

HATTON DARTS

CLUB CONSTITUTION

As agreed at a General Meeting held 4th July 2023

1. CLUB NAME & COLOURS

The Name of the Club is "Hatton Darts Running Club" ("The Club") and the Club Colours shall be a Red vest in a sunburst design (or alternatively the previous design of a white horizontal name stripe across the chest with "HATTON DARTS" in black) with plain dark shorts or leggings.

The principal office of the Club shall be situated in England.

2. OBJECTIVES AND ETHOS OF THE CLUB

The Objectives of the Club are to facilitate the participation in and the promotion of recreational and competitive running in the area of Burton-Upon-Trent and District and to provide ordinary benefits of an amateur sports club and to do all such things as the Committee thinks fit to further the interests of the club.

The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.'

The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

3. MEMBERSHIP OF THE CLUB

3.1 MEMBERSHIP APPLICATION

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running from 18 yrs. The number of members may be limited at the discretion of the committee to 100 due to available facilities.

Membership may only be refused where admission to membership would impose health and safety or well being issues that could not be met, or be contrary to the best interests of sport or the good conduct and interests of the Club. A person may appeal against any denial of membership.

Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair, Secretary or Membership Secretary accompanied by the subscription fee.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited and Association of Running Clubs (or relevant successor bodies).

Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either "First Claim" or "Second Claim" Members.

3.2 SUBSCRIPTIONS

The Club requires, as a condition of membership, annual subscription fees to be paid by Members of the Club. The Committee shall ensure that the subscription fees are set on a non- discriminatory basis and do not preclude open membership of the club. Membership fees shall be determined at the Annual General Meeting each year and paid within one month thereafter..

3.3 CESSATION OF MEMBERSHIP

Membership of the Club shall terminate if:

- the Member dies;
- the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committee's discretion.
- the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
- the Member is in arrears to the Club and his or her subscriptions or any other payments are at least one month overdue , unless otherwise agreed by the Committee;

the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy. The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that the Member shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove him or her from membership in accordance with the Disciplinary Procedure.

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.

In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

If a Member either resigns from the Club or their membership is otherwise terminated, the Member should promptly return to the Secretary or Chairman, anything owned by the Club in their possession including any annually awarded trophies.

4 THE CLUB COMMITTEE

4.1 RESPONSIBILITIES OF COMMITTEE

The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club. Further examples are given in paragraph 4.5 below

Members are not able to overturn any valid decision made by the Committee in a properly held Committee meeting unless through a General Meeting. The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.

Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objectives (see section 2) and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

4.2 CONSTITUTION OF COMMITTEE

The Committee shall consist of 10 Honorary Officers and a maximum of 5 co-opted members (unless otherwise amended by the procedures below).

The number and responsibilities of the Officers can be amended in a General Meeting by the members subject to an overall minimum of 5

The Honorary Officers of the Club shall be:

- The Chair
- Vice Chair
- The Treasurer
- The Secretary
- The Membership Secretary
- The Men's Team Captain
- The Ladies' Team Captain
- Results Secretary
- 2 Welfare Officers (male and female)

•

In addition, up to 5 x co-opted members (e.g. Web and IT, Cross Country Captains, Road Captains, Social Secretary)

All Honorary Officers shall be nominated in accordance with the procedure entitled “Election of Committee” set out below and elected by the Members at the Annual General Meeting.

Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee

The Honorary Officers shall remain in office for a term of one year after their election until the end of the Annual General Meeting in the first year after their election. All Honorary Officers shall be eligible for re-election. These Officers may delegate and assign tasks to other members of the Committee and Club.

Succession Planning - the chair shall remain in office for two years (and may continue thereafter if voted in) however to allow for succession planning a vice chair will be appointed to shadow chair.

4.3 LEAVING OFFICE

The office of an elected member of the Committee shall be vacated if he or she:

- Resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
- Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- Is asked to resign by all the other Committee members, acting together.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Honorary Officers until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings. Any Honorary Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire

4.4 PROCEEDINGS OF THE COMMITTEE

The Committee shall meet regularly to meet the requirements of the Club. These meetings will be on the first Tuesday of every calendar month after the weekly training session unless otherwise determined by the Committee. Meetings will be open to all members in attendance unless otherwise determined by the Committee. Additional Meetings can be held where when requested by any Officer and approved by the Chair and Secretary. At least 7 days notice of any additional meetings must be given to all Officers

Five 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 these Rules.

Meetings of the Committee shall be chaired by the Chair or in their absence the Vice Chair.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below five in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

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 a casting or additional vote. The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record the decisions that it has taken and publish these to the Committee (and at its discretion to all Club Members).

Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.

If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.

Any member wishing to raise an issue must inform the Chair at least one week before the meeting to have it added to the agenda.

4.5 POWERS OF THE COMMITTEE

The Committee shall be responsible for the management of the Club and shall have the following specific powers, by way of example, to:

- Subject to this Constitution, make Club Rules and regulations to allow for the day to day operation of the Club and its activities.
- Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested.
- Deal with any amount payable to the Club and for claims and demands of the Club.
- Deal with any finances of the Club including accounts payable & receivable.
- Pay all the costs and expenses of any matters associated with the running of the club.
- Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- 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.
- Organise Club activities with consideration to all members' needs & abilities.
- Vote on day to day matters

5 MEETINGS

With the exception of monthly Committee meetings (held on the first Tuesday of each calendar month unless otherwise agreed by the Committee as in 4.4 above and open to all members to attend), every notice calling a full membership meeting (a “General Meeting”) shall specify the specific nature of the business to be transacted.

The allocation of places for any events (eg London Marathon) will need to be determined by the membership annually at either the Annual or an Extraordinary General Meeting open to all membership (on a majority vote)

5.1 ANNUAL GENERAL MEETINGS

The Annual General Meeting of the Club shall be held within the month of April 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:

- The Chairman's and treasurer's reports will be read and discussed.
- To receive other reports as considered appropriate.
- The accounts to be presented with a report of the Club finances over the previous year, such accounts to be approved by those members present.
- To determine subscriptions for the following year.
- To elect the Honorary Officers and any co-opted members.
- To decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

5.2 EXTRAORDINARY GENERAL MEETINGS

All General Meetings other than the AGM shall be called Extraordinary General Meetings (EGMs).

An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in Writing, signed by not less than the greater of 8 or 15% of Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM can include any business that would be transacted at an AGM as well as any other specific items.

5.3 NOTICE OF GENERAL MEETINGS

An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Members may agree to shorter notice.

The notice, shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, an agenda.

The Secretary shall send to each Member (electronically or otherwise) notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

5.4 PROCEEDINGS AT GENERAL MEETINGS

No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of 8 Members or 15% of the total number of Members.

The Chair, or in his or her absence the Vice Chair or then any other Officer as agreed, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

The Secretary, or in his or her absence any other Officer, shall enter the minutes into the Club's minutes stored in the Club's document storage system

The Committee may make whatever arrangements they consider appropriate and reasonable to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

5.5 AMENDING THE CONSTITUTION

No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least three-quarters of the Members present.

The Club shall make no additions or alteration to these Rules which could contradict the rules and regulations of England Athletics or UKA for the time being in force.

6 FINANCE

A Bank account shall be opened and maintained in the name of the Club. There shall be at least two designated signatories or authorities for cheques and bank transfers, one of whom must be the Treasurer.

The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

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

The Club's Financial Year shall run from 1st April to 31st March inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General Meeting for consideration and approval, copies of which will be distributed to Members prior to the meeting. If the Accounts are not approved at the AGM, a qualified Accountant may be appointed to investigate members' concerns.

7 APPLICATION OF SURPLUS FUNDS

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club's facilities, equipment and kit or otherwise in line with the Club's objectives. Events (running or social) may be subsidised subject to prior approval by the Committee, so long as there remain sufficient funds to cover planned or anticipated obligations including a contingency. (this may necessitate the preparation of separate budgets or forecast for larger events)

The Club may also in line with the objectives of the Club:

- Sell and supply club branded clothing & equipment (such as Club Hoodies).
- Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee in advance and are agreed on an arm's length basis.
- Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Member his/ her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club. No Member shall be paid a salary, bonus fee or any other remuneration for competing for or acting on behalf of the Club.

8 WEBSITE AND SOCIAL MEDIA – www.hattondarts.co.uk

Access and passwords to be restricted to the web manager and the current Chair person, and any other administrators as agreed by the Committee, such authorities to be withdrawn should the Committee so direct. The web manager and administrators have delegated authority from the Committee to take such live actions as may be reasonably needed to manage the sites and social media without prior authority from the Committee

9 PERSONAL RISK

Members acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

Subject to paragraph 10 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.

Nothing in these Rules shall limit or exclude liability:

- for death or personal injury caused by negligence;
- for any loss or damage caused by criminal or fraudulent conduct; or
- for any other liability which cannot lawfully be limited or excluded;

10 INDEMNITY

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

11 DISSOLUTION OF THE CLUB

A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the Members present.

The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports.

12 CORRESPONDENCE

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 website. It is the Members' responsibility to ensure that contact details are kept up to date on Club records

