

Constitution (revised 29 January 2019)

Woodbridge Shufflers Running Club

Title:

1. The name of the Club is **Woodbridge Shufflers Running Club** (hereinafter referred to as the Club).

Headquarters:

2. The Club has no Headquarters but usually holds its AGM at the **Woodbridge Cruising Club, River Wall, Woodbridge Suffolk IP12 4BB**

Object:

3. The object of the Club is the promotion and enjoyment of running and to raise money for worthy charities as determined by the Management Committee.

Management:

4. The Management of the Club is vested in a Management Committee (hereinafter referred to as the Committee) consisting of the following officers and members who must be First Claim club members:

- President
- Chair (see next paragraph)
- Honorary Secretary
- Membership Secretary
- Honorary Treasurer
- Webmaster
- 2 Team Captains – either Men's and Ladies' Team Captains, or Team Captain and Vice-Team Captain
- Welfare and Safety Officer
- Other Committee Members, usually at least 5, but so as not to exceed a maximum of 16 for the whole Committee.

The Committee should include at least one qualified coach (Level 2 or higher) and should encourage other Members to take a coaching qualification. The Committee shall elect a Chair from those currently on the Committee after the AGM each year. For the avoidance of doubt, the Chair could be any of the Officers or other Committee Members.

The Committee will meet by mutual arrangement to discuss arrangements for Club events as required. Where a substantial capital item is to be purchased, the Committee must meet to agree the purchase with a simple majority.

All Officers and other Committee Members shall be elected annually at the AGM with 20% of the current membership to form a quorum. The Committee shall have the power to fill any vacancy that may arise during the year. The Committee may also co-opt additional members as it sees fit during the year but not to exceed the total of 16 on the Committee.

Such co-opted Members will stand down at the subsequent AGM but may be re-elected, as other members, at the AGM. They could also be co-opted again by the new Committee subject to the total number restriction.

Membership:

5. Membership of the Club is governed by UK Athletics rules as published in the UK: Athletics Rules for Competition handbook.

A Candidate for Membership must apply in writing on a form provided for the purpose.

The Committee shall have the power to elect an existing member to Life Membership. This would be restricted to those who have performed outstanding service to the Club over many years.

Resignation:

6. A Member intending to withdraw from the Club shall give notice in writing to the Honorary Secretary, and his/her membership terminates on the date of that notice.

Subscription:

7. The Annual Subscription fee of the Club is determined at the Annual General Meeting. (The Committee do however reserve the right to propose changes to membership fees outside of the AGM if needed and this would be done in full consultation with the membership and if necessary ratified at an Extraordinary General Meeting). The membership fee includes the prevailing registration fee for individual England Athletics affiliation. This fee is payable by all first claim members (excepting Life Members, for whom membership is free), and is payable on election and subsequently on the **1st of January** in each year. All fee paying First Claim members will be registered with England Athletics for competition. Life Members will only be registered with England Athletics if they wish to be. Second Claim members will pay a reduced Annual Subscription fee which will reflect the prevailing club membership fee minus the England Athletics affiliation fee. Second claim members will be registered with England Athletics by their First Claim Club. For full-time students or where a person first acquires membership after 31st July in any year the Committee may, at their discretion, accept a lesser subscription fee.

Club Safeguarding and Disciplinary Processes:

8. In all matters relating to safeguarding or disciplinary action the Club have adopted, and will follow the Codes of Conduct, processes and procedures described in the compliance and wellbeing sections of the UKA and England Athletics websites.

Expulsion:

9. The Committee shall have the power to expel any member whose subscription is three months in arrears and who has not resigned, or who has committed actions likely to bring the Club's name into disrepute, provided a month's notice in writing shall have been sent by a registered or recorded delivery letter addressed to his/her last known address, informing him/her of the proposed action by the Committee.

No member whose subscription is in arrears is eligible to take part in any competition promoted by the Club or to represent the Club in any competition.

Annual General Meeting:

9. A General Meeting shall be held during the months of **January or February** in every year to receive the Committee's report and financial statement, elect Officers and Committee Members and deal with any other matter specified on the agenda.

The Honorary Secretary must give every Member 21 days notice of the Meeting, and any business which is desired to place on the agenda must be given in writing to the Honorary secretary at least 14 days prior to the meeting.

Special General Meeting:

10. A Special General Meeting must be called by the Honorary Secretary within 14 days of the receipt by him/her of a requisition in writing signed by at least 10% of Members of the Club, stating the business to be brought before such a Meeting.

Alteration in Rules:

11. No alteration or addition may be made to the Rules except by an Annual General Meeting or a Special General Meeting called for the purpose. Notice of any proposed amendment must be given as provided in Rules 9 and 10.