

ORCHARD EAGLES RUNNING CLUB

Constitution

For approval by the Annual General Meeting to be held on Tuesday 21 March 2023.

1. NAME

The Club shall be known as 'Orchard Eagles Running Club'.

The Club colours for competitions and other events shall be black with white text.

2. AFFILIATION

The Club will be affiliated to the sport's governing body, England Athletics, and will abide by the rules and regulations set down by UK Athletics (UKA).

The Club may become a member of any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of any such constituent body.

3. AIMS AND OBJECTIVES

The aims and objectives of the Club are:

- 3.1 To encourage, facilitate, and support people wishing to participate in running activities.
- 3.2 To encourage, facilitate, and support Club Members participating in social and competitive running activities.
- 3.3 To encourage, facilitate, and support Club Members to improve their well-being, speed, stamina and technique.
- 3.4 To encourage Club Members to obtain coaching and other qualifications.

4. ACTIVITIES AND POWERS

In pursuit of its Aims and Objectives, the Club may take action:

- 4.1 To plan, publicise and deliver running activities to encourage people to participate in running.
- 4.2 To plan, publicise and deliver social and competitive events at which Club Members and others may participate in running and related activities.
- 4.3 To participate in and organise leagues, competitions, tournaments and related activities.
- 4.4 To plan, publicise and deliver running training sessions designed to help Club Members at all levels of fitness to improve their participation, well-being, speed, stamina and technique.
- 4.5 To plan, publicise and deliver training opportunities for Club Members to gain recognised coaching qualifications.
- 4.6 To provide information, advice and guidance about running, competitions, coach development and other related activities;

- 4.7 To open and operate a bank account in the Club name, and do all things incidental to the operation of that bank account;
- 4.8 To raise funds in support of activities commensurate with the pursuit of its aims and objectives;
- 4.9 To purchase, own, lease, hire, construct, maintain, or develop equipment and facilities in support of activities commensurate with the pursuit of its aims and objectives.
- 4.10 To publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
- 4.11 To undertake any other activities reasonably commensurate with the pursuit of its aims and objectives.
- 4.12 To do all such things as are lawfully necessary for the attainment of aims and objectives.

5. MEMBERSHIP

- 5.1 Membership of the Club shall be open to anyone who supports the aims and objectives of the Club, who meets the criteria for membership and who is not disqualified from being a Member.
- 5.2 Membership of the Club shall be open to all persons irrespective of race, ethnic origin, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- 5.3 The Management Committee shall reserve the right to refuse membership to any person where it deems that granting membership may be prejudicial to the aims and objectives of the Club or to the welfare and well-being of other Club Members.
- 5.4 The Club shall charge Members a membership fee, as determined at an Annual General Meeting or at a Special General Meeting, called as specified below.
- 5.5 The membership fee rate shall be reviewed at least annually by the Management Committee and recommendations made as appropriate to the Annual General Meeting or Special General Meeting.
- 5.6 The Club may determine that there shall be different categories of membership, to which differential membership fee rates are applicable, provided that the Club shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.
- 5.7 The Club reserves the right to consider applications for assistance with the payment of fees in cases of hardship, such cases to be reviewed and determined by the Management Committee.
- 5.8 The membership year shall run from April 1st until March 31st, and Members can be enrolled at any point throughout the year as full members for the corresponding year.

- 5.9 A list of Club Members will be maintained by the Membership Secretary.
- 5.10 Membership is not transferable to anyone else.
- 5.11 All Club Members will be subject to the provisions of this Constitution, to any Policies, Codes of Practice, and Rules that the Club has adopted.
- 5.12 Club Members entering an event that have stated on any entry form that their affiliation is to Orchard Eagles Running Club, must wear The Club colours, (special dispensation is given when running for charity).
- 5.13 Club Members are deemed to acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to themselves or to third parties, and shall take personal responsibility for their own actions, and accept that they participate in the Club's sporting activities at their own risk.
- 5.14 Club Members are deemed to have a responsibility to oppose discriminatory behaviour and promote equality of opportunity, and to report concerns to the Management Committee.
- 5.15 Should the conduct of any member render it necessary, they may be expelled from the club by in line with the terms of the Grievance and Disciplinary Policy.
- 5.16 Membership of the Club shall terminate if:
- the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committee's discretion
 - the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
 - the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.
- 5.17 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee.
- 5.18 Without prejudice to the foregoing, the Management Committee may refund an appropriate part of a resigning Member's membership fee if it considers it appropriate in all the circumstances.
- 5.19 In the event of a Club Member's resignation or expulsion, the Membership secretary shall remove his or her name from the Club's list of Club Members.

6. MANAGEMENT OF THE CLUB

- 6.1 The affairs of the Club shall be managed by a Management Committee.

- 6.2 The Management Committee shall comprise five 'Club Officers' and up to six 'Other Committee Members'
- 6.3 All Management Committee members shall be elected at an Annual General Meeting, and all must be Club Members.
- 6.4 As required by England Athletics, the Club must have at least three people on the Committee in the key roles that are unrelated or not cohabiting.
- 6.5 The members of the Management Committee shall be entitled to hold office from the date of election to the conclusion of the next Annual General Meeting, but shall be eligible for re-election at that Annual General Meeting.
- 6.6 The five 'Club Officers' shall comprise:
- The Chair
 - The Vice-Chair
 - The Club Secretary
 - The Club Treasurer
 - The Membership Secretary
- 6.7 Other roles fulfilled by Management Committee Members will include:
- Welfare Officers
 - Disability Officers
 - Social Media and Website Officers
 - A Representative of the Run Leaders Group
 - A Representative of the Cross-Country Group
 - DBS Verifier
- 6.8 Members of the Management Committee, other than the Chair, may hold more than role.
- 6.9 The Management Committee, at the first meeting following the Annual General Meeting, shall appoint, from the elected Members, persons to fill any vacant roles specified in 6.6 and 6.7 above.
- 6.10 The Management Committee shall be entitled to designate other roles than those named in 6.6 above and to appoint from the elected Members persons to fill those roles.
- 6.11 The Management Committee will ensure as a minimum, to meet England Athletics recommendations, that there are designated elected Committee Members to fulfil the roles of Club Chair, Club Treasurer, Club Secretary, Club Membership Secretary, Welfare Officer, and DBS Verifier
- 6.12 All elected Management Committee Members shall be entitled to attend all meetings of the Management Committee and to vote on all matters considered.

- 6.13 The Management Committee shall have the power to co-opt up to two additional members, who shall attend meetings of the Management Committee by invitation and will not have any voting rights.
- 6.14 The Management Committee must hold at least two meetings each year.
- 6.15 The Management Committee must arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made.
- 6.16 The Chairman, or any two Management Committee members, may call a meeting to be held, provided that not less than seven days clear notice must be given to the other members of the Management Committee.
- 6.17 The Club Secretary shall give 7-days-notice of a Management Committee meeting and shall state the business to be transacted.
- 6.18 The quorum for a meeting of the Management Committee shall be five of the Management Committee members being present throughout the meeting, including two Club Officers.

7. ANNUAL GENERAL MEETING

- 7.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one.
- 7.2 The Club Secretary shall give 21-days-notice of the Annual General meeting and shall state the business to be transacted, which will include the election of Members to Management Committee positions.
- 7.3 The Annual General Meeting shall be quorate if 10% of the total number of Members at the date of the Annual General Meeting are present at the date and time for which notice has been given.
- 7.4 The business of the Annual General Meeting shall include:
- A report of the activities of the Club over the previous year;
 - A report of the Club's financial activities over the previous year and financial position at year-end;
 - The election of Club Officers and Other Members of the Management Committee;
 - Any Other Business notified to the Club Secretary prior to the issue of the agenda.
- 7.5 All Club Members in attendance have a right to vote at the Annual General Meeting.

8. SPECIAL GENERAL MEETING

- 8.1 A Special General Meeting shall be called by the Club Secretary at the request of the Chair, or any two Members may jointly in writing require the Club Secretary to call a Special General Meeting.

- 8.2 The Club Secretary shall give all Members not less than seven clear days' notice of a Special Meeting and shall state the nature of the business to be transacted, except that if those matters include a proposal to amend the Constitution, not less than 21-days-notice must be given.
- 8.3 The quorum for a Special General Meeting of the Club shall be fifteen Members being present throughout the meeting.
- 8.4 The business of the Special General Meeting shall include any business normally considered at an Annual General Meeting.

9. VOTING ARRANGEMENTS

- 9.1 At all meetings decisions on all matters – except those matters affecting the Constitution - shall be decided by a simple majority of those present with the Chairman having, in addition, a casting vote.

10. CLUB CHAIR

- 10.1 The Club Chair shall lead and act as primary spokesperson for the Club.
- 10.2 The Club Chair will chair all meetings of the Management Committee and also chair Annual General Meetings and Special Meetings, except where elections of Management Committee members are taking place.
- 10.3 The Club Chair shall present a report on the previous year's activities at each Annual General Meeting.
- 10.4 The Club Chair shall be responsible for:
- Providing leadership on all aspects of the club from training to competition, fundraising and social activities.
 - Providing leadership on strategic planning and key decision-making.
 - Ensuring that all the officer and committee positions are filled, taking in consideration skills, experience and diversity.
 - Delegating, leading and motivating club volunteers towards club goals/objectives.
 - Upholding the club constitution and terms of conditions of England Athletics affiliation.
 - Ensure an understanding of the legal responsibilities of the club to which the Club complies.
 - Leading in the enforcement of the club's code of conduct.
 - Assisting the club to fulfil its responsibilities towards club welfare and safeguarding.
 - Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
 - Being actively involved in creating and following a Club Development Plan.
 - Representing the club at local and regional events.
 - Arranging handover or succession planning for the position

11. CLUB VICE-CHAIR

11.1 The Club Vice-Chair, who shall be another Management Committee Officer or Other Committee Member other than the Club Chair, shall deputise for the Club Chair as and when the Club Chair is not available, and shall fulfil all the responsibilities of the Club Chair whilst so doing.

12. CLUB SECRETARY AND RECORDS

12.1 The Club Secretary shall convene and give notice of every Management Committee, Annual General Meeting and Special Meeting, in accordance with the provisions of the Constitution.

12.2 The Club Secretary shall prepare and maintain a written record the proceedings of every Management Committee, Annual General Meeting and Special Meeting, including details of those present, and of all resolutions passed at such meetings (and decisions of the Management Committee made outside a meeting).

12.3 The Club Secretary shall act as a focal point for correspondence addressed to the Club.

12.4 The Club Secretary shall be responsible for:

- Planning club meetings with the chairperson and agree an agenda with all club officers
- Circulating details of meetings (time, location, agenda etc.) to club members
- Taking minutes and circulating these to meeting attendees
- Following-up with relevant parties on key actions arising from meetings
- Ensuring meetings adhere to procedures of the club constitution (e.g., quorums and election procedures)
- Being the first point of contact for club enquiries
- Receiving, sending and logging correspondence on behalf of the Club
- Delegating tasks to club members
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Managing club grievance and disciplinary correspondence.
- Ensuring the club applies for and receives its London Marathon club places entitlement
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

13. CLUB TREASURER AND FINANCIAL MANAGEMENT

13.1 The Club Treasurer shall keep proper financial records, and shall keep the Management Committee informed of the position.

- 13.2 The Club Treasurer shall prepare and submit an audited income and expenditure account and a year-end balance sheet at each Annual General Meeting of the Club, showing the financial transactions and balances for the twelve months ended 31 March.
- 13.3 The Club Treasurer shall ensure that all monies received are banked in an account held in the name of the Club and applied to the furtherance of the objects of the Club.
- 13.4 The Club Treasurer will advise the Management Committee on procedures to be followed to ensure the security of monies, and will report on any failure to comply with those procedures.
- 13.5 The Club Treasurer will ensure that any cheques and other payments against club funds are authorised as appropriate, and that cheques hold the signatures of Treasurer plus one other member of the Management Committee.
- 13.6 The Club Treasurer will ensure that all claims for reimbursement of expenditure against Club funds are supported by a receipt or other evidence, unless otherwise agreed by the Management Committee or the Club Treasurer, in which case a written record of the transaction and the reason for the lack of supporting evidence is provided.
- 13.7 The Club Treasurer shall be responsible for:
- Managing the club's income and expenditure and its assets and liabilities
 - Maintaining bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
 - Producing an end of year financial report
 - Identifying a suitable individual to independently review the annual accounts
 - Regularly reporting back to the club committee on all financial matters
 - Depending on the type of legal structure reporting back to the relevant body as required.
 - Efficient payment of invoices and bills
 - Proposing amendments to subscriptions as appropriate
 - Depositing cash and cheques that the club receives
 - Keeping up to date financial records
 - Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
 - Arranging handover or succession planning for the position

14. AUDIT / EXAMINATION OF THE ACCOUNTS

- 14.1 A suitable, appropriately skilled person or persons shall be appointed at each Annual General Meeting to examine / audit the financial and membership records of the Club.
- 14.2 The person appointed may be a Club Member, a Management Committee Member, or a Club Officer, except that they shall not be signatories to the accounts or hold the position of either Treasurer or Membership Secretary.

15. MEMBERSHIP SECRETARY

15.1 The Membership Secretary shall be responsible for:

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials
- Liaising with the Club Treasurer to reconcile membership payments, discounts, refunds etc.
- Contacting members in payment arrears to pay club membership dues
- Liaising with Coaches and Run Leaders regarding those who are paid-up Members and so entitled to train and compete.
- Managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the Committee on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who is a data controller
- Arranging handover or succession planning for the position

16. CLUB ETHOS and EQUITY STATEMENT

16.1 The Club is committed to ensuring that equity is incorporated across all aspects of its, activities.

16.2 The Club 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 steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone society.'*

16.3 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

16.4 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

16.5 The Club believes that all Club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity, and will communicate this to Club Members.

16.6 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

17. POLICIES, RULES, AND PROCEDURES

- 17.1 The Management Committee may from time to time prepare and adopt such policies, rules, and procedures they may deem necessary, expedient, or convenient for the proper conduct and management of the Club.
- 17.2 Specifically, the Management Committee, provided that nothing it decides shall prejudice the Club's affiliation to England Athletics, may:
- prescribe the establishment of different categories of membership of the Club;
 - prescribe rules regarding the admission and classification of Club Members and the rights and privileges of such Club Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
 - prescribe regulations, standing orders and rules for the better administration of the Club and to govern the functioning of sub-committees to assist the Management Committee in the better administration of the Club;
 - adopt or alter such policies as the Committee thinks fit;
 - prescribe rules relating to the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;
 - prescribe the terms on which Members and guests may be permitted to take part in the Club's sporting activities;
 - make decisions it deems appropriate regarding the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes, and any licensable or other regulated activities of the Club.
 - make decisions it deems appropriate regarding the procedures followed at Annual General Meetings, Special General Meetings, and meetings of the Management Committee and sub-committees insofar as such procedures are not regulated by this Constitution;
 - make decisions it deems appropriate regarding the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;
 - make decisions it deems appropriate regarding any procedures to assist the resolution of disputes within the Club;
- 17.3 The Management Committee shall adopt such means as they think sufficient to communicate to the Club Members all such policies, procedures, and rules.
- 17.4 The Club Members in an Annual General Meeting or Special General Meeting shall have power to alter, add to or repeal any policies, procedures, and rules adopted by the Management Committee.

17 RISK MANAGEMENT

- 17.1 The Management Committee shall take appropriate and reasonable steps to minimise the risks to the Club, to Club Members, and to third parties by the use of risk assessments, planned organisation, and such other measures as are deemed reasonable.

17.2 The Club is affiliated to the sport's governing body, England Athletics and automatically receives the benefit of Public Liability insurance and Directors and Officers Liability Insurance.

17.3 The Management Committee will take reasonable steps to advise Club Members that playing or participating in sport of any kind can be dangerous and may result in injury and damage to themselves or others, and that they must take personal responsibility for their own actions, and that they participate in the Club's sporting activities at their own risk.

18 SAFEGUARDING CONCERNS

18.1 The Club is committed to safeguarding children and vulnerable adults.

18.2 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures.

18.3 The Welfare Officers shall be the lead Officer for all Club Members in the event of any safeguarding concerns.

19 COMPLAINTS and DISPUTES

19.1 The Club is committed to resolving complaints and disputes in a timely, transparent, and fair manner

19.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Club Members or Management Committee Members shall be dealt with by the Club in accordance with its Grievance and Disciplinary Policy and appeals process.

19.3 Complaints must be presented in writing to the Club Secretary (and where the matter relates to the Club Secretary, the complaint must be submitted to a Club Welfare Officer).

20 ALTERATION OF CONSTITUTION

20.1 The Constitution may be altered ONLY at an Annual General Meeting or at a Special General Meeting convened for that purpose and then only by the affirmative resolution of two-thirds of those Members present.

21 DISSOLUTION

21.1 A resolution to dissolve the Club may only be proposed at an Annual General Meeting or a Special General Meeting and shall be carried by the majority of at least three-quarters of the Club Members present.

21.2 The dissolution shall take effect from the date of the resolution and the Management Committee shall be responsible the winding up of the assets and liabilities of the Club.

21.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports.

DECLARATION

The Club duly adopted this Constitution as its governing document on 21/03/2023

Signed

Club Chair

Sean Boland

Signed

Club Secretary

Martin F Peagam

Approval date: 21/03/2023

Review date: 21/03/2028