

DUMFRIES RUNNING CLUB

CONSTITUTION

1. TITLE

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

2. CLUB VISION

A friendly and welcoming club that offers encouragement and support to assist members in achieving their goals. One that supports all types of running and actively promotes running in the local community. Whilst members are encouraged to compete at the highest level there is also an emphasis on enjoyment and social activities.

3. OBJECTS AND AIMS

- 3.1 The object of the Club shall be to encourage the pursuit and enjoyment of all types of running.
- 3.2 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.
- 3.3 The Club will endeavour to organize and hold annually at least one competitive local running event in which Club members and non-members can participate.
- 3.4 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.
- 3.5 The Club shall encourage and support members with such aspiration, to develop and acquire coaching skills and become qualified running coaches, having regard to the training needs of the Club
- 3.6 The Club shall maintain affiliation with Scottish Athletics and any other national and regional bodies as the Club consider appropriate.
- 3.7 The Club shall adhere to the rules and regulations of Scottish Athletics and shall encourage members to become individual members thereof.
- 3.8 The Club membership shall be open to all persons aged 18 years and over.
- 3.9 The Club will endeavour to arrange such social activities as are thought appropriate for the enjoyment and wellbeing of members.
- 3.10 The Club shall undertake to encourage people to take up running as an activity and provide sessions for beginners.
- 3.11 The Club shall encourage all members to actively participate in and assist with the activities of the Club.
- 3.12 The Club shall have such policies and procedures as are felt necessary for the governance of the Club.
- 3.13 The Club will endeavour to make charitable donations from surplus funds from races, social events and other activities.
- 3.14 The Club shall adopt and implement Scottish Athletics equalities policy.

4. MEMBERSHIP

- 4.1 Membership of the Club shall be open to those who are defined as amateurs by Scottish Athletics. No application will be refused on other than reasonable grounds.

- 4.2 No person shall be refused membership on the grounds of age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socioeconomic status or sexual orientation.
- 4.3 Membership of the Club shall be open to all who are interested in participating in and achieving the objects 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.
- 4.4 The Committee reserves the right to limit the membership.
- 4.5 Membership shall consist of ordinary paying members and honorary life members (together the "Members").
- 4.6 Honorary life members shall be appointed by the Club at an AGM in recognition of their services to the Club. They shall not be required to pay a subscription thereafter ("Honorary Life Members" or "HLMs").
- 4.7 All Members are subject to the Constitution of the Club and must abide by its rules and regulations and of appropriate governing bodies.
- 4.8 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.
- 4.9 Notwithstanding Clause 4.8, following serving any such ban, the dismissed Member may reapply to join the club.
- 4.10 Members shall determine the level of membership subscription each year at the Annual General Meeting or failing which at an Extraordinary General Meeting. The Committee shall have the power to vary the membership subscription for new members from November.
- 4.11 The annual subscription shall become due on the 1st March each year.
- 4.12 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.
- 4.13 Members under the age of 21 or in full-time education shall be eligible for free basic membership.

5. EQUALITIES

In relation to the Club objectives, and aligned to the Equalities Act 2010, the Club will;

- 5.1 Strive to avoid intentional and unintentional discrimination by virtue of age, sex, identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socioeconomic status or sexual orientation.
- 5.2 Undertake whatever reasonable changes in Club activities which may be necessary in implementing the above.

6. COMMITTEE AND OFFICERS

- 6.1 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: Chairperson, Secretary and Treasurer ("Officers"). It shall have such other officers of the Club that it deems necessary to serve the interests of the Club and its membership.
- 6.2 The Committee shall manage the Club in accordance with the Constitution to ensure pursuit and achievement of the Club's objects and aims, to maintain prudent financial

stewardship of the Club's finances and to seek efficient implementation and reporting of Club activities.

- 6.3 The primary duties and responsibilities of the Club's Officers are as follows:
- a. The Chairperson 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, the Treasurer shall submit quarterly management accounts to Committee.
- 6.4 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.

7. APPOINTMENT AND TERM OF OFFICERS AND COMMITTEE MEMBERS:

- 7.1 Officers shall be appointed at an 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 Sections 11.7 and 12.8.
- 7.2 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.
- 7.3 Committee Members shall be appointed at an AGM or EGM and be required to stand down or seek re-election annually. 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.
- 7.4 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.
- 7.5 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.

8. COMMITTEE MEETINGS

- 8.1 The Committee shall convene monthly on the third Thursday unless otherwise determined.
- 8.2 The quorum for a meeting shall be six.

- 8.3 All meetings must be minuted and available seven days before the next scheduled meeting.
- 8.4 The Secretary shall notify Committee Members at least seven days before a Committee meeting and shall seek agenda items. The meeting agenda will be notified at least five days before the meeting.
- 8.5 The Committee have the power to appoint such Sub Committees as it may from time to time decide and to determine their powers and terms of reference. It also has the power to appoint the organisers of Club races
- 8.6 Each Committee Member shall have one vote. In the event of a tied vote, the Chairperson shall have the casting vote.

9. FINANCE

- 9.1 The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Section 3.
- 9.2 Any bank accounts opened for the Club shall be in the name of the Club.
- 9.3 Any cheque issued shall be signed by the two nominated signatories.
- 9.4 All cash gathered for Club activities will be bank verified by two persons and banked at the earliest practical opportunity and always within 14 days.
- 9.5 The Treasurer will keep a proper record of all financial transactions relating to the Club's activities.
- 9.6 The Club's financial year will be twelve months ending on the last day of October.
- 9.7 Annually the Treasurer will prepare an Income and Expenditure Account for the financial year together with a Balance sheet as at the year-end. The annual accounts and other financial records will be subject to an independent examination by a suitable person or organisation appointed by the Committee.

10. CONDUCT OF MEMBERS:

- 10.1 Any Member wishing to resign from the Club shall give, if so requested by the Club, notice in writing to the Secretary.
- 10.2 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 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.
- 10.3 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.

11. ANNUAL GENERAL MEETING ("AGM"):

- 11.1 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.
- 11.2 Members shall be notified personally by email, if possible, otherwise notice will be deemed served by advertising the AGM on the Club noticeboard, the Club website, and the Club Facebook site, giving notice of the date, time and place.
- 11.3 All motions for the business of the AGM shall be submitted to the Club Secretary two weeks before the AGM (the "Submitted Motions").
- 11.4 The agenda and Submitted Motions for the AGM shall be placed on the Club notice board, the Club Website and the Club Facebook site one week before the date of the meeting.
- 11.5 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 Chairperson, Secretary, and Treasurer.
 - c. Receive and accept the audited accounts of the Club.
 - d. Determine the subscriptions for the forthcoming year, in accordance with Section 4.10.
 - e. Elect the Officers and Committee of the Club.
 - f. Transact any other business on the agenda.
- 11.6 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 Section 7.
- 11.7 Voting shall be by a show of hands or by ballot if decided by the Committee.
- 11.8 Voting by proxy or Member nominee shall be allowed provided always that such proxy or Member nominee vote be notified and submitted in writing to the Club Chairperson not less than forty-eight hours in advance an AGM or EGM. The club Chairperson shall include such Formal Proxies' votes in determination of the count of votes cast.
- 11.9 The outcome of all non-Constitutional votes shall be determined by simple majority. In the event of a tie the Chairperson shall have a deliberative as well as a casting vote.
- 11.10 At least 10% of members need to be present to hold an AGM. At least one half of the Committee, which must include two Office bearers, must also be present to hold an AGM.

12. EXTRA-ORDINARY GENERAL MEETING ("EGM"):

- 12.1 The Committee shall have the power to call an EGM outside the AGM.
- 12.2 The Committee shall be bound to call an EGM within fifteen days of receiving notice in writing signed by not less than twenty Members requesting an EGM.
- 12.3 Procedures for EGMs shall be the same as for AGMs. 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, Club website and Club Facebook site not less than one week before the date of the meeting.
- 12.4 A quorum at EGM to consider and vote any proposed motion shall be not less than twenty Members inclusive of Formal Proxies pursuant to the provisions of Section 11.8.
- 12.5 At least two thirds (2/3) of the Committee, which must include two Office bearers, must also be present to hold an EGM.
- 12.6 Approval of any proposed amendment or alteration to the Constitution in EGM pursuant to Section 13.1 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 Chairperson may call the vote either by either a show of hands or by ballot count.
- 12.7 The business to be transacted by an EGM must appear on the agenda and that shall be the only business of the said EGM.
- 12.8 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 Chairperson shall have a deliberative as well as a casting vote.

13. ALTERATION OF CONSTITUTION

- 13.1 No amendment or alteration to the Constitution shall be made except at the AGM or in an EGM convened for such purpose.

- 13.2 Proposals for amendment to this constitution, or dissolution (see Section 14) must be delivered to the Secretary in writing or email.
- 13.3 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 Section 11.8. A Quorum shall be required in such meetings to consider and vote any amendment or alteration to the Constitution.
- 13.4 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 Chairperson may call the vote either by a show of hands or by ballot.

14. DISSOLUTION

- 14.1 Any resolution to dissolve the club may be passed at any AGM or EGM provided that:
 - a. The terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward.
 - b. At least twenty-eight days of the proposed resolution the Secretary shall give notice by email, on the Club noticeboard, on the Club website and on the Club Facebook site, to all members.
 - c. such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- 14.2 If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

ADOPTION OF CONSTITUTION

This constitution was adopted by the members present at the AGM held on 28 November 2019.

Signed:

.....(Chairperson)

.....(Secretary)

.....(Treasurer)