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## 1. Interpretation

1.1 Unless the context requires otherwise, the following terms in this Constitution shall have the following meaning respectively:

<b>AGM</b>	has the meaning given in rule 12.1;
<b>Committee</b>	means the management committee of the Club from time to time;
<b>Club</b>	means Abbey Runners;
<b>EGM</b>	has the meaning given in rule 12.2;
<b>England Athletics</b>	means England Athletics Limited (company number: 05583713) (or its successor body);
<b>General Meeting</b>	means a general meeting of the Members (being either an AGM or an EGM);
<b>Member</b>	means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10);
<b>Objects</b>	has the meaning given in rule 3;
<b>Officers</b>	means the members of the Committee;
<b>President</b>	means the person from time to time appointed as president of the Club in accordance with these Rules;
<b>Secretary</b>	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
<b>Treasurer</b>	means the person from time to time appointed as treasurer of the Club in accordance with these Rules;
<b>UKA</b>	means UK Athletics Limited (company number 03686940) (or its successor body);
<b>Writing and written</b>	includes email as well as the handwritten form

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## 2. Name and location

- 2.1 The Club shall be called Abbey Runners
- 2.2 The principal location of the Club shall be in the north of Leeds, England.

## 3. Objects

The objects of the Club (**Objects**) are to promote community participation in both competitive and recreational running in the north of Leeds and surrounding areas.


## 4. Ethos

- 4.1 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, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.2 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.3 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.4 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

## 5. Exercise of Powers

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

- 5.1 to carry on a sports club;
- 5.2 to provide sports coaching, training and equipment;
- 5.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;
- 5.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;
- 5.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
- 5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;
- 5.7 to accept or disclaim gifts of money or any other property;
- 5.8 to raise funds and to invite and receive contributions;

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- 5.9 to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use;
- 5.10 to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;
- 5.11 to insure any property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers, to the extent not otherwise provided for as part of the Club's affiliation with England Athletics;
- 5.12 to set aside income for special purposes or as a reserve against unforeseen future expenditure but only in accordance with a policy in Writing on the Club's cash reserves as determined by the Committee; and
- 5.13 to do all such other lawful things as may further or are conducive to the Objects or any of them.

**6. Club Finances**

- 6.1 The Committee has overall responsibility for the financial management, financial controls and financial reporting of the Club, as well as the safeguarding of the Club's assets. Day-to-day financial duties are delegated to the Treasurer, who shall report on the Club's financial position to the Committee on a quarterly basis or more frequently if considered necessary by the Committee or the Treasurer.
- 6.2 A bank account shall be opened and maintained in the name of the Club (Club Account). Designated account signatories shall be the President and the Treasurer. All cheques and electronic transfers must be approved by at least one of the designated signatories, subject to a maximum amount fixed by the Committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. 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.
- 6.3 The Club's financial year shall end on 30<sup>th</sup> September each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.
- 6.4 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties, other than in accordance with 31.3.

**7. Affiliation**

Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

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## **8. Club Membership**

- 8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.
- 8.2 The Club consists of ordinary members and associate members.
- 8.3 Ordinary members include first claim members and life members. Life members shall rank equally in all respects with first claim members except that no subscriptions shall be payable.
- 8.4 Associate members include second claim members and social members.
- 8.5 The Committee may make bye laws under rule 27 below establishing classes of membership (for example, junior members) with different rights and obligations and shall record such rights and obligations in the Club's register of members.
- 8.6 Life membership may be awarded on a resolution of the Committee proposed at a General Meeting and approved by at least two-thirds of members present. No such resolution shall be passed if the effect would be to take the number of life members to a figure which is more than one twentieth of the number of paid-up members.

## **9. Admission to Membership**

- 9.1 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 Membership Secretary.
- 9.2 An applicant for membership shall become a Member after submission of a duly completed application form and payment of a subscription, subject to 9.3.
- 9.3 Membership of the Club is open to all without discrimination and may only be refused by the Committee where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs. A person may appeal against any denial of membership in accordance with rule 28 below.
- 9.4 The Committee shall propose the level of annual subscriptions to be paid by different categories of Members at a General Meeting and this must be approved by the Members. The Committee and the Members shall use their best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.
- 9.5 Membership is not transferable to anyone else.


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## **10. Conditions of Membership**

- 10.1 These Rules, including any bye laws made under rule 27 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.
- 10.2 The Members shall pay the annual subscriptions approved in general meeting under rule 9.4 above.
- 10.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their reasonable endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

## **11. Cessation of Membership**

- 11.1 Membership of the Club shall terminate if:
- 11.1.1 the Member dies;
  - 11.1.2 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;
  - 11.1.3 the Member resigns 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;
  - 11.1.4 the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;
  - 11.1.5 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 Club activities until the disciplinary meeting has considered this matter (save that they 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 rule 28 below.
- 11.2 Any person ceasing to be a Member remains liable for any arrears of subscriptions or any other amounts due and 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 the circumstances.
- 11.3 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

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## 12. General Meetings


- 12.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include inter alia:
- 12.1.1 the receipt of a report of the activities of the Club over the previous year;
  - 12.1.2 the receipt of a report of the Club's finances over the previous year;
  - 12.1.3 the election and retirement of Officers; and
  - 12.1.4 any other business.
- 12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).
- 12.3 An EGM may be called at any time by the Committee and shall also be called within twenty-one days of the receipt by the Secretary of a requisition in writing, signed by not less than twenty percent of Members, stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

## 13. Notice of General Meetings


- 13.1 An AGM or EGM shall be called on at least twenty-one clear days' notice, save that 90% of all the Members may agree to shorter notice.
- 13.2 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, shall specify the meeting as such.
- 13.3 The Secretary shall send to each Member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.
- 13.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 13.5 All fully paid-up Members shall be entitled to attend an AGM or EGM.

## 14. Proceedings at General Meetings

- 14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be twenty per cent of the total number of fully paid-up Members.
- 14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.

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- 14.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Members present shall constitute a quorum.
- 14.4 The President, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each ordinary Member present shall have one vote and other than a vote under clauses 8.6 and 31.1, decisions will be by majority vote. In the event of an equality of votes the chair of the meeting shall have a casting vote.
- 14.5 The Secretary, or in his or her absence any other Officer, shall keep minutes.
- 14.6 The Committee may make whatever arrangements they consider appropriate 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.
- 15. Powers of the Committee**
- 15.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- 15.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 15.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.4 The Committee may, while retaining responsibility pursuant to rule 15.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.
- 15.5 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its reasonable endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.
- 16. The Committee**
- 16.1 The Committee shall consist of the Club President, the Club Secretary, the Club Treasurer and up to twelve other members elected at a General Meeting.
- 16.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:
- 16.2.1 by the Committee; or

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16.2.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than fourteen days before the meeting.

16.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.

16.4 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.

16.5 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.

**17. Calling a Committee Meeting**

17.1 The Committee shall hold not less than four meetings each year.

17.2 A meeting of the Committee shall be called on not less than seven days' notice to all Officers unless the President determines that urgent circumstances necessitate shorter notice.

17.3 Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

**18. Proceedings of a Committee Meeting**

18.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it considers appropriate.

18.2 Meetings of the Committee shall be chaired by the President or in their absence the Secretary. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.


18.3 The quorum for the transaction of business of the Committee shall be five Officers.

18.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.

18.5 Decisions of the Committee in meetings shall be entered into the minutes.

18.6 A resolution in writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).




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**19. Conflicts of Interest**

- 19.1 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.
- 19.2 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.
- 19.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

**20. Disqualification from Office**

- 20.1 A person shall cease to hold office as an Officer if:
  - 20.1.1 they are subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
  - 20.1.2 the Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;
  - 20.1.3 they resign from office by notice to the Club;
  - 20.1.4 they are absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decides that his or her office be vacated;
  - 20.1.5 they are removed from office by the Committee on the grounds of material or persistent breach of the Club's code of conduct as amended from time to time. A decision to remove an Officer from office under this rule 20.1.5 may only be passed if:
    - 20.1.5.1 the Officer has been given at least twenty-one clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and
    - 20.1.5.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or
  - 20.1.6 they cease to be a Member for any reason whatsoever.
- 20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

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## **21. Club Teams and Colours**

- 21.1 At each AGM the Committee shall appoint one or more Members to be responsible for each of the Club's various teams.
- 21.2 The appointed Members shall be responsible for managing the affairs of the team.
- 21.3 The colours of the Club shall be a white, red and grey vest for road events. For trail, cross country and fell races they shall be a black, red and grey vest. Club colours must be worn by all Members representing the Club at every competitive meeting and team event.

## **22. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

## **23. Minutes**


The Committee shall cause minutes to be made:

- 23.1 of all appointments of Officers made by the Members or the Committee;
- 23.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 23.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

## **24. Communications by the Club**

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 24.1 in hard copy form;
- 24.2 in electronic form; or
- 24.3 by making it available on a website or internet forum.

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**25. Personal Risk**

- 25.1 Members and guests acknowledge and accept that 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 participate in the Club's sporting activities at their own risk.
- 25.2 Subject to rule 25.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 25.3 Nothing in these Rules shall limit or exclude liability:
- 25.3.1 for death or personal injury caused by negligence;
  - 25.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
  - 25.3.3 for any other liability which cannot lawfully be limited or excluded.

**26. 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.

**27. Bye Laws**

- 27.1 The Committee may from time to time make such bye laws (including policies such as health and safety) as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:
- 27.1.1 the establishment of different categories of membership of the Club;
  - 27.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
  - 27.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;
  - 27.1.4 the adoption or alteration of such other regulations or policies as the Committee considers appropriate;
  - 27.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;

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27.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;

27.1.7 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;

27.1.8 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;

27.1.9 any procedures to assist the resolution of disputes within the Club;

27.1.10 generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws or policies shall prejudice the Club's affiliation to England Athletics.

27.2 The Club in General Meeting shall have power to alter, add to or repeal the bye laws and policies and the Committee shall adopt such means as it considers sufficient to bring to the notice of the Members all such bye laws.


## **28. Complaints and Disputes**

28.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's, UKA's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

28.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see rule 4.4) and must be presented in Writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the President). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 28.3 below, a decision of the disciplinary panel shall be final and conclusive.

28.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

28.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

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28.5 If a dispute arises between any Members or Officers about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

**29. Alteration of the Rules**

29.1 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 the Members present.

29.2 The Club shall make no additions or alteration to these Rules without the express prior consent of England Athletics or, as the case may be, UKA (insofar as such consent is required under the rules and regulations of England Athletics or UKA for the time being in force).

**30. Incorporation**

30.1 The Members at a General Meeting may authorise the Committee to transfer the assets and liabilities of the Club to a limited company, social enterprise or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.

**31. Dissolution**

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

31.2 The quorum for such a meeting shall be one half of fully paid-up members.

31.3 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.

31.4 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club (CASC), a registered charity or England Athletics for use by them in related community sports.

**Declaration**


The Club duly adopted these Rules as its governing document on 6<sup>th</sup> June 2022.

Signed .....

**Jim Whittaker, President**

Signed .....

**Paul Greene, Secretary**

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### Document revision history

Rev.	Date	Description of Change	Reviewer	Approver
01	4/2/22	Converted constitution to new template	A Ellis	J Whittaker
02	6/6/22	Re-written to align with suggested framework from England Athletics	S Hodkinson	J Whittaker