

Sutton Runners Constitution

1. Title

- 1.1 The club shall be called Sutton Runners, hereafter to be referred to as “the Club” and shall be affiliated to the UK Athletics, England Athletics and Surrey Athletics or relevant successor organisations.

2. Aims & Objectives

- 2.1 To encourage and develop runners of all abilities.
- 2.2 To encourage the practice and development of Cross-Country Running, Road Running and Relay Running.
- 2.3 The Committee can identify and forge links with other Athletic/Sport clubs where both Clubs can mutually benefit from learning a new skill or environment and participating, without conflict, in each other’s events. No formal association is anticipated with other local running clubs, but friendly competition can be promoted through Mob Matches, rounders or similar activities.
- 2.4 Promote running by holding an annual running event subject to there being sufficient interest and it can be delivered without anticipated loss?
- 2.5 The Club is a non-profit making organisation and any surpluses are to be reinvested and used to improve the Club’s facilities and support nominated charities.

3. Club Colours

- 3.1 The colours of the Club shall be yellow and black. As per the rules of affiliation, Club kit should be worn when Members participate in any event on behalf of the Club. To be eligible for Club records and any Club competitions, Members must have entered an event as a Club Member and are encouraged to wear Club kit at all events.

4. Membership

- 4.1 Membership of the Club shall be open to any person completing a membership application form that has subsequently been ratified by the Committee and by paying the relevant subscription/joining fee as determined by the Committee. If external costs, outside of the Club’s control, such as affiliation fees, rise after they could reasonably be considered by the Committee, these costs may be added to the next subscription.
- 4.2 The Membership year shall run from 1st April to 31st March. This shall also be the financial year.
- 4.3 There shall be five classes of Membership available, as follows:
 - a) Full Membership
 - b) Honorary Life Member
 - c) Social Member
 - d) Associate Member
 - e) Second Claim Member

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- 4.3.1 Full Member – a fully paid-up Member, who shall be entitled to receive notice of, attend and vote at general meetings of the Club. The Club offers Family Membership who are all Full Members in their own right.
- 4.3.2 Honorary Life Member (HLM) - may only be voted on by the Club Members at an AGM or Extraordinary General Meeting (EGM) where a majority vote is cast, and they shall not pay subscriptions. The Club reserves the right to revoke the HLM-ship.
- 4.3.3 Social Member - either a previous Full Member who is no longer able to run or a partner of a Full Member who wants to support the Club. Social Members can act as Social Secretary and attend Committee Meetings in that role.
- 4.3.4 Associate Member - usually retired Members from Club, or Members who have moved overseas and they receive weekly communications.
- 4.3.5 Second Claim Member - A member who may only run for the Club when their first claim club is not competing in the same event e.g. cross-country, Surrey Road League etc.

- 4.4 Only Full Members may vote for a Member of the Committee.

- 4.5 Only Full Members qualify for Club London Marathon places.

- 4.6 All Members shall be subject to the rules and regulations of the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics; and the rules and regulations of England Athletics Limited (or relevant successor bodies). By joining the Club, Members will be deemed to accept these rules, regulations, and codes of practice that the Club has adopted.
 - 4.6.1 Each Member must be responsible for their own safety and have regard for the safety of others.
 - 4.6.2 Each Member must behave in a fair, inclusive, and tolerant manner The Committee reserve the right to exclude any Member not adhering to the above, with immediate effect.
 - 4.6.3 Only fully paid-up Members, at the time of the Club Championship, are eligible to win Trophies and Awards.

- 4.7 Subscription fees shall be paid annually. No refund of subscription fees shall be made for any reason whatsoever.

5. Officers

- 5.1 The Officers of the Club shall be:
 - 5.1.1 Chairperson
 - 5.1.2 Secretary
 - 5.1.3 Treasurer
 - 5.1.4 And other elected Members

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- 5.2 The affairs of the Club shall be controlled by a General Committee comprising of the Officers of the Club and other eligible Members elected by the full Members of the Club.
- 5.3 Only Full Members can take the roles of Chair, Treasurer, Secretary, Social Media, Race Director and Race Captains. Other roles may be taken by non-second claim members who would be able to vote at Committee meetings but not at the AGM.
- 5.4 Officers shall be elected at the AGM of the Club by the Full Members of the Club.
- 5.5 All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.
- 5.6 The Committee members are expected to be loyal to, and promote, the Club at all times.
- 5.7 A Committee Member ceases to be such if he or she:
 - 5.7.1 Ceases to be a Member of the Club; or
 - 5.7.2 Fails to turn up for three consecutive Committee meetings without explanation or good reason.
- 5.8 In this situation the Committee may appoint a temporary replacement officer to provide cover until the next AGM.

6. General Committee

- 6.1 The affairs of the Club shall be controlled by a General Committee comprising of the Officers of the Club and other eligible Members elected by the full Members of the Club. The General Committee shall meet at agreed intervals and not less than six times per year.
- 6.2 The quorum required for business at General Committee Meetings shall be 50% of the current elected Committee.
- 6.3 The duties of the General Committee shall be:
 - 6.3.1 To control the affairs of the Club on behalf of the Members.
 - 6.3.2 To keep materially accurate accounts of the finances of the Club, through the Treasurer. These accounts should be available for reasonable inspection by Members and should be reviewed by an examiner before every AGM. This will include a separate Income & Expenditure statement for the Annual 10k.
 - 6.3.3 The Club shall maintain a bank account and may maintain other accounts as deemed necessary. The bank account should not be overdrawn. The latest bank statement shall be presented to the Committee at every Committee meeting. The following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer and Secretary. They shall continue to be so authorised for a reasonable time after their retirement, in order to maintain the smooth running of the bank account during changeover periods. Additionally, any full-time member who has previously served on the Committee and held authority to sign cheques, as a backup, may also be and/or remain authorised. Electronic payments are allowed if

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- approved by at least 2 authorised signatories which can include the Treasurer.
- 6.3.4 To develop and maintain the Club Rules through relevant Policies, Procedures, Risk Assessments, and other types as necessary, collectively the Rule Book, to augment compliance with the Constitution. Where conflict arises between the Constitution and the Rule Book then the Constitution will take precedence.
 - 6.3.5 To appoint sub-committees and advisors to the Committee as necessary to fulfil its business.
 - 6.3.6 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 6.4 The Club Committee may refuse Membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.

7. General Meetings

- 7.1 A quorum for a General Meeting shall be the lower of 25% of the total membership or 25 of the Full Members personally present, including over Zoom, or other technological solutions, where personal attendance is not allowed, and entitled to vote, and five members of the Officers of the Club, including two from the Chairperson, Secretary and Treasurer.
- 7.2 The AGM of the Club shall be held no later than the end of December each year. Twenty-one clear days' written notice shall be given to Members of this meeting by circulating a copy by email, on the website and by Social media.
- 7.3 Members must advise the Secretary in writing of any business to be moved at the AGM at least 7 days before the meeting takes place.
- 7.4 The business of the AGM shall be to:
 - a) Confirm the minutes of the previous AGM and any EGM held since the last AGM.
 - b) Receive the annual report of the Committee from the Chair/Secretary.
 - c) Receive the examined accounts for the year from the Treasurer.
 - d) Elect the Officers of the Club
 - e) Review Club subscription rates and ratify any change for the coming year.
 - f) Discuss any other business on the agenda that was received in writing, by the Secretary, from eligible Members at least 7 days prior to the AGM.
- 7.5 Nominations for candidates for election of Officers shall be made in writing to the Secretary at least 7 days in advance of the AGM.
- 7.6 Nominations may only be made by Full Members and must be seconded by another Full Member.
- 7.7 Confirmation of nominations shall be communicated to Club members 7 days before the AGM and then voted on at the AGM. Where no nominations are received, and the role could potentially be left unfilled a Member may seek nomination at the AGM.

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- 7.8 The chair at all General Meetings shall be taken by the Chairperson or in their absence by a deputy appointed by the Chairperson or a Committee Member in attendance at the meeting.
- 7.9 Each Full Member of the Club shall be entitled to one vote at the General Meetings.
- 7.10 All decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.11 An EGM may be convened by the General Committee or on receipt by the Secretary, of a request in writing, from not less than 20 Full Members of the Club who are entitled to vote. A minimum of 28 days' notice of the meeting shall be given.

8. The London Marathon

- 8.1 As an affiliated member of the UK Athletics, each year the Club receives London Marathon places. At the AGM a ballot shall take place to allocate these places, plus one reserves, in case one or more runners are unable to participate. The criteria for eligibility to enter into the ballot shall be decided by the Committee from time to time. The Committee's decision is final.

9. Alterations to the Constitution

- 9.1 Any proposed alterations to the Club's Constitution may only be ratified at an AGM or EGM, convened with the required written notice of the proposal. Any alterations or amendments must be proposed by a Full Member of the Club and seconded by another Full Member. Any alterations proposed at the AGM shall be passed automatically unless rejected by more than 40% of those Full Members with voting rights present at the meeting, assuming that a quorum has been achieved.

10. Dissolution

- 10.1 If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene an EGM of the Club, to be held not less than one calendar month, to discuss and vote on the resolution.
- 10.2 If at that EGM, the resolution is carried by at least 75% of the Full Members present at the meeting, the General Committee shall specify a date to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club. Instead, a decision shall be made at the EGM, by a majority vote of not less than 75% Full Members present, on distribution of the remaining assets to a, or several, local charities and/or England Athletic, or its successor organisation.

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11. Interpretation

11.1 The Committee shall be the sole authority for the fair interpretation of the Constitution. Any disputes or clarification shall be made in writing to the Club Secretary.

Signed..... Chairperson

Dated.....

Signed..... Secretary/Treasurer

Dated.....