

FINCH COASTERS RUNNING CLUB CONSTITUTION

Ver 4.0 24/07/2026

Status of this draft

This Constitution updates the Club's 2024 Constitution to permit junior membership and to establish the governance framework required for the proposed six-month junior participation trial. The operational details of the trial remain subject to Committee oversight, safeguarding requirements, UKA/England Athletics rules and the conditions set out in this Constitution.

Name

The name of the Club is Finch Coasters (hereinafter referred to as 'the Club').

1. 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 and adventure races.

(ii) To organise running and social events for the membership to take part in.

(iii) To provide an inclusive and appropriately safeguarded environment in which adult and junior members can enjoy and develop through running.

(iv) To have fun while doing so!

2. Membership

(i) 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. These include the following:

- The Finch Coasters Code of Conduct
- The Finch Coasters Constitution (this document)
- The Finch Coasters Privacy Notice
- The Finch Coasters Health and Safety Policy
- The Finch Coasters Adult Safeguarding Policy
- The Club's safeguarding policy and procedures relating to children and young people, together with applicable UKA and England Athletics safeguarding requirements
- The Finch Coasters Inclusion Policy
- The Finch Coasters Grievance and Disciplinary Policy
- The Finch Coasters Social Media Policy

- any additional ad-hoc rules the committee may agree to need to be set from time-to-time, to ensure the proper and safe running of the club (will be distributed by email and social media)

(ii) A candidate for membership must apply online, using the form provided for that purpose and be approved by the Committee. The Committee at their discretion may decline membership.

(iii) Candidates for membership must be at least twelve years of age. A person under eighteen is a Junior Member and may only be admitted with the consent of a parent or legal guardian and subject to the Club's junior membership requirements.

(iv) There shall be three classes of membership:

a. Trial Members.
b. Full Members.
c. Junior Members.
d. Honorary Members.

(v) Trial membership shall be granted free of charge to adult runners wishing to test the Club before becoming a Full Member. Trial membership shall last a maximum of 1 month.

(vi) 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. Full Members shall receive an official yellow Finch Coasters T-shirt or vest paid for by the Club, upon payment of their first membership fee in their first year of membership.

(vii) Junior Members are members aged 12 to 17 inclusive. Junior membership requires parent or legal guardian consent and is subject to the Club's safeguarding policies, codes of conduct, age-appropriate participation requirements and any restrictions set by the Committee, UKA, England Athletics or event organisers.

(viii) During the initial six-month junior trial, junior participation will initially be limited to junior relatives of existing members, the Monday 5k Club run, and juniors capable of completing the session within approximately 40–45 minutes. The Committee may amend, pause or stop these arrangements where required for safety, safeguarding, insurance, governing-body compliance or effective management of the Club.

(ix) Junior Members may participate in external races as Finch Coasters where the event organiser permits their age group and all required parental consent and safeguarding requirements are met.

(x) Junior Members are not eligible to vote at an AGM, SGM or EGM, act as a proxy, or hold elected Committee office. On reaching age eighteen, a Junior Member may transfer to Full Membership.

(xi) Honorary members pay a reduced subscription and may be appointed from time-to-time at the discretion of the Committee in recognition of exceptional service to the Club. They are affiliated to the ARC and may take part in the activities of the Club.

(xii) The Club will affiliate with English Athletics (EA) and the Association or Running Clubs (ARC).

(xiii) Members have the option to be personally affiliated to English Athletics, and will owe an extended membership fee to cover the personal affiliation cost. A member may opt to be affiliated with EA by notifying the membership secretary and paying the relevant EA fee when joining or renewing their membership. If The Club receives entries for the London Marathon, these will be allocated to a member by random ballot. Only members who are personally affiliated with EA through the club on the date published by the London Marathon for determination of number of club places, are eligible to enter.

(xiv) Until a candidate is accepted as a member, they are not entitled to any of the privileges of the Club.

(xv) The Committee may remove a person from membership for good cause in accordance with the procedures detailed in The Finch Coasters Grievance and Disciplinary policy.

3. The Committee

(i) The affairs of the Club shall be administered by a Committee consisting of a Chair, Secretary, Treasurer, Social Secretary, Membership Secretary, Running Events Secretary, Cross-Country Secretary, Welfare Officer(s), Junior Welfare Officer, Head of Juniors, Web secretary and other roles, those to be decided ad-hoc by the Committee as appropriate.

(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 Chair having the casting vote in the event of a tie.

(vii) Should the Chair 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.
g. Be contactable by mobile phone by other committee members when present at official club events

(xii) The Chair shall:

a. Chair all Committee meetings.
b. Act as a spokesperson for the Club.
c. 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 review 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. Ensure that all new paid-up members receive an official club vest or T-shirt, paid for by the Club.
e. Promote and update members of the Club through popular social media channels.

(xvi) The Running Events Secretary shall:
a. Organise Club races from time to time
b. Organise internal Club events with Committee support, examples including the summer handicap, long slow run, Beata's run and/or DIY half marathon.
c. Co-ordinate the Club Championship and provide score updates for all members

(xvii) The Social Secretary shall organise or co-ordinate social events during the year, such as:
a. the Club annual dinner.
b. an annual barbecue or summer event.
c. other ad hoc events for Club members such as pub trips.

(xviii) The Web secretary shall:
a. Ensure all data on the website is up to date and accurate.
b. Place information on all Club events onto the website.
c. Evaluate and help determine appropriate online channels to disseminate official information

(xix) The Cross-Country secretary shall:
a. Motivate Members to participate in the TVXC cross-country series (or equivalent)
b. Collate the team entry
c. Ensure entry fees are paid
d. Represent the Club in all wider TVXC meetings and discussions with other running clubs
e. Target local and national races for Club participation.

(xx) The Head of Juniors shall co-ordinate the operational delivery and review of junior participation, work with the Junior Welfare Officer and designated junior hosters, report to the Committee, and ensure that junior participation is appropriately planned and managed.

(xxi) The Junior Welfare Officer shall act as the Club's lead point of contact for safeguarding and welfare matters concerning children and young people, working alongside the Club Welfare Officer(s), and shall ensure concerns are handled in accordance with Club and UKA/England Athletics safeguarding procedures.

(xxii) 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.

(xxiii) 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.

(xxiv) Other non-Committee posts may include additional posts as seen fit by the committee from time to time, including but not limited to:

a. Handicap race co-ordinator – responsible for organising and running the Club handicap summer series.

b. Mud run co-ordinator – responsible for organising the annual mud run.

c. Junior hoster – supports the safe and welcoming participation of Junior Members at approved Club sessions within responsibilities set by the Committee.

(xxv) 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.

(xxvi) The Committee shall have power to settle any disputed points not otherwise provided for in this Constitution.

4. 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 or upon expiry of their paid membership period 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.

5. 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.

(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) During the initial six-month junior trial, Junior Membership shall be charged at a token amount determined by the Committee. No Club top is included, although a top may be purchased if desired and available.

(iv) 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.

(v) No refund of subscription is payable to any member leaving the Club before the end of the subscription year, whatever the reason.

(vi) A Trial Membership is available for potential new adult members wishing to try the Club before joining as a member. This allows the member to join Club and social events for up to 1 month.

6. Annual General Meeting

(i) An Annual General Meeting (AGM) shall be held each year during the month of April or, at the latest, 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 3(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 adult members shall be eligible to vote at an AGM. Junior Members shall not be eligible to vote.

(vii) The Secretary will cast signed postal, email or digital votes from members who are unable to attend the meeting.

(viii) The Quorum for an AGM shall be 15% of the voting 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.

7. Special or Extraordinary General Meeting

(i) A Special general Meeting (SGM) or Extraordinary General Meeting (EGM) may be called at any time by the Chair, 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 6(ii) and 6(iii) above also apply to the conduct of a SGM or EGM.

8. Club Colours

(i) Club Colours shall be a yellow vest or tee shirt, featuring the Club logo or design, with members also encouraged to wear royal blue or black 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.

9. 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 or EGM.

(ii) Any defeated proposal for a constitutional change shall not be represented for a period of two years.

10. Club races

(i) The Club shall participate in the Thames Valley Cross Country League (or equivalent)

(ii) The Club shall organise events for its members, such as:

a. Handicap series – a set of races in the summer.
b. Mud run – an annual run typically held over the Christmas period.
c. The DIY half marathon – typically held several weeks before the official Wokingham Half Marathon.

(iii) The Club shall organise a Championship based on its members performance at a series of organised races as determined by the Committee.

(iv) The Club may organise other running related activities as decided by the committee.

(v) Junior Members may only take part in Club races, training or other activities that the Committee has approved as suitable for junior participation, having regard to age, distance, pace, supervision, route, conditions and safeguarding arrangements. External events remain subject to the organiser's age and entry rules.

11. Safeguarding and Welfare

(i) All concerns, allegations or reports relating to the welfare of children or adults at risk will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA/England Athletics safeguarding policies and procedures.

(ii) The Club Welfare Officer(s) and Junior Welfare Officer shall be lead points of contact for safeguarding concerns, but safeguarding is the responsibility of the Club and all members, volunteers and officials must comply with the relevant policies and procedures.

12. Junior Trial Review

(i) The junior arrangements introduced following the EGM on 3 August 2026 shall operate as an initial six-month trial. Before the end of that period, the Committee shall review participation, safety, safeguarding, volunteer capacity, member feedback and finances, and decide whether continuation or expansion should be proposed.

(ii) Any continuation requiring a further amendment to this Constitution shall be submitted to members in accordance with section 9.

13. Interpretation

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

14. 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 or EGM.

(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 merge or amalgamate. Alternatively, if such an event does not occur within 26 weeks of dissolution, the assets shall be divided equally between the ARC and EA. The Treasurer is expressly authorised to effect such distribution.

Signed ..... Chair

Signed ..... Secretary

As agreed at the EGM on .....