

ERME VALLEY HARRIERS - CONSTITUTION AND RULES

1. NAMES AND OBJECTS

- a) The club shall be called the Erme Valley Harriers and hereinafter may be referred to as the club.
- b) The primary objective of the club shall be to provide for its members such facilities as are from time to time deemed necessary to further the sport of athletics. The club is open to all.
- c) The club shall at all times seek to further the interests of the sport of athletics by all such means as the members consider good and proper. In particular the club will pursue this objective by organised instruction and practice and by friendly competitive activities within the club, and with such other clubs and persons as may be arranged.
- d) The club shall at all times retain the status as amateur. (See 2b)
- e) The club shall seek and thereafter continue to remain in affiliated membership of UK: Athletics, through affiliation to England Athletics (EA), or any successor organisation and Devon County AA for the benefit of its members.
- f) The club shall do all such things as are necessary to promote the primary objective of the club.

2. MEMBERSHIP

- a) Membership shall be by application to the committee in writing on a form provided for that purpose. The committee will then decide on the application at the next meeting using a ballot if required.
- b) All members must be an amateur as defined by UK:A. "An amateur is a person who is eligible to compete under the Rules of UK: Athletics" (See UK:A Rule 1 – Eligibility to Compete). The club will not place any other restrictions upon persons eligible to make application for membership except as in d).
- c) Membership shall continue for so long as members are in compliance with the constitution and rules of the Erme Valley Harriers. The committee have the right to terminate membership (see 12 b). A member may resign at any time in writing provided he/she does not have any outstanding debt owing to the club. The acceptance of the resignation will be subject to a committee decision and subject to rules laid down by UK:A.
- d) Membership shall be of the following categories
 - i) Junior, as defined by UK:A Rules.
 - ii) Senior, as defined by UK:A Rules.
 - iii) Student (by application to committee for charging the subscription at the OAP/Social Rate).
 - iv) Old age pensioners.
 - v) Family membership.
 - vi) Social/Volunteer member.

N.B. Second Claim members will pay the same fee as competing 1st Claim members and will be entitled to all facilities and services afforded to 1st Claim members.

3. HONORARY MEMBERS

- a) Honorary membership of the club may be granted either for the current or forthcoming year at the discretion of the elected committee. Honorary life membership may only be approved at a general meeting.

4. PRESIDENCY

The honorary position of President may be granted after approval at a general meeting

5. OFFICERS

The officers of the club shall consist of Chairman, Secretary and Treasurer. All officers shall take office as from such time after the election as is comparable with the proper continuance of official duties.

(i) Chairman - The Chairman shall chair all committee meetings and have the casting vote at any general or committee meeting. The Chairman shall take office from the close of the general meeting.

(ii) Secretary - The Secretary shall be responsible for the administration of the club and shall be the named contact with the governing bodies. The committee may elect other members to assist the secretary with administration of various aspects of the club, e.g. Road Running, Track & Field, Cross Country, Sportshall and Social Events.

(iii) Treasurer - The Treasurer shall keep such financial records as are necessary to maintain strict control of the clubs financial affairs. The treasurer will maintain a record of members and their subscriptions.

(iv) Volunteer Coordinator – The volunteer coordinator shall coordinate volunteers and be a central point of communication within the club.

6. COMMITTEE

- a) The committee shall consist of the officers listed in 5 and at the annual general meeting any other such members as are deemed necessary.
- b) The committee shall set up sub-committees as required to manage specific projects, these sub committees can take appropriate action on any matter related to the project, but this action must be ratified at a full committee meeting unless the sub-committee is empowered to take the said action without final ratification.

7. ELECTION OF OFFICERS

- a) The officers shall be elected by ballot at the annual general meeting and shall serve for a period of twelve months.
- b) An officer or committee member may be removed from office at any time by a majority vote at an extraordinary general meeting.
- c) Elected committee members shall attend all meetings as far as is practicable. Failure to attend meetings on three consecutive occasions may be deemed to constitute a resignation from the committee but not the club.

8. FUNDS

- a) The funds of the club shall be applied solely and only to carry out the objects of the club.
- b) Finance shall be raised by subscriptions which shall be agreed at the annual general meeting for the ensuing year.
- c) Finance shall be raised by such other means as are deemed proper by the committee.
- d) Subscriptions shall be set at a level to ensure the proper functioning of the club for the ensuing year after other reasonable anticipated income and funds are taken into account. These subscriptions will include the fees paid to England Athletics on behalf of each eligible member.
- e) Subscriptions shall be due on the 1st January following the annual general meeting.
- f) A refund or reduced subscription may be made at the discretion of the committee if circumstances exist.

9. CHEQUES

All cheques drawn on the club accounts shall be signed by two of the approved signatories, one of which should be the treasurer if that is practicable

10. AUDIT

- a) The clubs accounts and books should be audited independently of the committee.
- b) The auditors shall have access to all books, accounts and records as they deem necessary for the completion of the audit.
- c) The audit shall be carried out annually in advance of the annual general meeting
- d) The auditors shall sign the balance sheet and supporting accounts to certify that, in their opinion, the balance sheet and accounts are a true and fair record of the club's affairs.

11. ROLE OF MEMBERS

A register of names and addresses of members shall be maintained by the secretary and treasurer and shall at all times show the state of the members subscriptions.

12. TERMINATION OF MEMBERSHIP

- a) From the effective date of cessation of membership all rights and benefits accruing to a member shall cease.
- b) The committee shall have the right to terminate membership of a member who has been found guilty of any of the following:
 - (i) Misconduct as outlined in 13a
 - (ii) Acting in a manner likely to bring discredit to the club.
 - (iii) Non payment of subscriptions after a period of 12 months provided a month's notice in writing has been sent to such a member by a registered or recorded letter, addressed to his/her last known address, informing the member of the proposed action of the committee.

The name and address of any person so expelled from the club shall be sent to England Athletics who shall enter the athletes name in a "The Suspension Book" kept for that purpose. Every person entered in a Suspension Book shall be suspended from competing at any meeting held under UK:A rules until the liability causing the said expulsion which shall not exceed one

year's subscriptions shall have been discharged. No member whose subscription is in arrears is eligible to take part in any competition promoted by the club.

13. MISCONDUCT OF MEMBERS

- a) No unauthorised gambling, drunkenness, bad language or such other misconduct as deemed improper by the committee shall be permitted on any club activity,
- b) Any officer or member of the club becoming aware of such misconduct shall report it to the committee.

14. REDRESS OF COMPLAINT

Any member on giving written notice to the Secretary may request attendance at a committee meeting for a personal hearing on any matter relating to club business, such meeting to be held within 1 month from the date of the notice.

15. BYELAWS

The committee is empowered to make such byelaws as may be deemed necessary for the good government of the club provided that no such byelaws be in contradiction of the constitution and rules here stated.

16. QUORUM

- a) One quarter of the senior membership shall form a quorum at any general meeting.
- b) Five committee members with voting rights shall form a quorum at any committee meeting.

17. VOTING

- a) All business other than the election of officers shall be voted by show of hands.
- b) Any member may appoint another member as his/her proxy to vote on his/her behalf provided authority is in writing and available for inspection by the Secretary.
- c) Any member may send his/her vote in writing to the Secretary and such a vote will be counted as if the member were present.

18. NOTICE OF MEETINGS

- a) Notice of a general meeting shall be sent by post or given to each member at least four weeks before the date of the meeting and such notice shall incorporate the agenda.

19. RESPONSIBILITIES

The club shall accept no responsibilities other than those imposed by legislation.

20. CONSTITUTION

No change shall be made to this constitution other than at a general meeting where at least one third of the senior membership is present. Postal and proxy votes may be counted, but not to establish that this quorum exists.