

# **CARNEGIE HARRIERS**

## **CLUB CONSTITUTION**

### **1. Name**

- 1.1 The name of the organisation shall be Carnegie Harriers, hereinafter referred to as the 'Club'.

### **2. Objectives**

- 2.1. The club is established to pursue the following objectives:
- participation in the sport of running, hereinafter referred to as the 'sport';
  - the organisation, management and development of running for all members of the Club;
  - the provision of training for its members;
  - membership of appropriate leagues for the purpose of providing regular competitive opportunities for the club's teams and individuals;
  - promoting and maintaining the highest standards of technical competence and safety in the sport;
  - upholding the rules of the sport;
  - providing equal opportunities for successful participation by all sections of the community, subject to the criteria in clause 4.4; and
  - the promotion of the sport in general.

### **3. Affiliation**

- 3.1. The Club shall be affiliated to Scottish Athletics Limited as the recognised National Governing Body of sport for running in Scotland.

### **4. Membership**

- 4.1. All members are subject to the Constitution of the Club and the regulations of the National Governing Body. By joining this club it is deemed they accept these regulations and the codes of conduct that the Club has adopted.
- 4.2. Membership of the club is open to all individuals provided they comply with this Constitution and subject to clause 4.4.
- 4.3. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- 4.4. Junior members are welcome however, due to the coaching capacity of the Club, individual junior members must be aged 16 years or over.
- 4.5. Children aged between 9 and 15 inclusive will be accepted for membership of the Club. However their parent or guardian must also apply for membership and will be responsible for the conduct and safety

of the child/children. If children under age 16 attend training, they must be accompanied by a designated adult who should assume responsibility for the child's welfare.

- 4.6. All applications for membership shall be accompanied by the membership fee applying at the time of joining.
- 4.7. Each fully paid up member shall be entitled to attend and vote at all General Meetings.
- 4.8. Individuals who have been fully paid up members for at least 12 months may be elected and serve on the Management Committee.
- 4.9. All members will be directed to view the relevant Code of Conduct, the Club's Child Protection Policy and the Constitution on the Club's website. Copies can be made available for members.
- 4.10. Members shall be enrolled on one of the following categories:
  - Adult Member
  - Junior Member (over 16 but under 21 years of age)
  - Child Member (children aged 9 to 15 inclusive)
  - Parent/Guardian Member (non-competing)
  - Associate Member
  - Honorary Member
- 4.11 Associate members
  - Associate members will not participate in training or compete in races as members of Carnegie Harriers, but may otherwise be actively involved in club activities.
  - Associate members will pay a reduced annual membership fee.
  - Applications for associate membership will be submitted for consideration at the regular monthly Management Committee meetings.
  - Applications for associate membership must be agreed by a majority vote of the Management Committee.
  - Associate members will not be regarded as fully paid up members and will not therefore be entitled to vote at General Meetings or be eligible for election to the Management Committee.
  - Associate members can apply for full membership of the club upon payment of the appropriate membership fee.
  - Any associate member who is deemed to be in breach of the terms of their membership (by participating actively in training or competing in races) will be required to apply for full membership.
- 4.12. Honorary members
  - Honorary membership shall only be awarded in exceptional circumstances to individuals who are deemed to have made an outstanding personal contribution to the Club and its affairs.
  - Honorary members shall not be members of the club, shall have no voting rights and will not pay subscriptions.
  - Honorary members shall be elected at the Annual General Meeting and will need the support two thirds of voting members present at an Annual General Meeting to be declared elected.

- Candidates for honorary membership may be proposed at any properly convened committee meeting. If approved by the Management Committee, they will be put forward for election at the next Annual General Meeting.
- Honorary members will not participate in training or compete in races as members of Carnegie Harriers.
- Honorary members can apply for full membership of the club upon payment of the appropriate membership fee.
- Any honorary member who is deemed to be in breach of the terms of their membership (by participating actively in training or competing in races) will be required to apply for full membership.

## **5. Membership Fees**

- 5.1. Membership Fees will be set annually and recommended by the Management Committee. These must be approved by the members at the Annual General Meeting (AGM).
- 5.2. Fees will be paid annually and due in the month following the AGM. The responsibility for collecting the fees lies with the Treasurer assisted by all members of the Management Committee.

## **6. Management of the Club**

- 6.1. Responsibility for the management of the Club shall be vested in the Management Committee.
- 6.2. The Management Committee shall meet as deemed necessary, but normally once a month. The Management Committee shall consist of the following Officers:
  - Club President
  - General Secretary
  - Treasurer
  - Ladies Captain
  - Men's Captain
  - Hill Running Captain
  - Child Protection and Welfare Officer
  - Up to five general members
- 6.3. The Management Committee has the responsibility to produce and update the relevant policies and codes of conduct for the operational management of the Club. These do not require formal approval by members but good practice would encourage the Management Committee to seek approval of members for these documents at General Meetings.
- 6.4. The policies and codes of practice should be updated as required to reflect the changing needs of the Club, the governing body of the sport and society in general.

- 6.5. It is recommended that such policies and codes of practice are brought to the attention of members through the regular communication channels.

## **7. Election of the Management Committee**

- 7.1. The members of the management committee shall be drawn from the club membership, as defined in clause 4.8 of this constitution.
- 7.2. Candidates for posts on the management committee are required to have been fully paid up members of the Club for a minimum period of 12 months.
- 7.3. All nominations of candidates for election must be made by a fully paid-up club member and seconded by another member. The candidate must have the consent of the nominee. Ideally nominations should be received by the General Secretary not less than fourteen days before the AGM. Members will be informed of the list of candidates at least 7 days prior to the AGM.
- 7.4. If there are insufficient nominations for all vacant posts the fourteen days' notice can be waived at the discretion of the President. In this case nominations can be made at the AGM providing the candidate agrees to the nomination and 50% of the members present at the AGM agree to allow the candidate to be nominated. If two such nominations are made for the same post by this method, a normal vote between these candidates will take place in accordance with the voting rules in clauses 9.3.3 and 9.3.4 below.
- 7.5. All candidates shall be elected by completion of ballot papers issued at the AGM. A simple majority is required.
- 7.6. The full list of the Management Committee will be posted on the Club website as soon as practicable after the AGM.
- 7.7. If there are vacant positions on the Management Committee, they may co-opt any member to any unfilled post until the next AGM.
- 7.8. The number of co-opted members shall not exceed one third of the total number of persons serving on the committee at that time.
- 7.9. The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee. Such Committees are to be established for a specific piece of work and an operational time period should be set for this work. They remain answerable to the Management Committee and may be dissolved by the Management Committee when the work is complete or it is deemed they have exceeded their remit.

## **8. Rules for the Management Committee**

- 8.1. The President shall chair the meetings of the Management Committee, or in his/her absence the General Secretary or a nominee from the committee.
- 8.2. Fourteen days' notice of any meeting of the Management Committee shall be given by the General Secretary, except when:
  - the date of the meeting has been agreed at a previous meeting, in which case seven days' notice shall be given; or
  - in the case of an emergency, when the President may call a meeting at three days' notice. This notice period may be waived in exceptional circumstances.
- 8.3. The quorum shall be six members that must include either the President, the General Secretary or the Treasurer.
- 8.4. A member of the Management Committee shall be nominated to keep the minutes of the meetings and record all proceedings and resolutions.
- 8.5. All members of the Management Committee, including the President and co-opted members shall be entitled to vote.
- 8.6. All votes shall be determined by a simple majority. In the event of a tied vote, the President may exercise a casting vote in addition to their normal vote.

## **9. General Meetings**

- 9.1 Annual General Meetings (AGM)
  - 9.1.1 The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.
  - 9.1.2 The Annual General Meeting will be held not later than three calendar months after the end of the financial year. A minimum of twenty one days' notice shall be given to all members through notification on the Club website and a written notice at the regular place of training.
  - 9.1.3 At each AGM the following business shall be conducted:
    - receipt and confirmation of the minutes of the previous AGM;
    - presentation of President's report;
    - presentation of the clubs financial accounts for the year;
    - presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees;
    - election of officers to the Management Committee;
    - any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM; and
    - any other business deemed relevant by the President raised at the meeting.

- 9.1.4 A quorum for an AGM shall be 10 members or 10% of the current membership, whichever is the greater.
- 9.2 Extraordinary General Meetings (EGM)
- 9.2.1 An EGM may be called upon the written demand of:
- any fifteen members, or
  - the President, or
  - a two thirds majority of the Management Committee.
- 9.2.2 Notice for an EGM shall be of a minimum of twenty one days' notice, and should state the object of the meeting, the business to be discussed and any resolutions which it is intending to propose.
- 9.2.3 A quorum for an EGM shall be 10 members or 10% of the current membership, whichever is the greater.
- 9.3 Rules for all General Meetings
- 9.3.1 The President, or in his/her absence a member selected by the meeting, will take the Chair.
- 9.3.2 All members shall register their attendance with the Secretary prior to the start of the meeting.
- 9.3.3 Each member shall have one vote except the President (or the person acting as Chair). The President will not normally vote, but in the case of a tied vote may exercise a casting vote.
- 9.3.4 Votes can only be cast by members attending a General Meeting. Proxy votes are not permitted.
- 9.3.5 All votes shall be determined by a simple majority. (Notwithstanding clause 7.3 above when nominating in which case 50% of those present are required to agree to such a nomination).
- 9.3.6 The General Secretary shall keep the minutes of the meetings and record all proceedings and resolutions. This task may be delegated.
- 9.3.7 The minutes of all General Meetings will be made available to all Club members.

## **10. Finance**

- 10.1 The income and property of the club, however derived, shall be applied solely towards the Objectives of the Club as set out at Clause 2 of this constitution.
- 10.2 The club shall have the power to raise money by means of yearly membership fees and other fundraising activities as determined by the Management Committee and at the Annual General Meeting.
- 10.3 All monies shall be lodged in a bank account in the name of the Club.
- 10.4 The Treasurer and General Secretary plus one other nominated member of the General Committee shall be authorised signatories to sign

cheques on behalf of the club. Two signatures shall be needed, except where the value of the cheque is less than £50 in which case a single signature will suffice.

- 10.5 For purchases of over £300 approval of the Management Committee is required and this approval must to be noted in the minutes of the meeting.
- 10.6 The financial year of the club shall run from 1st April to 31st March each year.
- 10.7 The Treasurer shall keep proper books of accounts in accordance with good professional practices. A report will be presented to the Management Committee at each meeting and the books shall be open for inspection to any member of the Management Committee.
- 10.8 An independently verified statement of annual accounts will be presented by the Treasurer at the AGM. This will include a statement of asset and liabilities of the Club as at 31st March.

## **11. Suspension, Refusal or Termination of Membership**

- 11.1 The Management Committee shall be entitled to:
  - refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out at Clause 2 of this constitution; and
  - for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership, and
  - refuse, suspend or terminate membership of any person who has breached the current anti-doping rules of UK Athletics. The period of disqualification shall be in accordance with the UK Athletics ruling current at the time and at the discretion of the Club Committee.
- 11.2 A right of appeal exists, the decision of which is binding and final.
- 11.3 Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at General Meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- 11.4 Payment of membership fees may be waived under special circumstances. A member wishing to request a waiver should write to the General Secretary. The President, the General Secretary and the Treasurer have the authority to grant such a waiver and should respect the sensitivity of such circumstances.
- 11.5 Any member under suspension shall be barred from taking part in any event under the control of the club or representing the club.
- 11.6 The Management Committee shall inform the member in writing of any decision to terminate their membership.
- 11.7 Notification of the termination of a membership will be forwarded to Scottish Athletics Limited, the Governing Body of the sport in Scotland.

11.8 Full details are contained within the Club's disciplinary and appeals procedures and are to be referred to when carrying out any of the above actions.

## **12. Dissolution of the Club.**

12.1 Any resolution to dissolve the Club must be discussed at a General Meeting.

12.2 Any resolution to dissolve the Club may be passed provided that:

- the terms of the proposed resolution are received by the General Secretary at least forty two days before the meeting at which the resolution is to be brought forward; and that
- at least twenty eight days of the proposed resolution shall be given in writing by the General Secretary to all members; and that
- such a resolution shall receive the agreement of two thirds of those present and entitled to vote.

12.3 Upon dissolution of the club, after all debts and liabilities have been cleared, all remaining financial and material assets shall be given or transferred to another organisation whose aims and objectives closely match those of the Club. This decision shall be determined by the meeting.

## **13. Amendments to the Constitution**

13.1 This Constitution may only be amended by a proposal tabled at an Annual or Extraordinary General Meeting. Such a proposal must be received by the General Secretary in writing at least twenty one days before the General Meeting. Providing the meeting is quorate the proposal must be passed by a simple majority of members present who are entitled to vote.

13.2 Such amendments must be noted in the table at Clause 16 at the end of this Constitution document.

## **14. Update and relevance**

14.1 It is the responsibility of the Management Committee to review this Constitution on a regular basis and at least once a year. This review should be noted within the minutes of the Management Committee.

.....declaration overleaf.....



## 7. Declaration

This constitution was presented to and agreed by the Club Membership at their AGM on 2 June 2009.

### SIGNATURES

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Name: Val Macaulay

Club President

Date: 2 June 2009

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Name: Iain Taylor

Club Secretary

Date: 2 June 2009

## 8. Updates

The following lists the updates to the original constitution of 2 June 2009.

Date	Amendment	Signature & Office
4 May 2010	Sections 4.4, 4.5 to reflect changes to Junior & Child memberships, Section 4.9 (renumbered 4.10) updated with new categories.	(Val Macaulay) Club President
26 April 2011	Section 7.5 – changed to allow use of ballot papers for election to posts.	(Val Macaulay) Club President
15 May 2012	Section 4.8 – changed to indicate requirement to be member for at least 12 months before election to committee Section 4.10 updated with new categories. Section 4.11 added to define honorary membership.	(Val Macaulay) Club President
7 May 2013	Section 4.6 – simplified to appropriate membership fee.	

	<p>Section 4.10 updated with new categories.</p> <p>Section 4.11 renumbered to Section 4.12.</p> <p>New Section 4.11 added to define associate membership</p>	<p>(Malcolm Smith) Club President</p>
10 May 2016	<p>Section 4.5 - change to age of child category</p> <p>Section 4.10 – change to ages of child and junior members</p> <p>Section 10.8 – change to basis on which club accounts will be checked</p>	<p>(Melanie Sinclair) Club President</p>
11 May 2017	<p>Section 4.6 – change to charging of membership fees</p> <p>Section 4.10 – clarification of membership age groups</p> <p>Sections 7.2 to 7.4 – change to order of paragraphs</p> <p>Section 7.5 – change to process to elect committee – all elections to take place using ballot papers</p> <p>Section 9.1.3 – change to order of paragraphs</p> <p>Section 9.3.4 – new clause confirming proxy votes not permitted</p> <p>Sections 9.3.4, 9.3.5 and 9.3.5 – renumbered to accommodate insertion of new clause</p>	<p>(Steven Honeyman) Club President</p>