

## HAWKINGE HURRICANES CLUB CONSTITUTION

### 1. Name

The club will be called Hawkinge Hurricanes Running Club and will be affiliated to the England Athletics.

### 2. Aims and objectives

The aims and objectives of the club will be:

- To provide trail and road running and racing opportunities for all abilities based in and around Hawkinge, Kent.
- To provide opportunities for running improvement & development as appropriate to the needs of the club members.
- To offer coaching and competitive opportunities in Athletics
- To promote Hawkinge Hurricanes Running Club within the local community and Athletics.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

### 3. Club Equity Statement

Hawkinge Hurricanes is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it 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 will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality 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 club 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 club disciplinary procedures.

### 4. Membership

To ensure all present and future members receive fair and equal treatment.

Membership consists of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in the following categories:

- Full member.

## 5. Membership fees

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Membership Fee's will be paid annually.

Running Fees will be paid: weekly.

## 6. Officers of the club

The officers of the club will be:

- Samantha Miller – Club Chair
- Lisa Parrott - Treasurer
- Sarah Harris– Club Secretary

## 7. Committee

The club will be managed through the Management Committee consisting of:

- Samantha Miller – Club Chair
- Lisa Parrott – Treasurer
- Sarah Harris – Club Secretary
- CWO – Marie Brazier

**Officers will be elected annually at the Annual General Meeting.**

**All officers will retire each year but will be eligible for re-appointment.**

- Only these posts will have the right to vote at meetings of the Management Committee.
- Holders of these posts will be elected
- The Management Committee meetings will be convened by the Secretary of the club and held no less than once per year.
- The quorum required for business to be agreed at Management Committee meetings will be: 2.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Committee

The club will be managed through the Management Committee consisting of:

- *NAMES OF OFFICER POSTS*. Only these posts will have the right to vote at meetings of the Management Committee.
- The Management Committee meetings will be convened by the Secretary of the club and held no less than *NUMBER OF MEETINGS* times per year.
- The quorum required for business to be agreed at Management Committee meetings will be: *NUMBER [ACCORDING TO NUMBER OF OFFICERS IN POST]*.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 8. Finance

All club monies will be banked in an account held in the name of Hawkinge Hurricanes

The Club Treasurer will be responsible for the finances of Hawkinge Hurricanes

The financial year of the club will end on: 31<sup>st</sup> December

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 9. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

The quorum for AGMs will be 25% of the membership

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 10. Discipline and appeals

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 10 days of the Secretary receiving the appeal.

## 11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the management committee

In the event of dissolution, any assets of the club that remain will become the property of The Club Chair

## 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 12. Declaration

Hawkinge Hurricanes hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:  \_\_\_\_\_ Date: 10/12/15

**Name: Samantha Miller**

**Position: Club Chair**

**Signed:**

**Date: 10/12/15**

**Name: Sarah Harris**

**Position: Club Secretary**