

## **Constitution of Dundee Roadrunners**

### **1 Name**

The Club shall be called Dundee Roadrunners Athletic Club.

### **2 Object**

The object of the Club shall be the promotion of Running, in its many forms, to include Road, Trail, Cross Country, Hill, Marathon and Ultra Running, within Dundee and surrounding area.

### **3 Affiliation**

The club shall affiliate to Scottish Athletics Ltd on an annual basis.

### **4 Membership**

#### **4.1 Eligibility**

Membership of the Club shall be confined to Amateurs.

Applications for membership to the Club shall be made to the Membership Secretary but may require committee approval.

Membership will only be accepted from those aged 18 years and over. To remain a member an individual shall complete the membership renewal process and pay the appropriate membership fees each year. Each membership year shall run from the conclusion of each Annual General Meeting to the conclusion of the next.

In line with the Equalities Act 2010, the Club's intention is to be inclusive. Membership is open to all and no application for membership shall be refused other than on reasonable grounds, and there will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex, sexual orientation, religion or belief, political or other opinion.

#### **4.2 Membership Fees**

Subscription fees for the forthcoming membership year shall be agreed at each Annual General Meeting. The agreed fees shall be payable after the Annual General Meeting and must be paid by the last day of March each year. Any member in arrears with their subscriptions shall not be eligible to: request a General Meeting; vote at a General Meeting; represent the Club in competitions; receive any award from the Club.

#### **4.3 Voting Rights of Members**

Every eligible member shall have one vote at an Annual or Extraordinary General Meeting of the Members of the Club. Votes can be cast in person or electronically or by post in such manner as the Management Committee may prescribe from time to time. In addition, any member shall be entitled

to appoint another member to vote in their place by proxy, the format of such proxy will be outlined in the notice calling the meeting.

#### **4.4 Honorary Members**

The Committee may enrol honorary members into the Club. Honorary membership shall be for one year or life, at the discretion of the Committee. Honorary members shall be eligible to represent the Club in competition and shall have the same privileges and voting rights as paid members.

#### **4.5 Membership Rules & Consequences of Breach**

By joining the Club, members will be deemed to have agreed to be subject to the Constitution and any rules, policies, codes of conduct or other regulations of the Club which have been, or may be, adopted from time to time in accordance with the Club's Constitution. Members will also be deemed to have agreed to waive any claims against the Club for any incidents resulting from participation in Club activities, however caused.

The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the Club, provided that the individual member or representative of the member Club (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. The person can have a representative accompany or be represented by.

#### **4.6 Resignation as Member**

A member wishing to resign from the Club should inform the Membership Secretary in writing/by email.

### **5 Management**

#### **5.1 Management Committee & Officers**

The activities of the Club shall be managed by a Management Committee.

The following officers of the Club, together with a number of other committee members will be elected by a majority vote at the AGM of the Club. The officer positions will be held for two years following appointment:

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary
5. Membership Secretary

The number of other committee members will be no less than 5 but will be determined by the then Management Committee prior to each AGM.

An individual may serve up to a maximum of ten years on the Management Committee and then must take at least one year off.

The Chairperson may fill by appointment any Management Committee seat vacated during a term, with approval by the Committee, within 60 days of resignation of the seat. The foregoing shall NOT apply where the seat has been vacated as a result of an Extraordinary General Meeting called by members for the purpose of removing any member(s) of the Committee.

The Management Committee is the governing authority and has total oversight over the management of the Club's affairs. This general mandate includes, but is not limited to, setting Club policy, financial and legal oversight, strategic planning, determining and monitoring the Club's programmes and services, fundraising and elevating the Club's public image.

## 5.2 Meetings of the Management Committee

The Management Committee will normally meet monthly, and open and transparent discussion will be held at its meetings.

A quorum shall consist of 60% providing that the Chairperson (or Vice Chairperson in their place) and Secretary is present. No official meeting shall be held to have taken place unless it is quorate.

Each Committee member shall have one vote at the Management Committee meetings. In the event of a tied vote the chairperson of the meeting shall have a second or casting vote.

A majority vote of the Management Committee members present is necessary to pass ordinary decisions. All decisions shall be deemed ordinary except those proposing an amendment to the Constitution, in which case a vote of not less than 75% of the Management Committee members present is required.

## 5.3 Powers of the Management Committee

The Management Committee may, from time to time make, vary and revoke rules relating to all aspects of membership of the Club including, (without limitation) grievance, disciplinary and welfare procedures for members and others, as detailed in the code of conduct.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.

The Management Committee shall have the power to co-opt members for particular projects. Co-opted members shall be entitled to vote on all items of Management Committee business.

The Management Committee shall have the power to appoint individuals to perform specific duties on behalf of the Management Committee, and to delegate to those individuals such duties as they consider appropriate.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisors to the Management Committee as necessary to fulfil its business.

#### **5.4 Disciplinary Measures**

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club's rules, regulations or Constitution. In this regard, it will publish and implement Disciplinary Procedures that have due regard to the policies of relevant sporting authorities and relevant laws.

The Management Committee will have sole discretion to make decisions regarding any member who is subject to a disciplinary hearing.

The Management Committee will be responsible for hearing members' grievances. In this regard, it will publish and implement Grievance Procedures that have due regard to the policies of relevant sporting authorities and relevant laws.

#### **6 Annual General Meeting**

An Annual General Meeting of the Club's members shall be held once in each calendar year.

At the Annual General Meeting of the Club:

- a) a report will be provided on the activities of the Club during the previous year,
- b) a statement of the accounts will be provided,
- c) elections for officer positions on the Management Committee which are up for renewal will be held,
- d) elections of other committee members will be held, and
- e) the level of annual membership fees can be voted on by the membership as needed.

Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings as widely as possible giving at least 14 days' notice of the AGM.

At least one half of the Management Committee, which must include 2 office bearers, must be present to hold an AGM

#### **7 Extraordinary General Meetings**

An EGM can be called by Management Committee Members at any time or by a Member's Resolution submitted by eight Members or 33% of the Membership whichever is the lesser;

At least two thirds of the Management Committee, which must include two Office bearers, must be present to hold an Extraordinary General Meeting:

At least 14 days-notice must be given subject to Clauses 10 and 11 of the date, time, place and purpose of the meeting and should be publicised as widely as possible;

In the event that a meeting is called to consider dissolution of the Club, at least twentyone days-notice is required and advertised in a local newspaper or virtual equivalent.

## **8 Finances**

The Club financial year shall run from 1st January to 31st December.

All Club monies (other than cash reserves) will be lodged in one or more account(s) held in the name of the Club. No Club funds may be deposited or rested in the personal account of any individual(s).

The Club Treasurer will be responsible for the finances of the Club and preparing statement of accounts for the AGM

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

If affiliated to any other body, the Club will make payments of any fees, etc. in good time.

The Club may make donations to other organisations from time to time as the Committee deems appropriate.

## **9 Club Colours**

The "Club Colours" that are registered with the Scottish Athletics are: Blue and white diagonal top with the Dundee Roadrunners Logo.

Club colours must be worn by all competitors representing the Club at every competitive meeting.

## **10 Constitution**

No alteration to this Constitution shall be made, except at an Annual General Meeting or at an Extraordinary General Meeting, by a vote of at least two thirds of the members present and eligible to vote.

Notice of any motion to alter this Constitution shall be made in writing to the Secretary, at least four weeks before the meeting at which it is to be considered.

The Secretary shall include such a motion in the notice calling the meeting.

## **11 Dissolution**

A resolution to dissolve the Club can only be passed at an AGM where the item is included on the agenda, or at an EGM called for that purpose.

The resolution will fail unless it attracts a two-thirds majority vote of current members (whether or not present) whose grade of membership is subject to an annual membership fee and who are not indebted to the Club.

The Management Committee will then be responsible for the orderly winding up of the Club's affairs.

If, upon the winding up or dissolution of the club there remains after the satisfaction of all the club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the club, such organisation or organisations to be determined by the members of the club by resolution passed at a general meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects

## 12 Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Dundee Road Runners

This Constitution came into force on (date) 19/02/19

Signed *Dyane Gibson* ..... [Club Chairperson]  
Date: 19/02/19

Signed: *Elizabeth Water* ..... [Club Secretary]  
Date: 19/2/19