



Corsham Running Club Constitution

1. Object

The object of the club is to promote running for the membership as a service to the community.

2. Membership

- a. The club shall consist of amateurs according to the England Athletics definition of an amateur, as the club is affiliated to England Athletics ([link to England Athletics](#)).
- b. Each member shall pay a subscription decided at the Annual General Meeting.
- c. Subscriptions must be paid for the current year (April 1st to March 31st) before the member can compete for the club.
- d. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- e. All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity, and agree to abide by the Club's Code of Conduct ([link to the Club's Code of Conduct](#)).
- f. The Club will deal with any incidence of misconduct (behaviour contrary to the club code of conduct) or discriminatory behaviour seriously in accordance with the England Athletics Club Discipline and Appeals process ([link to England Athletics Club Discipline and Appeals process](#)).
- g. The committee shall have the power to expel any member whose subscription is 3 months in arrears, provided a months' notice in writing shall have been sent to such member by a registered or recorded delivery letter, addressed to their last known address, or sent via email, informing them of the proposed actions of the committee.

3. Management

- a. The Management Committee shall consist of: - Chairperson, Secretary, Treasurer, (plus any other elected officers) and four other members and will be elected at the Annual General Meeting.
- b. An Honorary President may also be chosen at the AGM.
- c. The Management Committee shall aim to meet monthly wherever possible.
- d. A Quorum for the Committee shall be at least four committee members.
- e. All decisions will be by a majority vote. The chairperson shall have the casting vote in the case of a tie.
- f. The Management Committee has the power to co-opt extra members up to a limit of three; to create trustees, and to form a sub-committee as and when considered necessary.
- g. A committee role other than Chairperson, Secretary or Treasurer may be shared between no more than two people apart from the Welfare Officer role which may be shared between up to four people. If the role is shared the vote for that role on the committee shall also be shared.



Corsham Running Club Constitution

4. Raising Matters with the Committee
 - a. Any member can raise any matter, issue, or proposal and speak directly with the committee at one of the monthly meetings.
 - b. The member can request this by emailing the Secretary giving details of the matter and the meeting at which they would like to speak (corshamrc.secretary@gmail.com).
 - c. For manageability reasons, the committee can accommodate one such request per meeting, and this will be allotted on a first-come/first-served basis, unless a request is urgent, and the committee agrees it should be prioritised.
 - d. Subsequent requests received can be assigned to ensuing meetings in discussion with the member.
 - e. No such requests to be unreasonably refused.
 - f. The matter will be discussed at the start of the committee meeting before normal business.

5. Annual General Meeting
 - a. The AGM will be held during March and the following business undertaken.
 - i. The officers' reports will be read and discussed.
 - ii. The audited accounts will be presented.
 - iii. The officers will be elected.
 - b. Motions to be discussed must be submitted in writing to the Club Secretary at least two weeks before the meeting.
 - c. Standing orders or rules may be changed by a two-thirds majority decision.
 - d. 20 paid members or one third of the membership (whichever is lower) will constitute a quorum.
 - e. The chairperson shall have the casting vote.

6. Club Colours
 - a. The colours of the club shall be in accordance with the club kit as currently advertised on the club website.
 - b. Club Colours must be worn by all members at Club Championship events if members are participating in the Club Championship competition unless running for county or country (certain charity events such as The Hilly Helmet excluded).

7. Amendments to the constitution
 - a. The Management Committee, by a two third majority at a quorum meeting, may propose amendment to the constitution. The changes may be made only at the AGM or an extra-ordinary general meeting (EGM) called for that purpose. Four weeks' notice must be given for an EGM. (Quorum rules as per AGM). If the motion is passed by two thirds majority the amendment to the constitution will be adopted.
 - b. Alternatively, ten ordinary paid up and voting members may petition the Secretary, in writing, to call an EGM in which the conditions in Section 5 will apply.



Corsham Running Club Constitution

- c. Voting rights as at the AGM apply.

8. General Meetings

- a. No business shall be transacted at any General Meeting unless a quorum is present. The quorum for a General Meeting is as specified in 5(d) above.
- b. If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.
- c. If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 5(d) above, the Members present shall constitute a quorum.

9. Complaints and Disputes

- a. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns. ([link to UKA's/EA's safeguarding policy](#)) (Club Welfare Officer email – welfare@corshamrunningclub.co.uk)
- b. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (Section 2.f) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule c below, a decision of the disciplinary panel shall be final and conclusive.
- c. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- d. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.
- e. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the



Corsham Running Club Constitution

dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

10. Winding Up

- a. The Management Committee, by a two thirds majority at a quorum meeting may decide to dissolve the club. They must then call an EGM giving four weeks' notice to all club members. If the motion is passed by two thirds majority the club is dissolved.
- b. Alternatively, ten ordinary paid up and voting members may petition the Secretary in writing to call an EGM in which the conditions in Section 7 will apply with respect to calling the meeting and voting it.
- c. Voting rights as at the AGM apply.
- d. Winding up the club. Upon dissolution, any funds remaining after all debts have been met will be donated to the charity or charities selected by the then existing members.