

DUMFRIES RUNNING CLUB

CONSTITUTION

1. TITLE:

The name of the Club shall be Dumfries Running Club (the “Club” or “DRC”).

2. OBJECT AND AIMS

- 2.1 The object of the Club shall be to encourage the pursuit and enjoyment of running.
- 2.2 The Club shall encourage members to take part in Club races and training sessions and in inter-club and open running events and races locally, regionally, nationally and internationally as they are individually inclined.
- 2.3 The Club shall organize and hold annually at least one competitive local running event in which Club members and non-members can participate.
- 2.4 The Club shall encourage and support members with such aspiration, to run at their highest competitive levels in whatever form of running they choose and to aim to represent themselves and DRC with distinction.
- 2.5 The Club shall encourage and support members with such aspiration, to develop and acquire coaching skills and become qualified running coaches.
- 2.6 The Club shall maintain affiliation with Scottish Athletics Limited and encourage members to become individual members thereof.

3. MEMBERSHIP:

- 3.1 Membership of the Club shall be open to those who are defined as amateurs by Scottish Athletics Limited. No application will be refused on other than reasonable grounds. The Committee is however under no obligation to disclose the reason for refusing any application.
- 3.2 No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- 3.3 Membership of the Club shall be open to all who are interested in participating in and achieving the object and aims of the Club. Membership can be by application or invitation. The final decision to reject or accept an applicant will be taken by the Committee.
- 3.4 The Committee reserves the right to limit the membership.
- 3.5 Membership shall consist of ordinary paying members and honorary life members (together the “Members”).
- 3.6 Honorary life members shall be appointed by the Club in AGM in recognition of their services to the Club. They shall not be required to pay a subscription thereafter (“Honorary Life Members” or “HLMs”).
- 3.7 All Members are subject to the Constitution of the Club and must abide by its rules and regulations and of appropriate governing bodies.
- 3.8 No person who has refused to be tested by a properly constituted body of U.K. Athletics for the presence of drugs proscribed by the IAAF, nor who is found on testing by such a body to contain a drug or drugs may remain a Member of the Club, nor may he/she become a Member, this imposition being without limitation of time, or until that person is reinstated by the appropriate Appeals Committee.
- 3.9 Notwithstanding Clause 3.8, following serving any such ban, the dismissed Member may reapply to join the club.

4. COMMITTEE AND OFFICERS:

- 4.1 The affairs of the Club shall be managed in all respects by a Committee, which shall consist of not more than twelve Members, and not less than six (“Committee Members”) and shall include as a minimum the following office bearers: Chair Person, Secretary and Treasurer (“Officers”).
- 4.2 The Committee shall manage the Club in accordance with the Constitution to ensure pursuit and achievement of the Club’s object and aims, to maintain prudent financial stewardship of the Club’s finances and to seek efficient implementation and reporting of Club activities.
- 4.3 The primary duties and responsibilities of the Club’s Officers are as follows:
 - a) The Chair Person shall provide overall leadership and stewardship of the Club’s affairs in accordance with the provisions of this Constitution and through the chair of Committee.
 - b) The Secretary shall keep a correct record of the proceedings of Annual General Meetings, of any Extraordinary General Meetings and of Committee meetings and shall attend to all correspondence and take charge of all Club books and records;
 - c) The Treasurer shall keep the accounts of the Club in a proper form and deal with all financial matters pertaining to the Club. All cheques issued in the name of the Club shall be signed by two of the Officers. The Treasurer shall transfer all monies to the bank account(s) of the Club, and shall submit independently audited annual financial statements to the Annual General Meeting for ratification. Separately, Treasurer shall submit quarterly management accounts to Committee.
- 4.4 In the normal course of Club affairs there will also be a Membership Secretary who shall keep an up-to-date list of Club members and ensure the collection of annual membership subscriptions.
- 4.5 The Committee shall convene not less than quarterly and typically shall convene monthly with written notice and meeting agendas to be provided to Committee Members by Secretary in timely manner in advance of such meetings.

5. APPOINTMENT AND TERM OF OFFICERS AND COMMITTEE MEMBERS:

- 5.1 Officers shall be appointed in AGM or EGM for a term of three years (“Term”) unless formally challenged for their post during Term. Any such challenge shall require formal submission in writing of the challenge to the Committee together with nomination of an alternative candidate(s) for such officer post (“Challenge”). Challenges accepted by Committee shall be placed on agendas in a timely manner by Secretary for inclusion in either an AGM or EGM during Term and shall be decided by voting pursuant respectively to the provisions of Clauses 8.4 and 10.7.
- 5.2 Notwithstanding Challenges, Officers shall be required to stand down or seek re-election not later than three years after their initial or last previous appointment. Any Officer shall have the right to resign during Term provided always that said Officer submits such resignation in writing to the Committee and provides in such resignation notice adequate time and opportunity for Committee to find and appoint a suitable replacement.
- 5.3 Committee Members shall be appointed in AGM or EGM and be required to stand down or seek re-election annually. Re-election in AGM shall be automatic for a further period of twelve months unless the said Committee Member resigns during the said AGM or has provided written notice of such resignation to Club Secretary prior to AGM. Committee Members shall have the right to resign from Committee at any time provided always that they submit such resignation notice in writing to the Committee.
- 5.4 Members may be appointed to join the Committee or specially convened sub-committees or task groups from time to time to organize races, and for any other purpose, project or task which the Committee considers necessary.
- 5.5 If a Committee Member resigns during the year, the Committee shall have the power to co-opt a Member to take his/her place and to serve until the next Annual General Meeting.

6. SUBSCRIPTIONS:

- 6.1 Members shall determine the level of subscription each year at the Annual General Meeting or failing which in Extraordinary General Meeting.
- 6.2 The annual subscription shall become due on the 1st March each year.

- 6.3 The Committee shall have the authority to use Club funds to subsidise or pay the annual subscription of individual Members from time to time at its discretion in cases of recognized individual financial hardship or other extenuating circumstances. Any such assistance provided shall be on a year by year basis.
- 6.4 Members under the age of 21 or in full-time education shall be eligible for free basic membership.

7. CONDUCT OF MEMBERS:

- 7.1 Any Member wishing to resign from the Club shall give, if so requested by the Club, notice in writing to the Secretary.
- 7.2 If the annual subscription of any Member has not been paid within one month of the date on which it becomes due, then the Committee will consider at its next meeting, or in any case not later than forty five days after the due payment date, the course of action it intends to take to resolve the matter. In such circumstance the relevant Member shall be given opportunity to make final representation to Committee before Committee decides and implements its resolution of the matter.
- 7.3 If, in the opinion of the Committee, the conduct of any Member shall be prejudicial to the interests of the Club, then the Committee shall have the power to request such Member to resign. If the Member so requested does not resign within one month, then he/she shall be liable to expulsion by the Committee.

8. ANNUAL GENERAL MEETING (“AGM”):

- 8.1 The AGM shall be held annually on a date to be agreed by the Committee but in any case not later than 1 December each year and notice of one month shall be given. All motions for the business of the AGM shall be submitted to the Club Secretary two weeks before the AGM (the “Submitted Motions”). The agenda and Submitted Motions for the AGM shall be placed on the Club notice board and/or Club Website one week before the date of the meeting.
- 8.2 The business of the AGM shall be to:
- (a) Approve the minutes of the previous AGM and take any matters arising.
 - (b) Receive and approve reports on the activities of the past year from the Chair Person, Secretary, and Treasurer.
 - (c) Receive and accept the audited accounts of the Club.
 - (d) Determine the subscriptions for the forthcoming year, in accordance with Clause 6.
 - (e) Elect the Officers and Committee of the Club.
 - (f) Transact any other business on the agenda.
- 8.3 Nominations for Officers and Committee shall be proposed and seconded with the consent of the nominee and appointments approved thereof pursuant to the provisions of Clause 5.
- 8.4 Voting shall be by a show of hands or by ballot if decided by the Committee.
- 8.5 The outcome of all non-Constitutional votes shall be determined by simple majority. In the event of a tie the Chair Person shall have a deliberative as well as a casting vote.

9. ALTERATION OF CONSTITUTION:

- 9.1 No amendment or alteration to the Constitution shall be made except at the AGM or in an EGM convened for such purpose.
- 9.2 A quorum at any AGM or EGM at which a change of constitution is proposed shall be not less than twenty Members inclusive of Formal Proxies pursuant to the provisions of Clause 9.3 (“Quorum”). A Quorum shall be required in such meetings to consider and vote any amendment or alteration to the Constitution.
- 9.3 Voting by proxy or by Member nominee shall be allowed provided always that such proxy or Member nominee vote be notified and submitted in writing to the Club Chairman not less than forty eight hours in advance of the AGM or EGM (“ Formal Proxy(ies)”). Club Chair Person shall include such Formal Proxies’ votes in determination of the count of votes cast or balloted.
- 9.4 Approval of any proposed amendment or alteration of the Constitution shall be by a two-thirds majority of the total votes cast or balloted by both the Members present and by the Formal Proxies. The Club Chair Person may call the vote either by a show of hands or by ballot.

10. EXTRA-ORDINARY GENERAL MEETING (“EGM”):

10.1 The Committee shall have the power to call an EGM outside the AGM.

10.2 The Committee shall be bound to call an EGM within fifteen days of receiving notice in writing signed by not less than 20 Members requesting an EGM.

10.3 Procedures for EGMs shall be the same as for AGMs including the provisions of Clause 9.3 for Formal Proxies excepting always that notice of not less than two weeks shall be given to Members of a called EGM. All agenda items and motions for an EGM shall be submitted to the Club Secretary not less than ten days before the EGM. The agenda and motions for a called EGM shall be placed on the Club notice board and/or Club website not less than one week before the date of the meeting.

10.4 A quorum at EGM to consider and vote any proposed motion shall be the same as that required by Clause 9.2.

10.5 Approval of any proposed amendment or alteration to the Constitution in EGM pursuant to Clause 9.1 shall be by a two-thirds majority of the total votes cast or balloted by both the Members present and by the Formal Proxies. The Club Chair Person may call the vote either by either a show of hands or by ballot count.

10.6 The business to be transacted by an EGM must appear on the agenda and that shall be the only business of the said EGM.

10.7 The outcome of all non-Constitutional votes shall be determined by simple majority of votes cast including Formal Proxies. In the event of a tie the Chair Person shall have a deliberative as well as a casting vote.

Amended after AGM on 29/11/2012