

# Newmarket Joggers Club Constitution



## Name

1. The Club shall be called **Newmarket Joggers**.

## Club Objectives

2. The objects of the Club are to provide facilities for running and athletics for the members and to promote and encourage running and athletics as a sport in Newmarket and the surrounding region.

## Officers and Management Committee

3. The Officers of the Club shall be:
  - a. **A Chairperson**
  - b. **A Secretary**
  - c. **A Treasurer**
4. They shall be proposed, seconded and elected by ballot at each Annual General Meeting. They shall hold office until the next Annual General Meeting when they retire but shall be eligible for re-election from year to year.
5. The entire management of the Club (except as otherwise provided by these Rules) shall be deputed to a Management Committee (hereinafter called "the Management Committee).
6. The Management Committee shall consist of all the Officers of the Club and not less than one and no more than seventeen other members of the Club who shall be proposed, seconded and elected by ballot at each Annual General Meeting. Elected members of the Management Committee shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election from year to year.
7. Three members of the Management Committee shall form a quorum
8. The Management Committee shall meet at least once a month during the year to arrange the affairs of the Club. Minutes shall be taken of all proceedings of the Committee and shall be open to the inspection of any member of the Club applying to the Secretary therefore
9. The Management Committee may from time to time appoint from among its number such sub-committees as are deemed necessary or expedient and may depute or refer to these sub-committees such of its powers and duties as it may determine. Such subcommittees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
10. The Management Committee will fill any casual vacancy on the Management Committee. Any member so chosen for the Management Committee shall retire at the following Annual General Meeting and shall be eligible as a candidate for election to the Management Committee at such Annual General Meeting.
11. In addition to the powers specifically conferred herein, the Management Committee will also control the finances of the Club, have the power to engage, control and dispense with the services of suppliers and goods as it sees fit and have such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these rules.
12. The Secretary shall conduct the correspondence of the Club and shall have custody of all documents belonging to the Club. He/she shall keep full and correct minutes of all proceedings and records of all competitions of the Club.



- 13 Neither the Club nor the Management Committee shall be liable for injuries suffered by Club members running on official Club nights or in their own time. Reference to the Club's insurance may be appropriate in case of injury

#### **Accounts**

- 14 The Club shall be deemed as non-profit making and as such any surplus income or gains shall be reinvested into the Club. Surpluses or assets cannot be distributed to its members or third parties.
- 15 The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the 30<sup>th</sup> day of September each year which shall after independent examination be circulated amongst the members with a notice of the Annual General Meeting. All payments made for or on behalf of the Club shall be made by online funds transfer, cheque or cash. In the case of online transfer, the Management Committee shall determine an appropriate payment limit and other safeguards. In the case of payment by cheque, they will be signed by two signatories on behalf of the Club, namely the Treasurer and either the Chairman or Secretary, or by such officers of the Club the Management Committee shall determine.

#### **Annual General Meeting**

- 16 The Annual General Meeting of the Club shall be held each year upon the 3<sup>rd</sup> or 4<sup>th</sup> Thursday in the month of October at such time and place as the Management Committee shall determine.
- 17 Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than seven days before the date of such meeting.
- 18 The Management Committee shall call an Extraordinary General Meeting when any question of urgent importance shall arise and shall be bound to do so on receiving a requisition signed by five members of the Club
- 19 At least fourteen days notice of any General Meeting specifying the business to be transacted and the day, place and hour of meeting shall be sent to every member by letter or by email to his address in the Club register
- 20 Subject to Rule 22, no rule of the Club shall be repealed or altered and no new rules shall be made save by a two-thirds majority of the members present at a General Meeting. Not less than three weeks written notice of the intention to propose any new rule or alteration shall be given to the secretary who shall send notice of the same to every member to his address in the Club register not less than ten days before the General Meeting
- 21 The Management Committee is empowered to make, repeal and amend all such byelaws and regulations (not inconsistent with these rules) as they may from time to time consider necessary for the well being of the Club, such byelaws, repeals and amendments shall have effect till otherwise determined by the Management Committee or a General Meeting.

#### **Membership**

- 22 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.
- 23 The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 24 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.



25 Every member shall be bound by and submit to the rules and byelaws of the Club

#### Annual Subscription

- 26 The annual subscription for members shall be such sum as shall be determined at the Annual General Meeting by a simple majority of the members present thereat.
- 27 Subscriptions shall be due on the 1<sup>st</sup> day of November in every year
- 28 All annual subscriptions shall be payable on the first day of November in every year and if after a reminder has been given a subscription has not been paid on or before 31<sup>st</sup> December following, the defaulter shall thereupon be subject to a financial penalty, in addition to the annual subscription, of an amount determined at the Annual General Meeting by a simple majority of the members present thereat.

#### Discipline and Appeals

- 29 All complaints regarding the behaviour of members should be submitted in writing to the Club Welfare Officer. A disciplinary Committee will meet to hear complaints within ten days of a complaint being lodged. Whether the attendance of the member against whom a complaint has been made is required will be decided by the disciplinary committee and notified to the member at least three days prior to the disciplinary meeting. At such meeting the member shall be allowed to offer an explanation for his or her conduct verbally or in writing.
- 30 The Clubs disciplinary committee will comprise of the Chairman, Club Secretary, Treasurer (if relating to finance) Welfare Officer and a male or female coach or captain. The Club Secretary will take minutes of any disciplinary meeting, which will be held by the Club and will be made available to the member upon appeal.
- 31 The Committee has the power to take appropriate disciplinary action. In any case where disciplinary action is brought forth, the member will receive at least (but not limited to) one of the following outcomes
- a. An initial warning (which expires after 6 months)
  - b. A second warning (which expires after 12 months)
  - c. Suspension from the Club (for a fixed period to be set by the committee)
  - d. A Final written warning (no expiration) or
  - e. Expulsion from the Club
- 32 The outcome of a disciplinary hearing will be notified to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Welfare Officer receiving the appeal.
- 33 Any person on ceasing to be a member of the Club shall forfeit all right to and claim upon the club its property and funds.

Signed (Club Chairperson):	
Date:	10/11/16
Signed (Club Secretary)	
Date:	10/11/16