Cheltenham Running Club

Club Constitution

1. Name and Affiliation

The club will be called Cheltenham Running Club ('the Club') and will be affiliated to England Athletics.

2. Aims and Objectives

The aims and objectives of the Club are to improve the overall experience of running so that more people can enjoy it along with the benefits it can provide. The Club's strategy is based around:

- preventing injury and improving fitness through education, coach guidance, training sessions and personalised fitness programmes;
- improving social dynamics and individual self-esteem through a club culture and environment which encourages community over competition.

3. Club Uniform

Club uniform will be any garments purchased through the Club's provider with approved 'Cheltenham Running Club' text:

- Members are encouraged to wear club uniform at running events, especially where affiliation discount has been applied to their race entry fee.
- Club uniform with the first name printed on the front is suggested for training sessions as a means of improving social dynamics between members.

4. Membership

Membership of the Club is open to anyone aged 16 years or over with a commitment to promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Club membership is usually obtained via STS Fitness Ltd.

5. Officers of the Club

The Officers of the Club who all serve on the Management Committee will be:

- Chair
- Secretary
- Treasurer
- Membership & Welfare Officer

Officers are normally proposed by STS Fitness Ltd and formally approved at the AGM.

6. Management Committee

The Club will be managed through a Management Committee:

- In addition to the Officers listed in paragraph 5, up to 10 existing members may also be elected at the AGM to serve on the Management Committee.
- All Management Committee members will stand down each year but will be eligible for re-election.
- The quorum required for business to be agreed at Management Committee meetings will be four of whom at least two should be Officers.

- The Management Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club.
- The Management Committee will meet at least three times per year.
- Management Committee decisions will be made by majority vote and in the event of a tie the Chair will have an additional casting vote.
- The Management Committee will have the power to co-opt members for the purpose of creating sub-committees at its discretion and to appoint advisers as necessary to fulfil its business.
- Should the post of any Management Committee member fall vacant after election at the AGM, the Officers will have the power to fill the vacancy until the succeeding AGM.

7. Finance

- The Treasurer will be responsible for administering the finances of the Club.
- The Club financial year will run from 1st April and end on 31st March.
- All Club monies will be banked in an account held in the name of the Club.
- An independently examined statement of accounts will be presented by the Treasurer at the AGM.
- Any cheques drawn against Club funds should hold the signatures of the Treasurer and at least one other Officer.

8. General Meetings

- The Club will normally hold its Annual General Meeting (AGM) in the month of May.
- At least 14 days notice of the AGM will be given by the Club Secretary to members.
- The following business will be transacted at the AGM:
  (i) the Chair's report will be read and discussed;
  (ii) the independently examined accounts will be presented and discussed;
  (iii) the Officers and others Management Committee members will be elected;
  (iv) any other business which will normally be notified to the Secretary at least 7 days ahead of the AGM.
- Each member whose membership is paid up to date at 31st March is entitled to cast one vote on each motion at the AGM for that membership year.
- Nominations for election to the Management Committee must be sent to the Secretary no later than 48 hours before the AGM.
- The quorum for any General Meeting will be 10% of the club membership.
- A majority of the Management Committee or ten members have the right to call an Extraordinary General Meeting (EGM). Procedures for EGMs will be the same as for the AGM.

9. Disciplinary Procedures

All concerns, allegations or reports of poor behaviour, bad practice, abuse, etc. should be registered in writing with either the Welfare Officer or Secretary, who will ensure that they are recorded and responded to swiftly in line with the Club Disciplinary Procedures as prepared and maintained by the Management Committee. These procedures will include inter alia:

- The Welfare Officer to be the lead contact in the event of any Child Protection or Vulnerable Adult concerns.
- A Disciplinary Hearing in front of a sub-group of at least three members (including at least one Officer) of the Management Committee to be held within 14 days of a complaint being lodged.

- The right of appeal to a separate but similarly constituted sub-group of the Management Committee following disciplinary action being notified.

10. Amendments to the Constitution

The Constitution can only be changed through agreement by a majority of seventy-five percent or more of those present at an AGM or EGM. Any clause of the Constitution can be amended in this way save clauses 4, 11 and this clause.

11. Dissolution

- A resolution to dissolve the Club can only be passed at an AGM or EGM. The motion shall be passed if the vote in favour of dissolution has a majority of seventy-five percent of those present.
- In the event of dissolution, all debts will be cleared with any Club funds.
- Any remaining assets following discharge of liabilities will be reimbursed to STS Fitness Ltd.