

**Harpenden Arrows Running Club**  
**Rules and Constitution**

**1. Name and Colours**

The Club, established in 2007, is called **Harpenden Arrows Running Club** ("the Club").

The Club Colours are a red and white vest. The wearing of these colours is encouraged when competing for the Club unless the Rules of Competition of UKA or the IAAF provide otherwise.

**2. Definitions**

- 2.1 "the IAAF" means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;
- "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;
- "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;
- "the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;
- "the Officers" means members of the club appointed by the management committee to perform specific tasks or duties to the benefit of the club and its members. Officers do not have a vote on the management committee.
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

"National Association" the Home Country Athletics Association to which the Club is from time to time affiliated which at the date of adoption of these Rules is England Athletics;

"the UKA" means the UK Athletics Limited which is the governing body of athletics within the United Kingdom of Athletics House, Central Boulevard, Blythe Valley Park, Solihull B90 8AJ;

- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender;
- 2.3 Official notices from the club to its membership may be served in hard copy or using electronic means such as email;

### **3. Objects**

The objects of the Club are:

- (a) principally to provide a friendly and sociable environment in which men and women of all ages and capabilities will find encouragement and support for their jogging and running activities in Harpenden and the surrounding areas.
- (b) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post-match / post training refreshments;
- (c) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;
- (d) to affiliate to UKA and the National Association and any other association which the management committee consider to be beneficial to the club and its members;
- (e) to comply with and uphold the Rules and Regulations of the National Associate, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated;

- (f) to acquire, establish, own, operate and turn to account in any way for the Members' benefit the facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (h) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be); and
- (i) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### **4. Application of Surplus Funds**

- 4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organisation, on winding-up or dissolution of the Club.
- 4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a Member for his employment by the Club, provided that such arrangements are approved by the Management Committee (without the Member being present) and are agreed with the Member on an arm's length basis. If a Member is to be employed by the Club and the person concerned is also a member of the Management Committee or a Trustee, any remuneration, salary, fees or benefit in money or money's worth paid to such Member (or someone connected to him) by the Club for discharging his duties as such must:
  - (i) be fixed having regard to the current remuneration of officers in comparable posts;

- (ii) not exceed the general market rate for officers providing comparable services; and
- (iii) not to any extent be determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.

Nothing herein shall prevent the Club from entering an agreement with a Member for the supply by him to the Club of goods or services, nor prevent any payment in good faith by the Club:

- (a) of interest on money lent by a Member or its officers at a commercial rate of interest;
- (b) to any officer, committee or sub-committee member of reasonable and proper out-of-pocket expenses;
- (c) of reasonable and proper rent for premises demised or let by any Member or by any officer; or
- (d) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the officers (or any of them) in relation to the Club.

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

## **5. Membership**

### **5.1 *Eligibility for membership***

5.1.1 Persons of either sex are eligible for membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1. The number of Members is currently unlimited but the Management Committee reserve the right to limit the number of Members due to available facilities, should the need arise.

## 5.2 *Admission of Members*

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. The Management Committee shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

## 5.3 *Classes of Members*

There shall be the following classes of members for the Club:

### *Full Members (for the avoidance of doubt also called Ordinary Members)*

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

### *Life Member*

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. Up to two Life Memberships, other than in exceptional circumstances, may be granted between successive AGMs.

Life Members will rank equally in all respects with Ordinary Members except that no contributions or subscriptions shall be payable in respect of Rule 5.

Life Members shall be elected by the Management Committee. A candidate may be proposed at any properly convened Management Committee Meeting, and the candidate for election who receives the unanimous support of the Management Committee present and voting at any subsequent properly convened Management Committee Meeting shall be declared elected.

### *Honorary Membership and positions*

The management committee can receive any nominations from full members for the honorary positions of President and Vice President(s) and Honorary Membership. This will be conferred in exceptional circumstances upon individuals who, have deemed to have made an outstanding personal contribution to its objects. The term of office will be determined on an individual basis. Any President or Vice President shall perform duties where appropriate representing the Club and may provide guidance on strategy and probity as and when required by the Management Committee. A candidate may be proposed at any properly convened Management Committee Meeting and the candidate for election who receives the unanimous support of the Management Committee present and voting at any subsequent properly convened Management Committee Meeting shall be declared elected.

Honorary members shall not pay subscriptions and will not by default have voting rights in the club, or management committee, unless they are also paid up Full Members in which case they will have paid up member voting rights and management committee voting rights if they also hold a Committee Position.

Honorary membership and positions shall end when so determined by the Management Committee.

All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF.

#### 5.4 *Subscriptions*

5.4.1 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

5.4.3 No candidate who has been elected a Member shall be entitled to the

privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.

5.4.4 Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned his membership of the Club.

5.4.5 The club may levy a small fine to members who break rules - eg for not wearing high visibility clothing on night time runs. (The need for wearing night time high viz clothing shall be announced to members via a standing order)

5.4.6 The Club shall be required to register those members as defined by the National Association, for competition purposes, as being "*active members*".

## **6. Resignation**

6.1 A Member may withdraw from membership of the Club on clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

6.2 In line with the rules of the sport the club will only accept a resignation when satisfied that the member has cleared any debt owed to the club.

6.3 The member intending to resign should ensure that they comply with the Eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

## **7. Expulsion**

7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.

7.2 A Member shall not be expelled unless he is given 14 days written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.

7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations.

## **8. Effect of Resignation or Expulsion**

Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and he has no right to the return of any part of his subscription.

## **9. The Management Committee**

9.1 The Club shall be managed by a Management Committee consisting of:

- (a) the Chairman;
- (b) the Secretary;
- (c) the Treasurer;
- (d) no more than 12 other Members elected at the annual general meeting.

9.2 The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee, and how many Officers there will be and shall notify the Members accordingly. Those persons proposed to be nominated as members of the Management Committee must be nominated by any two Full Members on the form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year. No Member may nominate more than one candidate for any one vacancy.

- 9.3 Any person nominated as a member of the Management Committee must be a Full Member of not less than one year's standing.
- 9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.
- 9.5 The Management Committee members shall be proposed, seconded and elected by ballot at the annual general meeting. Election to the Management Committee shall be for three years.
- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.7 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.8 Retiring members of the Management Committee may be re-elected. There will be no limit on the number of times a member may be re-elected.
- 9.9 A member of the Management Committee shall be deemed to have vacated office if:
- (a) he resigns his membership of the club or fails to pay his subs or fees;
  - or
  - (c) he resigns his office by notice to the Club; or
  - (d) he shall without sufficient reason for more than 4 consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or

- (f) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

**10. Proceedings of the Management Committee**

- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum for such meetings shall be more than 50% of the then elected management committee. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Management Committee. The Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if Chairman is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting. The acting Chairman so appointed will remain the chairman of the meeting for its duration, even if the club Chairman subsequently arrives.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 10.5 The Management Committee shall be responsible for the management of the

Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

- 10.6 The members of the Management 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.

## **11. Annual general meeting**

- 11.1 The annual general meeting of the Club shall be held in the first week of February or at the Management Committee's discretion, as close as is practicable to that date each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the Club;
- (c) to elect the members of the Management Committee and other Officers;
- (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and
- (e) to deal with any special matters which the Management Committee desires to bring before the membership.

- 11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 14 days before the meeting.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 15 Members stating the purposes for which the meeting is required and the resolutions proposed.

**13. Procedures at the annual and extraordinary general meetings**

- 13.1 The Secretary shall send to each Member written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.
- 13.2 The quorum for the annual and extraordinary general meetings shall be 15 Members
- 13.3 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.
- 13.4 Each Full Member or Life Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.5 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 There shall be a right for a Member to vote by proxy. No person may represent more than one Member. If members wish to assign their vote to a proxy then the details shall be clearly stated in a notification to the Secretary, to be received at least 48 hours before the notified start time of the meeting.

**14. Guests**

- 14.1 The Management Committee may introduce guests to the Club, and any athlete, coach, other team representative, match official or spectator

attending the Club's premises (by invitation of the Club) who is not a Member shall be deemed to be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

- 14.2 A Member introducing a guest and any such person introduced as a guest of the Management Committee in accordance with Rule 16.1 must enter the name of the guest together with the name of the introducer in a the club signing in record which must be kept on the Club's premises.
- 14.3 No one may be admitted as a guest on more than four occasions in any calendar year.
- 14.4 It is not permitted to enter competitive events or charity events under the Club's name as a guest. Only full and life members are entitled to run under the Club's name. Members will not attempt to introduce guests other than at regular club practice and training sessions.

## **15. Alteration of the rules**

- 15.1 Proposals to alter the Constitution and Rules shall require a proposer and be seconded by two other management committee members. Ordinary members requesting changes in the constitution may do so by soliciting the support of two committee members who are willing to support the change and propose and second it to the full management committee.
- 15.2 The proposed changes to the Constitution and Rules will be voted on by the full management committee and if accepted, put forward for ratification by the membership.
- 15.3 If an AGM is planned within the next 6 weeks then it will become an agenda item at the meeting. The change will be accepted if the majority of voting members vote to accept the change.
- 15.4 If no AGM is planned within the next 6 weeks then the details of the proposed change will be communicated by letter or email to all current, paid up members. The change will be accepted if the majority of members accept the change or do not respond with a 'no' vote within 3 weeks of the sending of the notification of the proposed change.

15.5 The current club constitution will be available on the club website.

**16. Headquarters and Administration**

16.1 The headquarters of the Club for administrative purposes and its address for all notices and correspondence shall for the time being be

The Harpenden Arrows Club Secretary  
40 St James Road  
Harpenden  
Herts  
AL5 4PB

The Club Committee will from time to time designate which facilities shall be used for training and social purposes.

**17. Regulations and Standing Orders**

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

**18. Finance**

18.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. The Management Committee may designate additional signatories as it sees fit. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

18.2 Subject to Rule 20.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

- 18.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with Rule 4.2.
- 18.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.
- 18.5 Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

## **19. Borrowing**

- 19.1 The Management Committee may borrow a maximum total amount of £1500 on behalf of and to the benefit of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.
- 19.2 When so borrowing, the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club.
- 19.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

## **20. Dissolution**

- 20.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 20.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 20.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to "the National Governing Body" for use in community-related athletics initiatives, another community amateur sports club for athletics or a charity as the Management Committee think fit.