

## **FRAMLINGHAM FLYERS**

### **Club Rules and Constitution**

#### **Name**

- 1- The club shall be called Framlingham Flyers Running Club.

#### **Objectives**

- 2- The aims of the club are to provide a safe, friendly environment for running and to promote and encourage running as a sport in our local area.

#### **Club Officers**

- 3- The officers of the club shall be:

i- Chairman	iv- Club Coach
ii- Secretary	v- Team Captain
iii- Treasurer	
- 4- They will be proposed, seconded and elected by ballot at each Annual General Meeting. They shall hold office until the next AGM when they shall retire but be eligible for re-election.
- 5- These elected officers will form a management committee that will meet informally to arrange the affairs of the club.
- 6- The management committee will have control of the finances of the club as well as the power to reject or withdraw club membership on the grounds of breaching club rules.
- 7- The secretary shall conduct the correspondence of the club and shall have the custody of all documents belonging to the club. The secretary shall keep full and correct minutes of all formal proceedings and records of all competitions of the club.
- 8- Neither the club or management committee shall be liable for injuries incurred by club members running on club nights or in their own time. Reference to the club's insurance policy may be appropriate in case of injury.

#### **Accounts**

- 9- The club shall be deemed as non-profit making and as such any surplus income or gains shall be re-invested into the club. Surplus financial assets cannot be distributed to its members or third parties.
- 10- 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 31<sup>st</sup> December each year. This shall be printed and circulated among members with a notice of the AGM.

**11-** All payments made for or on behalf of the club shall be made by cheque only, such cheques to be signed on behalf of the club by the treasurer and either the secretary or chairman.

### **Annual General Meeting**

**12-** The AGM of the club shall be held each year at such date, time and place as the management committee shall determine.

**13-** Any member wishing to move any resolution at the AGM shall give notice thereof in writing to the secretary not less than seven days before the date of the meeting.

**14-** 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.

**15-** At least fourteen days notice of any General Meeting, specifying the agenda, date, time and place of the meeting shall be sent to every member by letter or e-mail to their address in the club files.

**16-** No rule of the club shall be repealed or altered and no new rules shall be made except by a two-thirds majority of the members present at a General Meeting. Twenty one days written notice of the intention to propose any new rule or alteration shall be given to the club secretary to be distributed to every member not less than ten days before the General Meeting.

### **Membership**

**17-** Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age (minimum age 16), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

**18-** The club will keep annual subscriptions at a level that will not pose an obstacle to people participating.

**19-** The management 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 club members.

**20-** New members shall be required to be sponsored by two existing members and membership will be secured by an informal vote by existing members.

**21-** Every member shall be bound by and submit to the rules of the club.

## **Annual Subscriptions**

- 22-** The annual subscription for members shall be a sum determined at the AGM by a simple majority vote of the members present.
- 23-** Subscriptions shall be due on January 1<sup>st</sup> each year and be paid annually.

## **London Marathon**

- 24-** Each year the club applies for a guaranteed entry(s) into the London Marathon. This 'club place' is open to members who must apply to the management committee.
- 25-** For a member to be eligible to receive a club place, the following criteria should be met:
- i- The member must have been a fully paid up club member for at least one year from the date of the marathon in question.
  - ii- The member must have independently applied and been rejected for a place in the London Marathon in question. Proof of rejection may be required.
  - iii- Any member who has secured a club place in the previous five years shall not be eligible to reapply.
- 26-** If all the criteria from Rule 24 are met by more than one club member then a random draw will take place to decide who is awarded the club place.

## **Resignations**

- 27-** Any member may resign their membership by giving to the secretary notice in writing to that effect. If notice is given before February 1<sup>st</sup> then that year's subscriptions may be refunded.

## **Discipline and Appeals**

- 28-** All complaints regarding the behaviour of members should be submitted in writing to the management committee. The committee will then meet to hear said complaint within ten days of the complaint being lodged. The attendance of the member against whom the complaint is being made will be decided by the management committee. If required at the meeting, the member shall be allowed to offer an explanation for conduct either verbally or in writing.
- 29-** The club secretary will take minutes of any disciplinary meeting, which will be held by the club and made available to the member upon appeal.
- 30-** 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:
- a- An initial warning (which expires after six months)

- b- A second warning (which expires after twelve months)
- c- Suspension from the club (for a fixed period set by the committee)
- d- A final written warning (no expiration)
- e- Expulsion from the club

**31-** The outcome of a disciplinary hearing will be notified to the person who lodged the complaint and to the person against who the complaint was made within seven days of the hearing. There will be the right to appeal to the management committee following disciplinary action being announced. The committee should consider the appeal within twenty one days of the secretary receiving the appeal.

**32-** 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.

### **Club Dissolution**

**33-** If at any General Meeting a resolution for the dissolution of the club is passed by a majority of the members present, then an Extraordinary General Meeting shall be held not less than one month thereafter at which not less than half of all club members shall be present. If the resolution is then passed by a two-thirds majority of members voting, then the club shall be dissolved. The management committee shall thereupon, or at such future date as specified in the resolution, proceed to realize the property of the club and after the discharge of all liabilities shall apply the net assets to Framlingham Sports Club. Upon completion of this the club shall be dissolved

### **Declaration**

**34-** Framlingham Flyers Running club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position: Club Chairman**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position: Club Secretary**