activities for its members.

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 and e-mailed to all members of the club.

All members have the right to vote at the AGM. The Chairperson will chair annual and extraordinary general meetings.

The Committee may make whatever arrangements it considers appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending in person or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

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

In addition:

a. The quorum for the AGM will be 10% of the membership. If a quorum is not present within 30 minutes of the time appointed for the meeting or if a quorum ceases to be present, the meeting shall be adjourned to another date within 10 days.
b. If the number of members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule a) above, the members present shall constitute a quorum.

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, in accordance with the club's formal Grievance and Disciplinary policy. 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.

The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

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

15. Priority
Interpretation of the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002)

Declaration

Lingfield Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members, as approved at an extraordinary general meeting of the club held on 29 October 2026.

Signed S Alexander Date 3/11/26 Name: Sally Alexander Position: Club Chair	Signed G R Bennett Date 3-11-26 Name: Graeme Bennett Position: Club Secretary