



## **Club Constitution of the Littledown Harriers**

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## **1. Club Name and Colours**

- 1.1 The Club name is 'Littledown Harriers' (the Club).
- 1.2 Club colours are orange and black with the Club name displayed.

## **2. Objectives of the Club**

- 2.1 The objectives are to
  - a) encourage participation in and promotion of recreational and competitive running in and around Bournemouth, including related sporting and social activities
  - b) provide Club premises and/or meeting areas, as appropriate
  - c) facilitate Club nights
  - d) provide other ordinary benefits of an amateur sports running club including the provision of suitably qualified coaches, relevant insurance and general advice in a safe, structured and supportive environment
  - e) further the interests of the Club with regard to of all or any of the objectives above.

## **3. Affiliations**

- 3.1 The Club shall be affiliated to
  - a) England Athletics
  - b) The Dorset County Athletic Association
  - c) such other bodies at the discretion of the Committee.

## **4. Membership of the Club**

- 4.1 Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running.
- 4.2 Anyone satisfying the general admission criteria (as determined by the Committee) can become an Ordinary Member provided they are an amateur as defined by UK Athletics Limited and aged over 16 at the date of their application.
- 4.3 The Club aims to be an inclusive Club and seeks to engage with and welcome all elements of the community in so far as it is practicable and reasonable.

### **4.4 Membership Application**



4.4.1 Individuals who wish to become members of the Club must apply using the Membership Application Form as approved by the Committee. Applications must be accompanied by the appropriate subscription fee.

4.4.2 Membership application is expected after running with the club on 6 Club nights or within 3 calendar months whichever is the soonest.

4.4.3 Every application shall be considered by the Membership Secretary who shall confirm membership, unless in the opinion of the Membership Secretary to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. In the event that the Membership Secretary is unable to confirm membership for any reason, guidance will be sought from the Committee at the next scheduled meeting.

4.4.4 Any unsuccessful applicant will be advised of the reason(s) for their failed application. An appeal against this decision can be made in writing, presented to the Chair, however the Committee's decision will be final based on majority decision.

## **4.5 Membership Benefits and Responsibilities**

4.5.1 Members will enjoy the rights and obligations specifically outlined in this document.

4.5.2 By taking up membership of the Club, each member agrees to abide by the Club's Constitution and Club Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant bodies).

4.5.3 Membership entitles entry into the Club's annual London Marathon draw, subject to the Club's London Marathon Rules.

4.5.4 Membership does not negate the individual's own responsibility.

4.5.5 Subscription paying Members (Ordinary Members) shall be entitled to receive notice of, attend and vote at general meetings of the Club.

4.5.6 Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. The total number of Life Members is not limited, but only two Life Memberships may be granted in one financial year. Individuals to be appointed as Life Members shall be proposed by the Committee and approved by the membership at the AGM and must have the support of two thirds of voting members present. Life Members are exempt from payment of annual subscriptions but shall otherwise have the same rights as other Members. Life Membership shall end when so determined by the Committee.

## **4.6 Subscriptions**



4.6.1 As a condition of continuing membership, all Members (other than Life Members) shall pay their full yearly subscription fee to the Club's Membership Secretary by such date, as the Committee shall prescribe each year.

4.6.2 The subscription fee is proposed from time to time by the Committee and approved by Members at the AGM.

4.6.3 New Members joining the Club between subscription dates may be admitted on the payment of a fee that has been reduced pro rata in relation to any period that has elapsed prior to their application for membership.

4.6.4 Members not paying their full year's subscription fees on or before the date prescribed by the Committee will have their membership automatically suspended and will not be eligible to represent and/or participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date confirmed and agreed by the Membership Secretary will enable the suspended member to be readmitted to the Club.

4.6.5 A member is not permitted to race as a Club Member while suspended.

4.6.6 In the event that a suspended Member's subscription fees remain unpaid two calendar months beyond the payment date prescribed by the Committee, membership will automatically be terminated.

4.6.7 Membership can be reinstated on payment of the full annual subscription fee at the discretion of the Membership Secretary. In the event that a Member repeatedly fails to pay the annual subscription fee within the due period, then membership may be denied. A financial penalty may be applied for late payment of fees.

## **4.7 Cessation of Membership**

4.7.1 Members may resign from membership at any time by notice to that effect, given in writing to the Membership Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of any remaining period. If requested, cancellation of membership will be confirmed in writing.

4.7.2 Membership may not be cancelled if monies are still owed or other debts are still to be recovered by the Club from the Member.

4.7.3 Membership shall not be transferable and shall cease immediately on death or on the failure of the Member to comply with any condition of membership set out in this Constitution or within the Club Rules as determined by the Committee from time to time.

4.7.4 The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him/her to remain a Member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

4.7.5 Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its assets and funds.



## **5. The Club Committee**

5.1 The day-to-day management of the Club shall be deputed to a Committee consisting of Officers and not more than twelve (12) Ordinary Committee Members.

### **5.2 Officers**

5.2.1 Officers of the Club shall be the Chair, Treasurer, Secretary and Membership Secretary. Officers are nominated in accordance with the Election of Committee procedure set out below and elected by the Members at the AGM.

5.2.2 Each Officer is elected for a term determined by the dates of consecutive AGMs (nominally one year, in practice a maximum of fourteen calendar months). Officers remain in office for a one year term until the end of the AGM in the year after their election and may be considered for re-election.

5.2.3 Officers may delegate and assign tasks to Ordinary Committee Members and other members of the Club as deemed appropriate.

### **5.3 Ordinary Committee Members**

5.3.1 Ordinary Committee Members shall be voted to the committee at the AGM. Members will be eligible for re-election. Ordinary Committee Members shall remain in office for a term of one year, or until the next AGM.

5.3.2 Ordinary Committee Members may include Men's and Women's Team Captains, Race Director(s) for any Club sponsored race(s), Welfare Person and others who assist the Officers by undertaking tasks and roles to facilitate the day-to-day operation of the Club. The allocation of these and other duties shall be by mutual consent between the Officers and the respective Ordinary Committee Member. Duties may be reallocated at any time as required and may be delegated to Members of the Club.

5.3.3 Ordinary Committee Members shall report to and advise the Committee on the status of such tasks at a frequency determined by the Committee.



## **5.4 Election of Committee**

5.4.1 Any Member may be nominated and seconded by any other two Members, with his/her approval, as a candidate for any Officer role at the AGM.

5.4.2 A Member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only one of these posts at any time.

5.4.3 If the number of candidates nominated for a post is more than one, every eligible Member present may vote for each office with the candidate with the highest number of votes being elected.

5.4.4 If the number of candidates for election as Ordinary Committee Members is greater than the number of vacancies, every eligible Member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled otherwise each candidate nominated and seconded by any other two Members will be elected by simple majority vote.

## **5.5 Leaving Office**

5.5.1 The post or office of an elected Officer or Ordinary Committee Member shall be vacated if he or she:

(a) resigns at any time by notice in writing to that effect given to the Club Secretary and such resignation shall take effect immediately.

(b) ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.

(c) is absent from the Committee Meetings for more than two consecutive Committee meetings without the explicit consent of the Committee with such consent recorded in the minutes of the Committee.

(d) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited.

(e) is asked to resign by all the other Committee members, acting together.

(f) is otherwise ineligible to hold post or office within the Committee.

5.5.2 The Committee shall have the power to appoint a Member to fill any vacancy on the Committee or amongst the Officers until the next AGM. Any Committee Member so appointed shall retire at the next AGM but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.



## **5.6 Proceedings of the Committee**

5.6.1 The Committee shall meet at least six times each year in person and as often as may be necessary. Any additional meetings may be held in a manner agreeable to the Committee.

5.6.2 Committee Meeting dates will be set and advertised to all relevant parties with not less than two week's notice.

5.6.3 Three-fifths (rounded to the nearest whole) of the voting Members of the Committee shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by this Constitution.

5.6.4 Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have an additional vote.

5.6.5 Where appropriate any Committee member may propose a secret ballot. The decision to hold a secret ballot is at the discretion of the Committee.

5.6.6 The Committee may regulate their meetings and proceedings as they think fit.

5.6.7 The Committee shall aim, within two weeks of each meeting, to record the decisions that it has taken. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members.

5.6.8 The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

5.6.9 All Members may attend a committee meeting as an observer. In Exceptional circumstance the Committee may hold a whole or partially closed/restricted meeting.

## **5.7 Powers of the Committee**

5.7.1 The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

(a) Make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.

(b) Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.

(c) Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.



(d) Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.

(e) Enter into negotiations and contracts on behalf of the Club as they may consider expedient.

(f) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters.

(g) Determine how and when to delegate powers.

(h) Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them.

(i) Organise Club activities.

5.7.2 The members of the 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.

## **6. General Meetings**

### **6.1 Annual General Meeting (AGM)**

6.1.1 The AGM of the Club shall be held in May/June/July each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business to:

a) receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year;

b) elect the Officers and the Committee

c) decide on any resolution which may be duly submitted to the meeting as provided in accordance with this constitution.

6.1.2 Not less than three weeks notice of an AGM specifying the place, day and time of the meeting shall be given to the Members.

### **6.2 Special General Meetings**

6.2.1 The Secretary shall, on the requisition in writing (including email) of not less than ten percent of the total Club membership entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting

6.2.2 Not less than three weeks notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the Members.





## **6.3 Proceedings of General Meetings**

6.3.1 The accidental omission to give notice to or the non-receipt of any such notice by any person entitled to receive the same shall not invalidate the proceedings at any General Meeting.

6.3.2 Every notice calling a Meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an AGM.

6.3.3 At all such Meetings the Chair, or in his or her absence a member of the Club selected by those members of the Committee present, shall take the Chair.

6.3.4 At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution.

6.3.5 Votes may be given personally or by proxy.

6.3.6 Every resolution submitted to a Meeting shall be decided by a show of hands and in the case of an equality of votes the Chair of the meeting shall have an additional vote.

6.3.7 The following rules shall apply to all General Meetings:

(a) The quorum for a General Meeting shall be twenty five percent of the total club membership present and entitled to vote. No business shall be transacted at any special General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.

(b) Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.

(c) Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.

(d) The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.

(e) During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall



become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting.

6.3.8 The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the Meeting from the point at which the adjournment took place.

## **7. Accounts**

7.1 The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis.

7.2 The Club's financial records shall always be open to inspection by the Committee.

7.3 The Club's Financial Year shall run yearly from April 1 to March 31.

7.4 The Treasurer shall present accounts for the previous Financial Year to the AGM for consideration and copies of these will be available to Members at the Meeting. If the Accounts are not accepted at the AGM, a qualified Accountant may be appointed to investigate members' concerns.

## **8. Club Assets**

8.1 Club assets, other than cash at bank, shall be vested in person(s) appointed by the Committee who shall deal with the assets as directed by the Committee.

### **8.2 Application of Surplus Funds**

8.2.1 The Club is not a profit-distributing organisation. In general and unless otherwise specified by this Constitution surplus income or profits are to be reinvested in the Club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objects.

8.2.2 The Club may also in furtherance of the objects of the Club:

- (a) Sell and supply food, drink and related sports clothing and equipment.
- (b) Remunerate members for providing goods and services, provided that such arrangements are approved prior by the Committee

8.2.3 The Club may make payment(s) to the Club's designated charity in so far as such payments do not adversely impact on the Club's financial sustainability and the payments are made from funds generated from activities other than the collection of subscription fees. If a designated charity is to be chosen, the membership shall vote from among nominations submitted by said membership.



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

## **9. Interpretation of Club Constitution and Rules**

9.1 The Constitution may be added to, repealed, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the Members voting thereon.

9.2 The Committee shall be the sole authority for the interpretation of the Constitution and of any Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

## **10. Club Ethos, Rules and Notices**

### **10.1 Ethos**

Littledown Harriers (the Club) exists for Members to enjoy running and social activities. Good sportsmanship: honesty, fairness, respect, equality, inclusion and participation are key values of the Club. Members representing the Club should make every effort to uphold these values and the good name of Littledown Harriers.

### **10.2 Club Rules**

10.2.1 Club Rules will be determined, amended and repealed as necessary to maintain the appropriate functions of the Club.

10.2.2 Club Rules may include, but will not be restricted to matters such as:

- (a) The wearing of Club vests when running as a Club member
- (b) The administration of the Club Championship
- (c) The selection of London Marathon entry(s)
- (d) The administration and selection of Harrier of The Quarter (HoTQ) and Harrier of The Year (HoTY)
- (e) Conditions placed on Members that arise from Club affiliations as set out in this Constitution.

### **10.3 Notices**

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or email address of the member as appropriate or by publication on the Club's notice board and/or website.



## **11. Disciplinary Procedures**

11.1 The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club events.

11.2 Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting and at which no less than three-fifths of the total voting members of the Committee shall be present.

11.3 Such Member shall have one month's clear notice of the Committee Meeting sent to him/her together with details of the case against him/ her.

11.4 The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he/she shall not be entitled to vote.

11.5 Any Member disciplined or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by an independent party or other relevant organising body as shall be nominated by the Committee. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

## **12. Dissolution of the Club**

12.1 If at any Special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further Special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

12.2 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened Special General Meeting. If successful, the Committee shall proceed to realise the assets of the Club and discharge all liabilities.

12.3 Any assets remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics, or to a charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.





**This Constitution, originally adopted by the membership at the Annual General Meeting of the Club held on 28 June 2011, and reviewed with small amendments in September 2021, supersedes any previous Constitution or guiding document and any provisions detailed therein.**

Signed on behalf of the Membership,

\_\_\_\_\_  
Chair of the Club

Witnessed by \_\_\_\_\_  
Treasurer

Witnessed by \_\_\_\_\_  
Secretary

Witnessed by \_\_\_\_\_  
Membership Secretary