



OVERSEAL RUNNING CLUB CONSTITUTION

1. Name

The club is called Overseal Running Club and was established on 16th January 2015. The club colours are lime green and black

The club shall seek affiliation with the relevant governing bodies as required to achieve the club objectives

2. Aims and Objectives

The aims and objectives of the club will be:

To promote and provide facilities for the amateur sport of running/Jogging within the South Derbyshire area and community participation in the same

- To offer opportunities for members to achieve their goals in road, Obstacle Course Racing (OCR) and cross-country running at all levels.
- To ensure a duty of care to all members of the club.
- To provide all services in a way that is fair and in accordance with UKA welfare policy.
- To encourage club members to play an active role in the club including leadership roles.
- To promote running within the local community as a way of staying active, fit and healthy.
- To provide all services in a way that is fair and in accordance with UKA welfare policy.

3. Membership

The club will ensure all present and future members receive fair and equal treatment.

Membership will consist of members of the club and Committee members.

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted. Members will be enrolled in one of the following categories:

- Adult
- Junior: 13 – 17 years of age

In addition, members may serve the club as either Jog Leaders or Co-Leaders. The former will have completed the UK Athletics Leadership in Running Fitness (LiRF) course or a course deemed similar by the committee and the latter will have completed Jog Derbyshire Co-Leader training. The responsibilities of jog leaders and co-leaders is defined in the code of conduct. The committee will determine the

appropriate number of jog leaders required and will decide which members train as jog leaders. The cost of Jog Leader and Co-Leadership courses will be met by the club.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct of character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.

Applications for membership can be made through submission of a paper or electronic membership form. This will remain aligned with best practice for any governing bodies to which the club is affiliated plus any additional information required to meet the aims and objectives of the club. The Committee shall resolve any conflict between the two.

4. Membership Fees

Membership fees will be set annually and agreed by the Committee planned fee increases will be communicated at the Annual General Meeting.

Fees will be due annually on 1st February or upon joining for new members. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

Non-payment of membership fees shall result in expulsion from the club after a period of 60 days past the due date.

At the discretion of the committee, membership fees may be made available at a reduced rate either for members joining part way through a year or in the event of hardship.

5. Committee members

The Committee roles within the club will be:

- Club Chair
- Club Vice Chair
- Club Captain
- Head jog leader – Note this role is only available to club members having completed the UK Athletics Leadership in Running Fitness course (or equivalent)
- Club Secretary
 - Club Vice Secretary
- Club Treasurer
 - Club Vice Treasurer
- Club Welfare for Senior members
- Club Welfare for Junior members
- Club Media
- Club Merchandise
- Club Membership Secretary

- Club Social Secretary
 - Club Vice Social Secretary #1
 - Club Vice Social Secretary #2

Note that the roles of Club Vice Secretary, Club Vice Treasurer, Club Vice Social Secretary#1 and Club Vice Secretary #2 are optional roles, which will be filled if there are sufficient applicants to the lead role in these areas.

Committee members will be elected annually at the Annual General Meeting. All Committee members will stand down from their post each year but will be eligible for re-appointment, (see section 6. below)

Members may only be elected to one committee post at the AGM. However, in the event that a role is unfilled or if a vacancy arises before an AGM, an existing committee member may be appointed by the committee to serve an additional role. In this event, the committee member serving multiple roles has only one vote on the committee and only one of the roles is considered to be 'filled' when determining the quorum for Committee meetings.

6. Committee

The club will be managed through the Committee.

The Committee shall be composed of between 12 and 16 Committee members of the club (see section 5. above) depending on how many of the optional 'vice' roles are filled. The Committee will be elected annually at the Annual General Meeting. Only adult members of the club may serve on the Committee.

All Committee members will stand down at each AGM, but will be eligible for re-appointment up to a maximum of four consecutive years, after which time they must stand down for at least one year. In the event that no applications are received for a post vacated by a member serving four years or more, the incumbent Committee member may serve an additional year. After this term, the committee member must step down again, but remain eligible to be re-appointed via the same process.

The Committee meetings will be convened by the Club Secretary and held no less than four times per year.

The quorum required for business to be agreed at Committee meetings will be half of the currently filled committee roles (rounded down to a whole number) plus one. One of which must be the club chair or vice chair.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club. All decisions will be made by a simple majority with the club chair having an extra casting vote in the event of a tie.

The Committee will have powers to appoint any members to vacancies remaining after the AGM or occurring during the year.

The Committee will have powers to appoint sub-Committees as necessary and appoint advisers to the Committee as necessary to fulfil its business. Anyone appointed to the Committee in this way shall not have a vote on the Committee.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

Committee roles shall be vacated by either

- a) Resignation or
- b) Expulsion, having been determined by at least 66% of the Committee or

- c) Failing to attend more than half of the Committee meetings in a year without the consent of the Committee

7. Communication

Written communication to lodge a complaint against a member, propose an item to the AGM/EGM or otherwise contact the Committee shall be in the form of an email sent to secretary@orc.run. Receipt will be acknowledged by email reply within 7 days.

8. Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the club and the local community.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club sell and supply food, drink and related sports clothing and equipment. This will be offered to members for the purchase cost to the club plus an amount not greater than 20%. The additional money will be used in further achieving the aims of the club.

Members are not permitted to manufacture or purchase kit with the club name or logo without express permission from the Committee.

9. Finance

The Club Treasurer who will be responsible for the finances of the club will personally hold all club monies. The financial year of the club will end on 1st March each year.

The Club Treasurer at the Annual General Meeting will present the annual accounts.

10. Social Media

The club shall provide an effective communication with its members via social media. This may include both public and private forums. Members shall be required to adhere to the rules specified in the club code of conduct and the social media platform. All social media platforms will be moderated by the club. This may include editing or removing posts found to be in breach of the rules.

11. General Meetings

The Club Secretary will give notice of the Annual General Meetings (AGM), not less than 21 days notice to be given to all members.

The AGM will receive a report from Committee members and a statement of the accounts.

Nominations for Committee members will be sent to the Club Secretary at least 14 days prior to the AGM.

Election of Committee members are to take place at the AGM by a show of hands. In the event of a tie, the process shall be repeated with the candidate receiving the fewest votes eliminated. If no candidate has the fewest votes, the decision will be made by the Club Chair.

All members have the right to vote at the AGM. The quorum for AGMs will be 20% of the club membership. All decisions will be made by a simple majority with the club chair having an extra casting vote in the event of a tie.

A quorate Committee or ten members have the right to call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. Discipline and Appeals

Members are expected to comply with the code of conduct when attending any session or event held by the club. All training sessions are at the discretion of the Jog Leader, who shall be empowered to alter or cut short any session in any way they see fit to achieve the aims and objectives of the club. The code of conduct may be amended by the Committee. Members will be notified of amendments prior to their introduction.

All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately. All complaints regarding the behaviour of members should be presented and submitted to the Club Secretary.

The Committee will meet to hear complaints within 14 days of a complaint being lodged and has the power to take appropriate disciplinary action including the termination of membership. The person against whom the complaint was made must be given an opportunity to present their views.

Notification of the outcome of a disciplinary hearing should be made to both the member making the complaint and the member against whom the complaint was made within 14 days of the complaint being made. Notification will be made by the most suitable means in the opinion of the committee.

There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Club Secretary receiving the appeal.

11. Dissolution

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

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

- Another club with similar sports purposes, registered as a charity and/or
- a CASC registered club with similar sports purposes and/or
- the sport's governing body for use in related community sports.

12. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. In the event of a tie, an additional casting vote shall be given to the club chair.

13. Declaration

Overseal Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Interpretation of all elements of this constitution must be consistent with the statutory requirements for CASCs (Community Amateur Sports Clubs, first provided for by the Finance Act 2002)

Signed..... Name..... Date.....

(Club Chair)

Signed..... Name..... Date.....

(Club Secretary)

Description of roles

• Club Chair

The chair is responsible for leadership of the Committee, including chairing Committee meetings. The chair is responsible for ensuring that the necessary business of the Committee is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of the club and that regular and satisfactory reports are presented to the members.

The Chair should ensure that the Committee acts in accordance with the club's constitution and should seek advice from the Secretary in any case of uncertainty.

The Chair should ensure that the Committee exercises collective responsibility, meaning decisions are taken corporately by all members acting as a body. The Chair will encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build consensus among them.

• Club Vice Chair

The vice chair will substitute for the Chair as required in any of their duties (please refer to the Role Description for the Chair). To provide support and assistance to the Chair in carrying out his/her responsibilities and to act as a 'sounding board' and 'critical friend' to both the Chair and members of the Executive team.

• Club Captain

The Club Captain is the link between the administration of the Club and the members. It is the role of the Club Captain to represent the views of the members within the Club, and contribute to the development of the Club through providing advice and guidance from the perspective of the wider club members.

The club captain also helps encourage members to take an active role in the club, as per the objectives of the club defined in the constitution.

The club captain does not need to serve as co-leader or jog leader, nor do they need to excel in terms of running. They should, however, have an abundance of enthusiasm to ensure they can fulfil the role successfully.

• Head jog leader

The head jog leader ensures the co-ordination of the jog leaders in order to ensure that the club is able to offer as many sessions as necessary to meet its objectives without making unfair demands on the Jog Leaders. They make recommendations to the committee regarding how the number of jog leaders that are required and may nominate members serve as jog leader to the committee.

They also provide advice to jog leaders on the suitable number of members for a session and advise the cancellation of sessions in the event of extreme weather or for any other reason. In the event of a cancellation, they ensure the committee and membership are informed.

Note this role is only available to club members having completed the UK Athletics Leadership in Running Fitness course (or equivalent).

• Club Secretary

The Club Secretary is responsible for ensuring meetings are effectively organised and minuted, as well as maintaining effective records and administration and for communication and correspondence with the club.

The Secretary acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; confirming constitutional requirements; and retrieving relevant documentation.

- **Club Treasurer**

The club treasurer is responsible for the Club's money, both incoming and outgoing and is responsible for approving all money spent by the club and recording all money received by the club and ensuring an accurate record of these is kept. The treasurer is also responsible for preparing the annual budget for presentation at the AGM. Additionally, when a new treasurer is elected, the current treasurer provides the appropriate training to ensure a smooth handover.

- **Club Welfare for Senior/Junior members**

The Club welfare officer has primary responsibility for managing and reporting concerns from or about members and for putting into place procedures to safeguard senior/junior members of the club. They help the committee to ensure that the atmosphere in the club is positive and provide another means of feedback from club members to the committee. They assist the committee to fulfil its safeguarding responsibilities and act as a first point of contact for concerns about any member of the club. They implement the organisation's reporting and recording procedures and promote the club's best-practice guidance and/or code of conduct within the club.

In addition to the above, the welfare officer for junior members ensures the club complies with its legal responsibilities to children to whom the club has a duty of care.

- **Club Media**

The media officer is responsible for ensuring that the club's social media and online presence meet the requirements of the committee, including the public and private Facebook site, main website and club shop. They are responsible for ensuring that the rules set out by any social media platform used by the club are met and for ensuring the club's public and private forums are effectively moderated. They are also responsible for providing email communication and online marketplace for the club as required by the committee and for providing an effective means of communicating with the club members and ensures the club complies with its GDPR requirements.

- **Club Merchandise**

The merchandise officer is responsible for sourcing all merchandise offered by the club. They take orders and ensure that merchandise is delivered to club members in a timely manner. They also present ideas to the committee regarding additional merchandise that may be offered.

- **Club Membership Secretary**

The membership secretary maintains a current membership list and communicates with new and potential members to offer advice or answer questions in a timely manner. They also communicate with current members to ensure annual subscriptions are paid on time and highlight any non-payment to the committee to determine the appropriate course of action.

- **Club Social Secretary**

The club social secretary is responsible for suggesting, planning and preparing for all non-running activity offered by the club in order to meet its objectives as set out in the constitution. This includes the annual awards evening and 'coffee and cake'. They determine and book the appropriate venue and ensure any required catering or entertainment is provided. They ensure that all events are appropriately promoted either within the club, in the community or both. They must liaise with the committee and treasurer to ensure that all planned events fit within the club's budget.

They also provide the cake!!

