

## Overton Harriers & AC – Constitution

We are a small and very friendly running club, competing in local Cross Country, Road and Track fixtures. The Club caters for all abilities, thrives on its admired social activities and welcoming atmosphere. It is unique in that its ethos have remained the same since its foundation in 1974 with many of its founders still contributing to the continued success

### 1. Name

The Club will be called Overton Harriers & Athletic Club and will be affiliated to *England Athletics*.

### 2. Aims and objectives

The aims and objectives of the Club will be;

- to offer coaching and competitive opportunities in running and athletics;
- to promote the Club within the local community;
- to ensure a duty of care to all members of the Club;
- to provide an opportunity to progress into athletics and running officiating;
- to provide all its services in a way that is fair to everyone.

### 3. Club Equity Statement

This 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 reasonable steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.***

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

### 4. Membership

All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

Members will be enrolled in one of the following categories:



- Full member (first claim)
- Second-claim member
- Social member
- Life Vice President
- Junior member (first or second claim) – under 18 years old

Only paid up, Full members (first claim) of the Club shall be entitled to hold club records or be awarded any trophy or prize in official club competitions.

Members must be fully paid up, first claim, members to be entitled to a Club place in any ballot for London Marathon entries, for at least 6 months prior to any ballot. Members may only enter a ballot if they can provide proof of a rejection slip for the current year's London Marathon ballot and have not been awarded a club place for at least the last three years. If there are more club places than members who have submitted a rejection slip, then allocating the remaining places will be at the Committee's sole discretion.

## **5. Membership fees**

Membership fees will be reviewed annually and agreed by the Committee and confirmed at the Annual General Meeting. They will be available on the website and the club noticeboard.

Fees will be paid either annually, quarterly or monthly. Annual fees are due to be paid in May each year.

New members must complete membership forms and shall ensure that they are fully subscribed and paid up members of Overton Recreation Centre prior to being proposed and seconded by the committee.

If an existing club member is not an individual member of the Overton Recreation Centre (ORC) and an ORC number, which the Club have paid for, wins a prize in the monthly draw all monies won must be reimbursed to the Club with immediate effect

The Club has a number of Life Vice Presidents who have historically been elected by the Club at an AGM and are not required to pay an annual membership fee.

## **6. Officers of the Club**

Each committee member is eligible to carry out more than one role on the committee. The roles of the committee members will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Membership Secretary
- Communications Officer
- Publicity Officer
- Team Manager
- Men's Captain
- Ladies Captain
- Junior Coordinator
- Lead Coach
- Social Secretary

Committee members will be elected annually at the Annual General Meeting. They will retire each year but will be eligible for re-appointment.

## 7. Committee

The club will be managed through the committee consisting of the above mentioned posts:

- Only these posts will have the right to vote at meetings of the Committee.
- The Committee meetings will be convened by the Secretary of the Club and held no less than 8 times per year.
- The quorum required for business to be agreed at Committee meetings will be: Two thirds
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business
- The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- Decisions will be made by the Committee based on a majority vote. In the case of a tied vote, the Chairman (or their representative) has the casting vote.
- The Committee will meet on the first Thursday of the month, at the Overton Recreation Centre in Bridge Street, or other suitable location – unless the meeting has been rescheduled by prior arrangement.
- All club members are welcome to suggest items for the meeting agenda. This should be done in advance, by communicating the nature of the subject to the Secretary.
- The Committee may elect new officers when vacancies arise mid-year.

## 8. Finance

All club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 31<sup>st</sup> March. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to one other named officer.



A member intending to resign from the Club must clear any indebtedness to the Club before their resignation is accepted.

### **9. Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Nominations for officers of the Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM.

All members over the age of 18 have the right to vote at the AGM. The quorum for AGMs will be 15.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

### **10. Discipline and appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults 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.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

Complaints will be heard by the committee at the next scheduled meeting, or within one month whichever is sooner. If the Committee deems the complaint to be of a severe nature, they will meet within two weeks of the complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 one week of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

### **11. Dissolution**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, the membership will vote to decide the distribution of any remaining assets of the Club.

### **12. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM and notified to the Club membership at least 21 days in advance.



### 13. Declaration

Overton Harriers & AC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**

**Date:** 18<sup>th</sup> May 2023

**Name:** John Hoare

**Position:** Club Chair

**Signed:**

**Date:** 18<sup>th</sup> May 2023

**Name:** Sarah McCann

**Position:** Club Secretary

