

RULES OF PROCEDURE OF THE NEWMARKET JOGGERS MANAGEMENT COMMITTEE



Introduction

1. The Management Committee operates under powers delegated to it by the Directors of Newmarket Joggers, as set out in the Company's Articles of Association.
2. Under the company's Articles of Association, the Directors may make these Rules of Procedure, and such rules prevail over rules derived from the Articles if they are not consistent with them.
3. These Rules of Procedure set out how the Management Committee manages the day to day business and activities of the Company and Club, and how the membership of the Committee is determined. The management of the Company itself is set out in the Articles of Association, and these Rules of Procedure shall be used in conjunction with the Articles.

Membership of the Management Committee

4. Those members of the Management Committee who are titled Officers of the Club, shall be:
 - The Chairperson
 - The Secretary
 - The Treasurer
 - The Membership Secretary
5. The Officers are responsible for carrying out the major management functions of the Club, and report to the Management Committee.
6. The Officers shall be proposed, seconded and elected by ballot at each Annual General Meeting of the Company. They shall hold office until the next Annual General Meeting of the Company when they retire but shall be eligible for re-election from year to year.
7. The Management Committee shall consist of all the Officers of the Club and not less than one and no more than sixteen other members of the Club who shall be proposed, seconded and elected by ballot at each Annual General Meeting of the Company. Elected members of the Management Committee shall hold office until the next Annual General Meeting of the Company, when they shall retire but shall be eligible for re-election from year to year.
8. Three members of the Management Committee shall form a quorum. In the event of a vote being required on any proposal submitted at a meeting of the Management Committee, a simple majority is required of those present for the proposal to be accepted.
9. 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 by application to the Secretary.
10. 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 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.
11. 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 of the Company and shall be eligible as a candidate for election to the Management Committee at such Annual General Meeting.



Specific Duties of the Committee

12. 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.
13. 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.
14. 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

15. The Treasurer shall keep the statutory accounts of the Company and shall make up the annual statement of accounts and balance sheet of the Club to the date of the accounting reference period each year which shall after independent examination be circulated amongst the members with a notice of the Annual General Meeting of the Company. 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 Subscription

16. The annual subscription for members shall be such sum and be payable by such due date as shall be determined at the Annual General Meeting of the Company by a simple majority of the members present.
17. All annual subscriptions shall be payable by the due date in every year and if after a reminder has been given a subscription has not been paid, the defaulter shall thereupon cease to be a member.

Discipline and Appeals

18. All complaints regarding the behaviour of members should be submitted in writing to the Club's 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. The member can be accompanied by another member or a parent or guardian if appropriate.
19. The Disciplinary Committee will comprise of the Chairman, Secretary, Treasurer (if relating to finance), Welfare Officer and a male or female coach or captain. The Secretary will take minutes of any disciplinary meeting and these will be made available to the member upon appeal.



20. The Management 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:
- An initial warning (which expires after 6 months)
 - A second warning (which expires after 12 months)
 - Suspension from the Club (for a fixed period to be set by the Management Committee)
 - A final written warning (no expiration) or
 - Expulsion from the Club
21. 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 seven days of the hearing. There will be a 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.
22. Any person on ceasing to be a member of the Club shall forfeit all right to and claim upon the Club, its property or funds.