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# **Pocklington Runners Constitution**

## **March 2024**

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**POCKLINGTON RUNNERS**  
**CLUB CONSTITUTION**

**1. Name address and colours**

- 1.1 The Club, established in December 1984, is called Pocklington Runners ("the Club").
- 1.2 The Club address: Pocklington Runners, Feathers Field, Burnby Lane, Pocklington YO42 2QB.
- 1.3 The Club Colours are a white vest with a single royal blue band down both sides and 'Pocklington Runners' (in royal blue) printed across the chest. The wearing of these Colours is required when competing for the Club unless the Rules of Competition of UKA or the IAAF state otherwise.

**2. Definitions**

- 2.1 "the IAAF" means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;
- "the Chairperson" means the person elected from time to time to be the chair of the Club in accordance with Rule 9;
- "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;
- "the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
- "National Association" the Home Country Athletics Association to which the Club is from time to time affiliated with which at the date of adoption of these Rules is England Athletics (EA).

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| "the President" | means the person elected from time to time to be the president of the Club in accordance with Rule 9;  |
| "the Trustees"  | means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.   |
| "the UKA"       | means the UK Athletics Limited which is the governing body of athletics within the United Kingdom of Athletics House, Central Boulevard, Blythe Valley Park, Solihull B90 8AJ; |

2.2 Words denoting the singular number include the plural number and vice versa.

### **3. Objects**

The objects of the Club are:

- (a) principally to provide facilities for endurance running and generally to promote, encourage and facilitate endurance running in the area of Pocklington and amongst the community;
- (b) to provide and maintain Club facilities at Pocklington RUFC clubhouse and club-owned equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation the provision of suitably qualified coaches, coaching courses, insurance, medical treatment, refreshments;
- (d) to obtain funding for the activities of the Club by collecting membership subscriptions, by obtaining sponsorship and other available funding;
- (e) to affiliate to UKA and the National Association;
- (f) to comply with and uphold the Rules and Regulations of the National Associate, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated;

- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (h) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be); and
- (i) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### **4. Application of Surplus Funds**

4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for endurance running, to UKA for use in community-related athletics initiatives or to a charitable organisation.

4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a Member for their employment by the Club, provided that such arrangements are approved by the Management Committee (without the Member being present) and are agreed with the Member on an arm's length basis. Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by them to the Club of goods or services, nor prevent any payment in good faith by the Club:

- (a) of interest on money lent by a Member or its officers at a commercial rate of interest;
- (b) to any officer, committee or sub-committee member of reasonable and proper out-of-pocket expenses;
- (c) of reasonable and proper rent for premises demised or let by any Member or by any officer; or
- (d) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the officers (or any of them) in relation to the Club.

4.3 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

## **5. Membership**

### *5.1 Eligibility for membership*

5.1.1 All genders are eligible for full membership of the Club (provided they are at least 18 years old). No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

5.1.3 The number of Members is unlimited.

5.1.4 Life membership is an honour bestowed by the Club on long-standing full members in recognition of their service to the club and sport. Life members have all the benefits of a full member.

5.1.5 All members acknowledge and accept that participating in sport of any kind can be dangerous and may result in injury and/or damage to property. All members shall accept personal responsibility for judging their own health (taking into account any injury and/or pre-existing condition) and will participate in the Club's sporting activities at their own risk. Members should be aware of their own health and should seek medical advice before taking on new sporting challenges.

### *5.2 Classes of Members*

There shall be the following classes of members for the Club:

Life Member (Competitive / Non-Competitive)

Full Member

Social Member<sup>1</sup>

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<sup>1</sup>Status for those joining in a social capacity only, at any time of year, and who do not wish to engage in competitive activity

### Junior Member

Only Life and Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF.

### 5.3 *Subscriptions*

5.3.1 The annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.3.2 The Members shall pay the annual subscription fees set by the Management Committee from time to time.

5.3.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until they have paid the first annual subscription.

5.3.4 Any Member whose subscription is not paid by such date as the Management Committee shall decide each year (i.e. more than three months in arrears of the subscription renewal date) shall be deemed to have resigned their membership of the Club.

5.3.5 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being "*active members*".

#### *5.4 Obligations of Members*

All Members are expected to assist with the organisation and hosting of Club promoted races (Snake Lane 10, York and District Summer Road Race League 10k and East Yorkshire XC league race and any other races promoted by the Club from time to time). The obligation of Members is to volunteer to marshal or assist at these events themselves and if competing at the event provide a volunteer marshal/assistant.

#### *5.5 Annual Club Awards*

To be eligible to receive an award at the annual awards evening a person must be a first claim full member or a competitive Life Member.

### **6. Resignation**

6.1 A Member may withdraw from membership of the Club on seven days clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

6.2 In line with the rules of the sport the club will only accept a resignation when satisfied that the member has cleared any debt owed to the club.

6.3 The member intending to resign should ensure that they comply with the Eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

### **7. Expulsion**

7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for them to remain a Member.

7.2 A Member shall not be expelled unless they are given 14 (fourteen) days written notice of the meeting of the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.

- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of their expulsion.
- 7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making their representations.

## **8. Effect of Resignation or Expulsion**

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and they have no right to the return of any part of their subscription. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

## **9. The Management Committee**

9.1 The Club shall be managed by a Management Committee consisting of:

- (a) the Chairperson;
- (b) the Vice-Chairperson;
- (c) the Treasurer;
- (d) the General Secretary;
- (e) the Membership Secretary;
- (f) the Men's Captain;
- (g) the Women's Captain;
- (h) the Junior Section Co-ordinator;
- (i) the Social Secretary;
- (j) Welfare Officers (Male and Female)
- (k) the Equity, Diversity and Inclusion Officer;
- (l) Co-opted Committee Members

9.1.1 The following roles will be required to report to the Management Committee at times of the year relevant to their role:



- (m) the Men's Vice-Captain;
- (n) the Women's Vice-Captain;
- (o) the Snake Lane Secretary
- (p) the Summer League Representative;
- (q) the XC League Representative;

9.2 The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.

9.3 Any person nominated as a member of the Management Committee must be a Full Member.

9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

9.5 The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the Members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).

9.6 In addition to the members elected in accordance with this Rule 9, the Management Committee may co-opt up to six further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.

9.7 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.

- 9.8 Retiring members of the Management Committee may be re-elected.
- 9.9 A member of the Management Committee shall be deemed to have vacated office if:
- (a) they resign their office by notice to the Club; or
  - (b) they shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that their office be vacated; or
  - (e) they are requested to resign by not less than two-thirds of the other Management Committee members acting together.

## **10. Proceedings of the Management Committee**

- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit. The expectation is the committee will meet once a quarter. The quorum for such meetings shall be five members. The Chairperson and any of the Club Secretaries shall have the discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The General Secretary shall give all the members of the Management Committee not less than seven days' notice of a meeting.
- 10.2 The Chairperson shall be the chair of the Management Committee. Unless they are unwilling to do so, the Chairperson shall preside at every meeting of the Management Committee at which they are present. But if there is no person holding that office, or if the Chairperson is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chairperson shall preside. If there is no Vice-Chairperson or if they are unwilling to preside, or if they are not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to chair of the meeting.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairperson (or the acting chairperson of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint from among its

number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

10.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

10.6 The Chairperson, Club Secretaries and Treasurer shall act as Trustees, to hold this office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chairperson from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairperson shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Committee in good faith be conclusive evidence of the fact so stated.

10.7 The number of Trustees shall not be more than seven or less than two.

10.8 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

## **11. Annual general meeting**

11.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

(a) to receive the Chairperson's report of the activities of the Club during

the previous year;

- (b) to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the Club;
- (c) to elect the members of the Management Committee;
- (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and
- (e) to deal with any special matters which the Management Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the General Secretary not less than 14 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the General Secretary of a requisition in writing signed by not less than 10 Members or one-tenth of the membership stating the purposes for which the meeting is required and the resolutions proposed.

## **13. Procedures at the annual and extraordinary general meetings**

13.1 The General Secretary shall send by social media and/or email to each Member written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 10 Members or one-tenth of the membership of the Club (whichever is the greater number)

13.3 The Chairperson shall preside at all meetings of the Club but if they are not present within 15 minutes after the time appointed for the meeting or has signified their inability to be present at the meeting, the Members present [and

entitled to vote] may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present [and entitled to vote] may choose one of their number to chair the meeting.

13.4 Each Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairperson of the meeting shall have a casting or additional vote.

13.5 The Minutes Secretary, or in their absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

#### **14. Guests**

14.1 Any Member may introduce guests to the Club, and any athlete, coach, other team representative or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

14.2 A Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 14.1.

#### **15. Alteration of the rules**

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

#### **16. Regulations and Standing Orders**

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the

Management Committee.

## **17. Finance**

17.1 All monies payable to the Club shall be received by the person authorised by the Management Committee to receive such monies and shall be deposited in a bank account in the name of the Club. The Treasurer will be empowered by the Committee to make payments on behalf of the club<sup>2</sup>. The Treasurer will maintain records of the Pocklington Runners bank account which will be made available for audit by members of the committee. Any monies not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

17.2 Subject to Rule 20.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

17.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with Rule 4.2.

17.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

17.5 Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

## **18. Borrowing**

18.1 The Management Committee may borrow a maximum total amount of £1,000 on behalf of the Club for the purposes of the Club from time to time at its own

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<sup>2</sup> All payments are now electronic transfers.

discretion and with the sanction of a general meeting any further money above that sum.

- 18.2 When so borrowing, the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured.
- 18.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- 18.4 The Trustees shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.

## **19. Property**

- 19.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 19.2 The Trustees shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such Trustee may incur or for which they may become liable by reason of any contract entered into or act or thing done by them in good faith as such Trustee in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of their duties. The Management Committee may give to any Trustee, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

## **20. Dissolution**

- 20.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 20.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 20.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for endurance running or a charity.

## **21. London Marathon Club Places**

- 21.1 The Club will allocate the London Marathon Club Places by ballot in November of each year.
- 21.2 To qualify for entry into the ballot for the Club places the Member must have been a Full Member for a period of at least 12 months from the previous ballot.
- 21.3 Any Member who fulfils the qualifying criteria in 21.2 and has entered the general ballot for the event and has a rejection notification from marathon organisers can enter the ballot for the Club place.
- 21.4 Any Member who accepted a Club place in the previous year's ballot (or who has deferred their club place and not yet used that place) cannot enter the ballot for the Club places.
- 21.5 Members who accept a club place to run the London Marathon are required to run in Pocklington Runners club colours.

## **22. General Data Protection Regulation (GDPR) 2018**

- 22.1 Members personal data collected by the club will be provided to England Athletics to enable access to an online portal (called myAthletics). Members will be contacted by England Athletics to sign into and update the MyAthletics portal (which, amongst other things, allows Members to set and amend privacy settings).



22.2 It will be assumed that all members accept that certain personal details and/or photographs may be used in publicity when representing Pocklington Runners at races or events. However, members can 'opt out' of this assumption on joining the club or at any time by advising the General Secretary in writing.