



# DURHAM CITY HARRIERS & ATHLETICS CLUB CONSTITUTION and RULES

## 1. NAME

This shall be Durham City Harriers and Athletics Club.

## 2. OBJECTIVES

The objectives of the Club shall be the promotion of all disciplines of athletics and the organisation of social activities for members and guests.

## 3. EQUITY POLICY

- a) This club 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, equity of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of the sport to ensure it becomes equally accessible to everyone in society.**
- b) 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.
- c) The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The club will deal seriously with any incidence of discriminatory behaviour according to club disciplinary procedures.

## 4. MEMBERSHIP

- a) Membership shall be in one of the following categories:
  - i) Full members: members who are over the age of 18 and who are First Claim members of the club.
  - ii) Second Claim members: who are First Claim members of another club.
  - iii) Junior members: below the age of 18 years.
  - iv) Temporary members: of other clubs who wish to make use of the facilities of the Club; they may have four training sessions then they must join the club if they wish to continue to use the facilities.
  - v) Life Members:
    - members who, in the opinion of the Committee or the Membership have performed exceptional services to the Club.
    - Honorary Life Membership will be awarded to people who have been members of Durham City Harriers and Athletics Club for 30 years or more and who are also over the age of 65.
    - Durham City Harriers and Athletics Club will pay Membership Fee and, when applicable, England Athletics Affiliation Fees.
  - vi) Social members: members who wish to support the objectives of the Club but who do not actively participate in athletics as competitors.
  - vii) Volunteer members: members who support the club through coaching or another volunteer role such as Junior Team management, but who do not train with the club or compete.
- b) Those categories of members having voting rights are set out at paragraph 9d.
- c) Applications for membership shall be made only on the official Club application form/membership portal. Membership shall be effective from the date of election as recorded by the Membership Secretary.
- d) Each member shall pay an annual subscription at a rate to be decided at the AGM/EGM. Subscriptions shall be due on the 1<sup>st</sup> April each year. A reduced rate will apply for new members joining after 1<sup>st</sup> October.
- e) The Committee shall be charged with the collection of subscriptions and shall establish effective and equitable policies to do so. Any change in policy shall be made known to members at the AGM or by EGM.



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- f) The Committee shall not renew the English Athletics membership of those members who have not renewed their Club membership. These members will be removed from the club membership database on 1<sup>st</sup> July.
- g) To resign, a member must inform the Membership Secretary either in writing or by email. The member's details will then be removed from the club membership database. A First Claim member who wishes to transfer to another club must follow the EA procedure, details of which can be found on the EA website or obtained from the Membership Secretary. The Club may, at its discretion, refuse to allow transfer if there is an outstanding debt.
- h) For details about Higher Competition please contact the Chair of Durham City Harriers or refer to the EA website.
- i) Application for membership and continuing payment of subscriptions shall be taken as acceptance of the Club Constitution and Rules, and of the UK Athletics current Rules for Competition and recommended disciplinary procedures.

### 5. CLUB COLOURS

Club colours shall be orange vests. Vests must be worn in accordance with UK Athletics rules. Black shorts are recommended.

### 6. WELFARE

#### **Safeguarding and protecting members of Durham City Harriers and Athletics Club**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of all members of Durham City Harriers and Athletics Club will be recorded and responded to swiftly and appropriately in accordance with UK Athletics Safeguarding Policies and Procedures.
- b) The Club Welfare Officer(s) is/are the lead contact(s) for all members in the event of safeguarding and welfare issues.

### 7. DISCIPLINE AND APPEALS

- a) The Committee will meet to hear complaints within one calendar month of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including termination of membership.
- b) The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and to the member against whom the complaint was made, within 28 days of the hearing.
- c) There will be a right of appeal to the Committee following disciplinary action being announced. The committee will consider the appeal within one calendar month of the Secretary receiving the appeal.

### 8. COMMITTEE

- a) The full Committee shall consist of Chair, Secretary, Treasurer, Membership Secretary, section captains and officers as determined at the AGM/EGM, and up to 4 other members.
- b) An honorary president may also be chosen at the AGM/EGM.
- c) The full Committee shall meet during the first week of every month, unless otherwise agreed by the Committee.
- d) A quorum for the full Committee shall be 6 elected members, including at least the Chair, Secretary and Treasurer or any committee member delegated in their absence.
- e) All decisions shall be by majority vote of those elected members present. In the event of a tie, the Chair shall have a casting vote or, at his/her discretion, may propose an alternative means of resolving the impasse.
- f) The full Committee shall have the power to co-opt additional members and to form sub-committees as required.
- g) An Independent Examiner, who shall not be a member of the Club, shall be appointed to scrutinise and approve the Club Accounts prior to their presentation at the AGM.
- h) Minutes shall be taken of each full Committee meeting, and a copy will be circulated to all members of the committee for their approval or otherwise at the next available committee meeting. Any member of the Club may request, from the Club Secretary, a copy of the minutes subject to personal or sensitive information being deleted.



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### 9. ANNUAL GENERAL MEETING

- a) The AGM shall be held during March and the following business undertaken:
  - i) The minutes of the previous AGM and of any EGMs held during the year shall be approved.
  - ii) The following reports shall be read and discussed:
    - Chair's
    - Secretary's
    - Treasurer's
  - iii) The independently examined accounts shall be presented for approval
  - iv) The officers shall be elected.
- b) At least three weeks notice of the date of the meeting shall be given in writing, including by email, to all members, together with a copy of the independently examined accounts and of motions to be proposed at the AGM by the Committee.
- c) Members wishing to propose motions must submit them in writing to the Secretary at least two weeks before the meeting.
- d)
  - i) All members of the Club are eligible to vote at the AGM with the exception of:
    - Second Claim members
    - Temporary members
    - Durham University Student members (with the exception of Student members sitting on the Committee who are also a member of Durham City Harriers)
    - Social members
  - ii) Junior members (under 18 years of age) can be represented by a parent/carer on the basis of one vote per family.
- e) To be quorate an AGM must have at least 20 voting members present, including the Chair, Secretary and Treasurer, or any member delegated by them in their absence.
- f) Voting shall be by a show of hands. Except for amendments to the Constitution, see 11, all matters shall be decided by a simple majority of members present and eligible to vote.
- g) The Chair shall have a casting vote.

### 10. EXTRA-ORDINARY GENERAL MEETING

- a) An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other pressing matter of Club business which cannot wait until the AGM.
- b) An EGM must also be called if 10 voting members so petition the Secretary in writing.
- c) Three weeks notice of the date of the EGM shall be given in writing to all members, together with a copy of the motion(s) to be discussed.
- d) Quorum and voting procedures shall be as for an AGM.

### 11. AMENDMENTS TO THE CONSTITUTION

- a) Amendments to the Constitution and Rules may be proposed by either the Committee or by members, at either the AGM or an EGM following the procedure laid out above.
- b) A Constitutional amendment shall only be carried if it is supported by a two thirds majority of members present and eligible to vote.

### 12. FINANCE

- a) All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the club.
- b) An Independent Examiner/Auditor will be appointed by the committee.

### 13. DISSOLUTION

Any motion to dissolve the Club shall be dealt with in the same manner as an amendment to the Constitution. Upon dissolution, any funds remaining after all debts have been discharged shall be donated to North East Counties Athletics Association, to be used in the furtherance of athletics in the district.



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### REVISION HISTORY

- a) This constitution was formally adopted at the Annual General Meeting held on 18th April 1996.
- b) This constitution was amended in April 1999 and May 2003.
- c) This constitution was retyped and reformatted in November 2006
- d) This constitution was amended in May 2008 to reflect an amendment adopted at the 2008 AGM
- e) This constitution was amended in May 2009 to reflect amendments adopted at the 2009 AGM
- f) This constitution was amended in April 2011 to reflect amendments adopted at the 2011 AGM
- g) This constitution was amended in April 2015 to reflect amendments adopted at the 2012 AGM and amendments adopted at the 2013 AGM and amendments adopted in April 2015
- h) This constitution reflects all amendments listed above and those adopted at the EGM on Tuesday 27th March 2018 and those subsequently approved as per the procedures agreed at the EGM on Tuesday 27th March, 2018.