

HIGHGATE HARRIERS CONSTITUTION



1. TITLE

The Club shall be called Highgate Harriers ("the Club") and shall be affiliated to the South of England Athletic Association, Middlesex Country Athletics Association, and England Athletics ("the Governing Body").

2. FORM

The Club is a Charitable Incorporated Organisation, registered with the Charity Commission.

The First charity trustees of the CIO are:

[To be completed post the AGM]

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3. 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.

4. CLUB HEADQUARTERS

Parliament Hill Athletics Track, Parliament Hill, Highgate Road, London, NW5 1QR

5. MEMBERSHIP

Membership of the Club shall be open to any person completing a membership application and paying the relevant subscription (determined as set out below) provided that the Management 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 advised by the Governing Body.

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 at a General Meeting.

Membership shall be continuous and can only be cancelled by written notice to the club secretary, termination via on-line membership system, 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.

Should the Club be wound up, with a balance due to creditors, members shall have no liability to contribute to the assets of the Club.

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.

6. SUBSCRIPTIONS

The club year shall run from 1st September to the following 31st 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 31st 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 Management 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 towards the following years subscription, or a supplement to the following years subscription.

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 31st August. However, the Management Committee may extend membership into the following year for those joining in the last two months of the club year.

The Management Committee shall have the power to wave or reduce subscriptions in cases of financial hardship.

7. MANAGEMENT OF THE CLUB

The Club shall be managed by a Committee (the "Management Committee") comprising Trustees and Non-Executive Officers.

8. TRUSTEES

The club shall have the following trustees, elected from among its members at the Annual General Meeting:

- President
- Vice President
- Secretary
- Treasurer
- Up to three additional trustees

9. ROLE OF THE TRUSTEES

The duties of the trustees shall be:

- To manage and control the affairs of the Club on behalf of the Members, paying particular regard to the club's governing document and the duties of charity trustees under charity law

- To manage the Club's child protection and sports equity arrangements, usually discharged by adopting the relevant policy guidance from UKA
- To appoint Non-Executive Officers to defined roles as necessary

10. ELECTION OF TRUSTEES

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

All trustees 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 Management Committee the appointment of trustee posts which have not been filled at the Annual General Meeting.

11. RETIREMENT AND REMOVAL OF TRUSTEES

Unless re-elected Trustees shall retire at the conclusion of the AGM. Additionally, a trustee ceases to hold office if he or she:

- retires by notifying the Club in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings)
- Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated
- Dies
- Is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)

12. NON-EXECUTIVE OFFICERS

The AGM shall appoint non-executive officers to defined roles as required, including team managers, a newsletter editor, meeting organizers and any other post as determined by the Management Committee. Any posts not filled at the AGM, or that become vacant during the year, may be filled by a simple majority vote of Trustees at a Trustees meeting.

Non-executive officers shall not be trustees other than when they have been elected as such at an Annual General Meeting.

13. MEETINGS OF THE MANAGEMENT COMMITTEE

The Management Committee shall meet at agreed intervals and not less than six times per year.

The Management Committee shall make decisions by a simple majority vote. In the case of equal votes, the President shall be entitled to an additional casting vote.

A quorum for meetings of the Management Committee shall be five. In the absence of a quorum the normal daily Club business shall be conducted by the members of the management committee until the next Management Committee Meeting.

Non-executive officer posts falling vacant during the course of the year may be filled by a vote of the existing members of the management committee and if no existing Management Committee Member is suitable, willing or able to fulfill the role, then the position will be opened to the wider membership to apply.

The Club Secretary shall maintain a list of members of the Management Committee on the club website.

Committee members should declare any conflict of interests (actual or perceived) and if the other Committee Members feel necessary shall absent themselves from any vote on a matter which they may be conflicted on.

Committee members shall not benefit by virtue of their position, they shall be equally eligible to the benefits that membership provides as any ordinary Member.

14. FINANCE AND ANNUAL ACCOUNTS

The Treasurer shall be responsible for keeping accurate accounts of the income and expenditure of the Club. The Treasurer shall be responsible for maintaining and operating the necessary club named bank accounts on the Club's behalf and shall conduct all financial operations in the interest of the Club.

The financial year shall end on 31st August each year and the Treasurer will be responsible for the preparation of the Annual Accounts.

Withdrawals shall be authorised by the Treasurer. Other Trustees shall have access to the bank account to view transactions.

The income and property of the Club shall be applied solely towards promoting the objects of the Club as set out above and no portion thereof shall be paid or transferred either directly or indirectly to any Member of the Club except in payment of legitimate expenses incurred on behalf of the Club.

15. GENERAL MEETINGS

The Annual General Meeting of the Club shall be held not earlier than 31st 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 Management Committee from the Secretary
- Appoint the Trustees
- 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
- 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.

Nomination of candidates for election of Trustees 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 30 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.

16. 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 a quorate General Meeting.

17. 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), a club which is a registered CASC, or the sport's national governing body for use by them for related community sports.