

# **HIGHGATE HARRIERS CONSTITUTION**

## **TITLE**

The Club shall be called Highgate Harriers ("the Club") and shall be affiliated to the South of England Athletic Association or its successors ("the Governing Body").

## **OBJECTS**

To foster and promote the sport of athletics at all levels, providing opportunities for recreation and competition for its members and the wider community.

The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly, to the members of the Club. The reimbursement of expenses incurred in the administration of the club and payments for coaching, which should be at no more than the prevailing market rate is acceptable.

## **MEMBERSHIP**

Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription (determined as set out below) provided that the club committee shall have the power to refuse applications for membership from applicants who do not comply with the rules of the Governing Body.

Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of athletics as a particular sport.

The club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeals against such a decision may be made to the Club's members and decided by a majority vote.

Membership shall be continuous and can only be determined by written notice to the club secretary or if the club committee shall terminate the membership for failure to pay the annual subscription or to comply at any time with the rules of the Governing Body.

Any member who has rendered the Club outstanding service may be awarded Life Membership. Life Membership will be awarded on the recommendation of the club committee and must be ratified at the Annual General Meeting.

## **SUBSCRIPTIONS**

The club year shall run from 1<sup>st</sup> September in each year to the following 31<sup>st</sup> August

Subscriptions shall be paid yearly in advance by all members except for Life Members.

The rate of subscription for each year shall be fixed by the club committee prior to 31<sup>st</sup> August for the following club year. The club committee may fix differential rates for members of different ages. In all cases the age shall be defined as the age of the member at the start of the club year.

The rates of subscription fixed by the committee must be approved by the members at the next Annual General Meeting. If the rates are rejected or changed at the Annual General Meeting those members who have paid their subscription at the rate fixed by the club committee will be entitled either to a credit for the amount overpaid or must make good any underpayment forthwith.

Members joining during the club year shall pay a full year's subscription notwithstanding that there will be less than a year until the next 31<sup>st</sup> August. However, the club committee may make / accept a reduced subscription for those joining in the last three months of the club year.

## **OFFICERS**

The Officers of the Club shall be as follows:

- President
- Secretary
- Treasurer

Other officers may be appointed by the Annual General Meeting or from time to time by the club committee provided such appointments must be confirmed at the next Annual General Meeting.

## **ELECTION OF OFFICERS**

All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the members of the Club.

All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

The Annual General Meeting may delegate to the club committee the appointment of such officers whose posts have not been filled at the Annual General Meeting.

## **CLUB COMMITTEE**

The affairs of the Club shall be controlled by a committee ("the club committee") comprising the Officers of the Club, coaches, team managers, magazine editor, meeting organiser and four other Members elected from, and by, the Members of the Club at the Annual General Meeting. The club committee shall meet at agreed intervals and not less than six times per year.

The Chairperson at each committee meeting shall be the President or, in the absence of the President, such other person as the committee shall from time to time agree.

The duties of the club committee shall be:

- To control the affairs of the Club on behalf of the Members.
- To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be independently examined before every Annual General Meeting by an independent qualified accountant appointed by the General Meeting.
- The Club shall maintain a bank account or accounts and the following Officers shall be authorised to sign Club cheques: two from the President Treasurer Secretary and one committee member.
- To manage the Club's child protection and sports equity arrangements, usually discharged by adopting the relevant policy guidance from UKA.
- To co-opt additional members of the committee as the committee feels is necessary.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **GENERAL MEETINGS**

The Annual General Meeting of the Club shall be held not earlier than 31<sup>st</sup> October and not later than the end of April each year. 14 clear days written notice including the agenda shall be given to Members of the Annual General Meeting either by circulating a copy of the notice to every member at their home address or by email or other suitable electronic means. Members must advise the Secretary in writing of any business they wish to be moved at the Annual General Meeting no less than seven days prior to the notified date of the meeting.

The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.
- Receive the annual accounts for the year from the Treasurer.
- Receive the annual report of the Committee from the Secretary.
- Appoint a suitably qualified person to conduct an independent examination of the Clubs annual accounts and report thereon to the General Meeting and to the Committee.
- Elect the Officers of the Club and other club committee members and confirm any earlier appointments made by the club committee. Elect a President Elect to serve as President for the subsequent year following the current year.
- Set the rate of subscription or confirm the rate provisionally set by the club committee.
- Transact such other business of which notice has been given as above.
- Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. The club committee may nominate candidates.
- Special General Meetings may be convened by the club committee or on receipt by the Secretary of a request in writing from not less than 10 members of the Club. At least 21 days notice of the meeting shall be given. At all General Meetings, the chair will be taken by the President or, in his/her absence, by a deputy appointed by the Club or by members attending the meeting.

- Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- A quorum for a General Meeting shall be 20 members.
- Each member of the Club shall be entitled to one vote at General Meetings.

## **ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Club and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

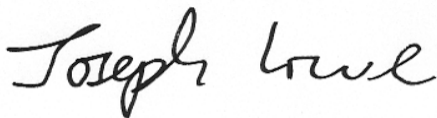
## **DISSOLUTION**

If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution. The quorum for this meeting shall be 20 members.

If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the club committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies; a registered charitable organisation(s), another club which is a registered CASC, or the sports national governing body for use by them for related community sports.

Certified as adopted by the members of Highgate Harriers on 19<sup>th</sup> May 2017:



Joseph Lowe  
Treasurer