

CLUB CONSTITUTION – MARCH 2024

RIPON RUNNERS

1. Name

The club will be called **RIPON RUNNERS** and will be affiliated to England Athletics.

The club colours are burgundy and light grey. Members are expected to wear the club colours in all races.

2. Aims and objectives

The aims and objectives of the club are:

- To offer coaching and competitive opportunities in Road and Off-Road Running
- To promote the club within the local community
- To be responsible tenants of Ripon Rugby Club
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3. Inclusion Policy

- The club is committed to ensuring that inclusion is incorporated in all aspects of its development. In doing so it acknowledges and adopts England Athletics aim of ensuring access to all in the sport of running.
- Ripon Runners embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.
- We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.
- We will seek to ensure we comply with current Equality Act legislation and the characteristics protected by it and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Aims

- The aims of the inclusion policy are to promote the development of knowledge and understanding of equality and inclusion among our members, leaders/coaches, officials and volunteers.

- Our aim is to provide an environment where everyone feels:
 - Welcome.
 - Represented.
 - Included in decision making.
 - Able to participate.
 - Safe from discrimination, bullying, harassment, and victimisation.

Commitment

- We will not tolerate discrimination, bullying, harassment or victimisation, all club members have a responsibility to oppose discriminatory behaviour and promote equality. Any incidence of discriminatory behaviour will be dealt with according to the club disciplinary procedures.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers of equity and inclusive practice.
- We will, so far as is reasonably practical, consult with members and prospective individuals about their needs and requirements.
- Provide opportunities for all in coaching, officiating and leadership positions.

4. Membership

To ensure all present and future members receive fair and equal treatment, Ripon Runners is made up of the officers and members of the club; all are accorded equal voting status.

All members are subject to the regulations of the constitution and by joining the club are deemed to accept the regulations and codes of practice adopted by that the club.

Members, who will be over the age of 16, will be enrolled in one of the following categories:

- Full member
- Non-competing member (includes 2nd claim members)
- Social member
- Student
- Life member

5. Membership fees

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

Fees shall be paid annually and are due on the 1st April. New members joining after December 1st are deemed to have paid for the forthcoming year.

6. Officers of the club

The officers of the club are:

- President
- Chair
- Vice Chair
- Secretary
- Treasurer
- Membership Secretary
- Race Director

The position of **President** of Ripon Runners is an honour bestowed upon an individual who has given meritorious service to the club or to the sport of running in general. Should a vacancy arise the Committee will consult and recommend a candidate to the Annual General Meeting for its consideration. If, upon such a vacancy arising, the Committee decides there is no candidate of sufficient merit then the post of **President** may be left vacant.

Officers, other than the president, will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment up to a limit of 5 times without break. After a maximum of 6 years an officer must retire for at least one year before being eligible to take office again.

7. Committee members

Committee members will be elected at the Annual General Meeting for a period of three years. They will be eligible to be re-appointed for a second three-year term. After two terms (6 years) a committee member must retire for at least one year before being eligible to take office again.

8. Committee

- The club will be managed through the Committee, which consists of the officers of the club as in clause 6 above and five elected committee members.
- A club welfare officer will be appointed from within the Committee membership.
- The Committee meetings will be convened by the Secretary of the club and held not less than nine times per year.
- The quorum required for business to be agreed at Committee meetings, will be at least seven members out of a full committee of twelve.
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- Minutes shall be kept of all meetings and sub-committee meetings.

- The Committee will have the power to appoint sub-committees as necessary. They shall have the power to fill vacancies as they arise during the year and to co-opt members to fulfil a particular project. Co-opted members become full voting members of 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.
- The Committee has the power to deal with any matter not dealt with under the constitution. In an emergency, club officers shall have the power to take appropriate action in the best interests of Ripon Runners.

9. Finance

All club monies will be banked in an account held in the name of the club.

The Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 28th February.

An independently examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other approved officer.

10. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Secretary to all club members with not less than 21 clear days notice.

The AGM will receive a report from officers of the Committee as appropriate.

Election of officers and committee members will take place at the AGM.

All members have the right to vote at the AGM.

The quorum for the AGM will be at least 20% of the membership.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or Chair.

The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

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 Secretary receiving such an appeal.

12. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be passed onto another local athletics club or local charities as decided at the meeting of dissolution.

13. Amendments to the constitution

The constitution can only be changed through agreement by majority vote at an AGM or EGM.

14. Declaration

Ripon Runners hereby adopts and accepts this constitution as a current guide regulating the actions of the Committee and members.

Name: KAREN LENNOX

Position: Chair

Date: 26/3/24

Name: LUCY WALLER

Position: Secretary

Date: 26/3/24