

## **WINDLE VALLEY RUNNERS - CONSTITUTION**

### **1. TITLE**

The name of the Club is WINDLE VALLEY RUNNERS (WVR). The club will be affiliated to England Athletics (EA) the South of England Athletics Association (SEAA) and the Surrey County Association (SCA).

### **2. HEADQUARTERS**

The Headquarters of the Club is at the FIELD OF REMEMBRANCE in Windlesham, Surrey.

### **3. OBJECTIVES**

The aim of the Club is the promotion of Amateur Athletics in and around North West Surrey (Camberley and the six villages East of Camberley) and the Ascot/Sunningdale area of Berkshire by:

- Promoting fitness and running within the community
- Offer coaching and support for all runners mainly targeted at 5k to marathon distances
- Foster a positive social environment within the club
- Ensure all club members receive fair and equal treatment in a safe and welcoming atmosphere

### **4. MANAGEMENT**

**PRESIDENT** - A suitable person shall be invited annually to accept the office of President, he or she will preside at the Annual General Meeting and may also attend any other General Meetings and meetings of the management committee. The President shall not have a vote at the AGM, other General Meetings or at meetings of the management committee but shall be permitted a casting vote where necessary at the AGM or other General Meetings.

**COMMITTEE** - The management of the Club is vested in a committee consisting of a Chairperson, Treasurer, Secretary, Men's Captain, Ladies Captain, Membership Secretary, Coaching Coordinator, Welfare Officer, Media Editor, IT Support, Social Events Coordinator plus General Members. All will be elected annually at the AGM.

The Committee should not exceed THIRTEEN members (including the President) in total.

SEVEN members to form a quorum.

The Committee has the power to co-opt a member to the Committee, as well as fill any vacancies which may arise.

Each Committee member will be entitled to one vote. All decisions will be by simple majority vote, the Chairperson being permitted a casting vote where necessary.

The Committee shall meet not less than four times each year.

The club's financial year shall end on 31<sup>st</sup> August and the accounts shall be presented at the AGM.

## **5. MEMBERSHIP**

Membership is open to any amateur (aged 18 or above) as defined by UK Athletics or any subsequent Governing Body.

All members will be subject to the Codes of Conduct and by joining the Club will be deemed to have accepted these codes.

An application for membership or renewal of membership may be refused by a majority vote at a Committee meeting based on the Club's Code of Conduct. Any rejected applicant shall be given the opportunity to state his/her case to the Committee before the rejection becomes final.

Second claim membership shall entitle the holder to attend and participate in, but not to vote at general meetings, nor to stand for election to the Committee.

Second claim members shall not be eligible for the Club Championships or the Roland's Trophy, but are eligible for other Club awards and competitions.

## **6. SUBSCRIPTION**

The Committee will review club subscriptions and propose any changes to the Annual General Meeting for ratification. Members who join in the last three months of the subscription year will not be liable for subscriptions in the ensuing year. The subscription year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.

## **7. RESIGNATION**

A member intending to withdraw from the Club before their membership expires, shall give notice in writing to the Membership Secretary, and his/her membership terminates on the date of that notice unless he/she is financially indebted to the Club, in which case the Committee may withhold acceptance of the resignation until he/she has discharged his/her liability. No refund of subscription shall be made in respect of any un-expired period of membership.

A member not renewing their membership within the first month of the membership year will be deemed to have resigned and no notice of resignation is required.

## **8. COMPLAINTS AND DISPUTES**

All concerns, allegations or reports of malpractice or abuse relating to the welfare of vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with England Athletics's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently

evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Any decision of the disciplinary panel shall be final and conclusive.

Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **9. EXPULSION**

The Committee shall have the power to expel any member who does not meet the Code of Conduct of the Club. Expulsion of any member will be decided by a majority vote by the Committee. The member will be informed via the last known contact details provided to the Club.

When considering cases of alleged misconduct, the member(s) involved will have a month from notification to state his/her case to the committee before any decision is made.

The name and address of any person so expelled from a Club in the Southern District shall be sent to the Secretary of the South of England AA. Any member who is expelled from the Club is ineligible to represent the Club unless they are re-instated.

## **10. ANNUAL GENERAL MEETING**

A General Meeting shall be held within ten weeks of the end of the financial year in every year to receive the Committee's report and financial statement, elect Officers and Committee and deal with any other matter specified on the agenda. The Secretary must give every member 21 days' notice of the meeting, and notice of any business which it is desired be placed on the Agenda must be given in writing to the Secretary at least 14 days prior to the meeting.

## **11. SPECIAL GENERAL MEETING**

The Secretary must call a Special General Meeting within 14 days of the receipt by him/her of a requisition in writing signed by at least 25 members of the Club, stating the business to be brought before such a meeting.

## **12. PROCEDURE AT GENERAL MEETINGS**

Proposed changes to the Constitution will be decided by a two-thirds majority vote of eligible paid up members in attendance at the meeting. All other general resolutions

(including changes to the Code of Conduct) will be determined by a simple majority of those present and eligible to vote.

The President shall not have a vote but shall have a casting vote.

### **13. ALTERATION OF THE RULES**

No alteration or addition may be made to the Rules except by an Annual General Meeting or a Special General Meeting called for that purpose. Notice of any proposed amendment must be given as provided in Rules 9, 10 and 12.

### **14. CLUB CHAMPIONSHIPS AND COMPETITIONS**

The Club shall annually organise a Club Championship for male members and one for female members. The rules for this and other Club competitions have been agreed at a Special General Meeting of the Club on 5th February 2024. Any changes to these rules must be by unanimous agreement of the committee or by vote at a General Meeting of the membership.

### **15. FINANCE**

- The Club Treasurer will be responsible for the finances of the Club.
- All Club monies will be banked in an account held in the name of the Club.
- An independently verified statement of annual accounts will be presented by the Treasurer at the AGM.

### **16. DISSOLUTION OF THE CLUB**

If the Committee resolves that the Club is no longer a viable proposition they shall call an EGM of the members to consider dissolution. All members shall be notified of the meeting and the reasons why the Committee consider the Club is not viable. This notice shall be issued at least 14 days prior to the meeting.

The members may vote to wind up the Club if 75% of those present and voting support the proposal at a properly convened EGM or AGM.

The Committee will then be responsible for the orderly winding up of the Club's affairs. Assets will not be distributed to the members but will be used to further the original aims of the Club. The way in which this is to be done is to be decided at the aforesaid meeting.

After settling all liabilities of the Club, the Committee shall dispose of the assets remaining to one or more of the following:

- England Athletics (EA)
  - South of England Athletics (SEAA)
  - Surrey County Association (SCA)
  - Another Club with similar sports purposes which is a registered charity
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Document Status:

Last Updated 25 08 2024

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