**Weston Whippets Running Club**

**Terms and Conditions**

1. **Name**

The club will be called “Weston Whippets Running Club”and will be affiliated to England Athletics and ARC and/or such other bodies associated with athletics as the Management Committee shall, from time to time, see fit.

# Aims and objectives

The aims and objectives of the club will be:

* To offer coaching and competitive opportunities in Running.
* To promote the club within the local community.
* To ensure a duty of care to all members of the club.
* To provide all services in a way that is fair to everyone.
* To ensure that all present and future members receive fair and equal treatment.

# Colours

The colours of the Club shall be green and black for our adult members. Our Youth shall train in purple and funetics team in red. The primary racing colour shall be black.

# Membership

Membership should consist of officers and members of the club. All members will be subject to the regulations of these terms and conditions and by joining the club will be deemed to accept these regulations and guidelines that the club has adopted. Members must be 16 or older upon joining the club. Younger runners of 12 or over and appropriate ability may run with the club on club nights under the supervision of a parent or guardian.

When renewing the annual membership, each member must state whether they belong to any other club.

Roles within the club will only be open to those who are First club members of Weston Whippets.

Membership shall be open to all regardless of sex, ability, disability, ethnic group, religion or sexual orientation.

An individual will be classed as a member when they have completed a membership form and membership fees are paid.

# Membership fees

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

Fees will be paid annually at a time nominated by the Management Committee.

**Section 5a Affiliation and fees**

The club will continue to be affiliated with England Athletics and The Association of Running Clubs ARC. The fees for this will be determined by the Management Committee and details for payment will be released in March of each year.

Members may wish to affiliate to England Athletics individually at a cost determined by England Athletics.

# Officers of the club

Officers of the club will be:

* Chair – Shelley Adams-Bordon
* Co Chair - Julie Kanaan
* Secretary – Jen Bond
* Treasurer – Chris Sanders
* Safeguarding Officer – Charlotte Lewis
* Training Officer – Leanne Selman

One person may hold more than one office provided the management committee are satisfied there is no conflict of interest. In the event that one person holds more than one office they will only be entitled to cast one vote at a Management Committee meeting. In the event of the Chair being absent the committee shall appoint a Chair for the meeting.

# Committee

The club will be managed through the Officers of the Club plus such co-options to ensure adequate representation of the various Committees of the Club. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the General Secretary of the club and held no less than four per year.

The quorum required for business to be agreed at Management Committee meetings will be four.

In the event of a tied decision the Chair holds the casting vote.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have access to general data of members kept by the club as necessary. This may include but is not limited to, Name, Email Address, Emergency contact details.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

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

# Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31st March.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Accounts will be **audited** once every two years by an external party.

Any monies drawn against club funds must require the authorisation of two out of the Chair, Secretary and Treasurer.

# Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days’ notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

We will on an annual basis vote on who will receive funding to attend the LiRF training over the coming year. The Management Committee will stay in situ until such a time that any member wishes to leave.

In the case that a member of The Management Committee wishes to leave the club, they will need to put this in writing to the General Secretary. The remaining Management Committee will then arrange an EGM to hold a vote on who will then take the role and join the Management Committee.

Nominations for officers of the Management Sub Committee will be sent to the Secretary prior to the AGM or EGM.

Elections of Management Sub Committee are to take place at the AGM.

All paid up members have the right to vote at the AGM.

The quorum for AGMs will be *FIFTEEN.*

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

# Extraordinary General Meetings

In addition to the right of the Management Committee to call an EGM, there exists a member right to call an EGM where the members are dissatisfied with the actions or decisions of the Management Committee.

* 1. In order to call an EGM, a minimum of 10 paid up members may petition the General Secretary in writing
  2. The General Secretary must arrange the EGM within 4 weeks of the written petition
  3. Voting rights and quorum will be as specified for AGM’s
  4. Any decision/motion is passed by two thirds majority of the attending members with voting rights

# Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within *28* days of a complaint being lodged. The Management 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 *SEVEN* days of the hearing.

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

# Dissolution

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

In the event of dissolution, any assets of the club that remain will be disposed of by the Management Committee to Children’s Hospice South West at the discretion of the Management Committee.

# Amendments to the constitution

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

# Declaration

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