



**FINCH COASTERS RUNNING CLUB
CONSTITUTION**

1. Name

- (1) The name of the Club is Finch Coasters (hereinafter referred to as 'the Club'). The Club shall be affiliated to the Finchampstead Sports Club (FSC) and known in the Rules of that Club as a 'Sectional Club'.

2. Object

- (i) The Club's objectives are the support, development, improvement and promotion of running based activities including road running, cross country running, running fitness, orienteering, adventure races etc.
- (ii) To organise both running and social events for the membership to take part in.
- (iii) To have fun while doing so!

3. Membership

- (i) Membership of the Club under Rule 3(ii) hereof shall entitle the member to Full Membership of the FSC. Otherwise membership under Rule 3(v) shall grant entitlement to membership under Rule 4(c) of the FSC's Rules.
- (ii) The members of the club, who have been admitted and maintained in membership by the Committee, and who have paid the relevant Club subscription must obey the rules of the Club and the-FSC, These rules are available to members on request to a Committee Member. Where there is any inconsistency in the Club's Rules and those of the FSC, the rules of the latter club shall take precedence.
- (iii) A candidate for membership must apply in writing using the form provided for that purpose and be approved by the Committee. The Committee at their discretion may decline membership.
- (iv) Candidates for membership must be at least eighteen years of age, with the exception of member's families detailed in 3 (v) below.
- (v) Membership of the Club includes spouse or partner, and any of their children under 18 years of age (or 21 if still in full time education). It is the member's responsibility to ensure that family members abide by the rules detailed in 3(ii) above.
- (vi) There shall be two classes of membership
 - a. Full Members.
 - b. Honorary Members.
- (vii) The club will affiliate with English Athletics (EA) and the Association of Running Clubs (ARC)
- (viii) Full members pay the subscription in force at the time, and may take part in the activities of the Club. Full Members over 65 at the commencement of the membership year pay a reduced membership fee, to be agreed with the FSC, but pay no additional levy to the Club.
- (ix) Honorary members pay a reduced subscription comprising the appropriate FSC fee and are appointed from time to time by the Committee in recognition of service to the Club. They are affiliated to the ARC and may take part in the activities of the Club.

- (x) By default members will be personally affiliated to English Athletics, and will owe an extended membership fee to cover the personal affiliation cost fee. A member may opt out of affiliating with EA by notifying the membership secretary when joining or renewing their membership. The club normally receives at least one entry for the London Marathon. Only members who are personally affiliated with EA through the club are eligible to enter the draw.
- (xi) Until a candidate is accepted as a member, he is not entitled to any of the privileges of the Club.
- (xii) The Committee may remove a person from membership for good cause such as (but not exclusively) bringing the Club into disrepute or being three months in arrears with their subscription. Notice of expulsion must either be in writing to the last known address, or via email to the last known good address of such a member with at least a month's notice.
- (xiii) Any member guilty of misconduct may be cautioned once or expelled from the Club by a majority decision of the Committee. Any person expelled will have the right to appeal to a Committee meeting called at his/her request not later than 2 weeks from the date of the expulsion.
- (xiv) Should under Rule 7 of the FSC's Constitution and Rules a penalty be imposed on a member whether encompassing a right of suspension a request to resign or termination of membership or otherwise such penalty shall be in like manner be effective on the member's membership of the Club.

4. The Committee

- (i) The affairs of the Club shall be administered by a Committee consisting of a Chairman, Secretary, Treasurer, Social Secretary, Membership Secretary, Publicity Secretary, Race Secretary, Webmaster and other members, those to be decided by the Committee.
- (ii) The members of the Committee shall be elected annually by the members of the Club and shall be eligible for re-election. All posts are unpaid.
- (iii) Individuals may hold more than one office at a time but the election process should seek to avoid this situation.
- (iv) If any vacancies occur among the Committee members during the period between the annual elections, the Committee shall have the power to co-opt a replacement up to the next Annual General Meeting.
- (v) The Quorum for Committee meetings shall be three members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.
- (vi) Committee decisions shall be made by a simple majority vote of those present, with the Chairman having the casting vote in the event of a tie.
- (vii) Should the Chairman be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- (viii) All committee meetings shall be open to Club Members who may listen to discussions but may not vote on any of the issues raised. Members wishing to attend these meetings should give advance warning to the Secretary because accommodation at the meeting venues may be limited.

- (ix) The Committee shall have control of the funds, property and administration of the Club and have ultimate responsibility for its activities, but no individual member, or group of members shall be held responsible, or become personally liable for any debts or financial liability of the Club however caused.
- (x) The Committee shall meet once per month or at such other intervals as it may determine from time to time.
- (xi) Committee members shall:
 - a. Encourage the wearing of Club kit at both races and on Club training runs.
 - b. Ensure members have someone to run with during training runs.
 - c. Encourage members to participate in Club activities.
 - d. Encourage members to support and marshal at Club organised races.
 - e. Promote the Club whenever possible.
 - f. Pass on relevant information to other Committee members and Club members as soon as possible.
- (xii) The Chairman shall
 - a. Chair all Committee meetings.
 - b. Act as a spokesperson for the Club.
 - c. Represent the Club at FSC meetings.
 - d. Provide advice and leadership to the Committee.
- (xiii) The Secretary shall:
 - a. Give notice of meetings to the members and the Committee.
 - b. Draw up the minutes of those meetings.
 - c. Be responsible for the official communications on behalf of the Club, including affiliations.
- (xiv) The Treasurer shall:
 - a. `Keep proper records of the Club's financial transactions in accordance with currently accepted accounting rules and practices. Arrange the Annual Audit of the Club's finances.
 - b. Develop and implement control procedures to minimise the risk of financial exposure.
 - c. Ensure that bills are paid and cash is banked in accordance with the procedures developed under (b).
 - d. Prepare an annual budget for the Club and regularly inform the Committee of progress against that budget.
 - e. Promptly re-imburse members for all proper expenses incurred on behalf of the club subject to provision of appropriate receipts or other evidence of payment.
- (xv) The Membership Secretary shall:
 - a. Maintain a register of members of the Club.
 - b. Provide proposed members details to the Committee for their approval.
 - c. Collect membership fees when due, and promptly pass on those fees to the Treasurer.
 - d. Distribute membership cards for the Club and FSSC.
 - e. Purchase and sell Club kit to members including the provision of improved designs and materials.
 - f. Hold Club vests and provide a vest free of charge to all new members.
- (xvi) The Social Secretary shall:
 - a. Organise the Club annual dinner.
 - b. Co-ordinate the pre-London marathon pasta party.
 - c. Co-ordinate the annual barbecue.

- d. Organise other adhoc events for Club members.
- (xvii) The Publicity Secretary shall:
 - a. Produce the club newsletter.
 - b. Produce other promotional literature for the Club.
 - c. Advertise the Club and its races.
 - d. Ensure all publicity material is placed on the Club notice board.
- (xviii) The Race Secretary shall:
 - a. Organise the Club's races including the Woodland 5 Series and Finch Coasters cross country race.
 - b. Co-ordinate the Club Championship.
- (xix) The Webmaster shall:
 - a. Ensure all data on the website is up to date.
 - b. Ensure the data held on the website is accurate.
 - c. Place information on all club events onto the website.
- (xx) On leaving office, Committee Members must promptly hand to their successors all official documents and records belonging to the Club, together with any other property of the Club that may be in their possession, and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts or other financial affairs.
- (xxi) Without derogating from its primary responsibility, the Committee may appoint a sub-committee to deal with specific issues. Any sub-Committee must have at least one elected Club Committee member who shall report to the main Committee.
- (xxii) Other non-Committee posts are:
 - a. Cross Country Captain – responsible for motivating Members to participate in the cross country series. They shall collate the team entry and ensure the entry fee for the race is paid.
 - b. Race promoter – responsible for targeting local and national races for club participation and for organising buses to the event.
 - c. Handicap race co-ordinator – responsible for organising and running the Club handicap summer series.
 - d. Mud run co-ordinator – responsible for organising the annual mud run.
- (xxiii) The Committee may appoint an Honorary President for ratification at the AGM. The Honorary President will typically be awarded to a long-standing member of the Club who has provided good support and service to the Club. They will act as an ambassador for the Club and provide advice to the current Committee and membership.
- (xxiv) The Committee shall have power to settle any disputed points not otherwise provided for in this Constitution.
- (xxv) The General Secretary and Treasurer of the FSC (in an ex officio capacity) shall be entitled to attend Committee meetings.

5. Resignation

- (i) Any member intending to resign from the club shall give notice in writing or email to the Club Secretary. Their membership shall terminate on the date of that notice unless they are financially indebted to the Club in which case the Committee may withhold acceptance of the resignation until they have discharged their liability.

6. Subscriptions

- (i) Annual subscriptions shall be proposed by the Committee for approval by two thirds of those present in person or by proxy at the Annual General Meeting. Such subscription shall take into account any charge made by the FSC for the automatic membership of that club.
- (ii) Subscriptions shall be payable by members on joining the Club and subsequently on the 1st April each year. The subscriptions of members joining the Club on or after 1st January shall be valid for the whole of the following year. If a member is joining in such a way, any fees for membership of EA shall be applied to the next full membership period unless indicated otherwise by the member
- (iii) No member whose subscription is more than three months in arrears is eligible to represent the Club, take part in any competition promoted by the Club or enter any event as an affiliated Club member.
- (iv) No refund of subscription is payable to any member leaving the Club before the end of the subscription year, whatever the reason.

7. Annual General Meeting

- (i) An Annual General Meeting (AGM) shall be held each year during the month of May for all the members of The Club.
- (ii) The Secretary shall give every member at least 21 days' notice of the date of the meeting by post or email.
- (iii) The Agenda, including any proposed changes to the Club Constitution, shall be sent out 21 days before the meeting.
- (iv) The AGM will:
 - a. Receive the annual reports of the Committee for previous year plus the annual accounts of the Club for the previous year.
 - b. Elect members of the Committee in accordance with paragraph 4(i) above.
 - c. Consider any motions of which 14 days notice has been given and any other relevant business.
- (v) Nominations for the Committee shall be seconded, and have the consent of the nominee.
- (vi) All paid up members shall be eligible to vote at an AGM.
- (vii) The Secretary will cast signed postal votes from members who are unable to attend the meeting.
- (viii) The Quorum for an AGM shall be 15% of the Club membership present in person or by proxy, of whom three must be members of the Committee.
- (ix) When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

- (x) Any motion shall be carried by the approving vote of two-thirds of those present in person or by proxy.

8. Special General Meeting

- (i) A Special general Meeting (SGM) may be called at any time by the Chairman, the Secretary or the Treasurer or on written request of ten or more members of the Club, stating the reason for which the meeting is to be called.
- (ii) Rules 7(ii) and 7(iii) above also apply to the conduct of a SGM.

9. Club Colours

- (i) Club Colours shall be a yellow vest or tee shirt, featuring the club logo or design, and royal blue shorts.
- (ii) Any changes to Club Colours shall require the approving vote of two-thirds of those present in person or by proxy at an AGM.
- (iii) Club Colours must be worn at Club Championship events for members to be eligible for championship points and at all races where the member takes advantage of club membership to receive discounted race fees.

10. Changes to the Constitution

- (i) Any changes to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at an AGM or SGM.
- (ii) Any defeated proposal for a constitutional change shall not be represented for a period of two years.

11. Club races

- (i) The Club shall organise the following races for profit:
 - a. Woodland 5 series
- (ii) The Club shall participate in the Thames Valley Cross Country League
- (iii) The Club shall organise the following events for its members only:
 - a. Handicap series – a set of 3 races in the summer followed by the annual barbeque.
 - b. Mud run – an annual run held over the Christmas period.
 - c. Finch 'O' orienteering event.
- (iv) The shall organise a Club Championship based on its members performance at a series of organised races as determined by the Committee.
- (v) May organise other running related activities as decided by the committee.

12. Interpretation

- (i) The Committee shall settle any question about the interpretation of the Constitution.

13. Dissolution

- (i) The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at either an AGM or SGM.
- (ii) In the event of the Club being dissolved, its assets shall be transferred to such other running or athletics club with which the Club may purge or amalgamate.
Alternatively, if such event does not occur within 26 weeks of dissolution, the assets shall be divided equally between the ARC, EA and FSCC. The Treasurer is expressly authorised to effect such distribution.

Signed Chairman

Signed Secretary

As agreed at the AGM on