

## **SHAFTESBURY BARNET HARRIERS: CONSTITUTION**

**RULE 1** - The name of the Club shall be Shaftesbury Barnet Harriers, hereinafter called the Club whose headquarters are at The Clubhouse, StoneX Stadium, Greenlands Lane, Hendon, London, NW4 1RL

**RULE 2** - The principal objects of the Club shall be the encouragement, promotion and development of amateur athletics and associated activities in the London Borough of Barnet and surrounding areas in accordance with the rules laid down by UK Athletics.

**RULE 3** - The Club's vest colours shall be black and white vertical stripes with red piping around the neck and arms.

**RULE 4** - The Club shall comprise of amateurs, as defined by the governing bodies of athletics, whose membership has been confirmed by the Council. Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

**RULE 5** - Supporter membership shall be available to those persons who do not wish to be active members, supporter members shall have all the rights of a full member but shall not be entitled to vote at an Annual General Meeting or a Special General Meeting.

**RULE 6** - Application for membership shall be made on the form provided and shall contain the applicant's full name, address and date of birth. Any applicant under the age of 18 must have their application form countersigned by a parent or guardian. The application form shall contain a declaration, to be signed by the applicant, that he or she is an amateur as defined by the governing bodies of athletics.

**RULE 7** - The Council may expel from the Club any member whom they deem guilty of conduct detrimental to the interests of the Club or athletics in general, subject to the member's statement of his or her case to the Council. Notification of the decision shall be sent by email or by letter sent by recorded delivery to the last known address of the member.

Delivery will be assumed to be the second day after sending, whether sent by email or recorded delivery. Any such member, on giving notice within seven days of the receipt by him/her of a notice of expulsion, may claim the right of appeal to the appropriate governing body. The name of any person expelled from the Club shall be reported to the governing bodies for athletics.

**RULE 8** - The general management of the Club shall be vested in the Council which shall consist of the under mentioned officers. These officers shall be elected each year at the Annual General Meeting. The President shall normally serve in office for a period of three consecutive years during any one term of office.

1. President
2. Chairman
3. General Secretary
4. Treasurer
5. Eight Club Members
6. Promotions Secretary
7. Membership Secretary
8. Officials Secretary
9. Coaching Secretary
10. Welfare Officer
11. Webmaster / Social Media Manager
12. Team Managers
13. Clerk to the Council

**RULE 9** - The Council shall have the power to co-opt members at its discretion. The Council shall also have the power to appoint an Executive Committee to address any urgent issues arising between Council meetings and to make decisions on behalf of the Council. The Executive Committee shall comprise the Chairman, the General Secretary and the Treasurer together with such co-opted members as nominated by the Council. The Chairman shall report back at the next Council meeting.

**RULE 10** - The Council shall have the power to form sub-committees as and when it considers it desirable. All expenditure <sub>1</sub>

incurred by sub-committees must be sanctioned by the Council. Membership of sub-committees shall always exceed four in number.

**RULE 11** - Each member of the Council shall have one vote. The Chairman shall have a casting vote in the event of a tie. Co-opted members shall not be entitled to vote. The Council shall normally meet as and when necessary but at least twice in each Club year. Seven Council members are required to form a quorum. The Council shall have power to fill any vacancy should one occur.

**RULE 12** - A joining fee shall be paid upon joining, and thereafter an Annual Subscription shall be paid on the anniversary of joining. The subscription payable shall be approved at an Annual General Meeting of the Club and set at a level that will not pose a significant obstacle to participation. Any increase in the subscription rate may become operative immediately. Individual affiliation to a governing body is the responsibility of individual members but may be paid through the Club.

**RULE 13** - The Treasurer shall operate such Bank accounts as authorised by the Council. The Treasurer shall be authorised to issue cheques drawn on, or make payments from these accounts up to a maximum set by the Council. Alternatively, all cheques issued by the Treasurer must be signed by the Treasurer and countersigned by one of the three nominated signatories. The signatories are to be appointed at the first Council meeting of the Club year.

**RULE 14** - The accounting year of the Club shall commence on 1 October and end on the following 30 September. The accounting year of the Club can be changed by resolution at an Annual General Meeting. The accounts of the Club, being a statement of Income and Expenditure for the previous financial year and a Balance Sheet as at the end of the financial year duly signed by the Treasurer and Chairman, shall be presented at each Annual General Meeting.

**RULE 15** - The Annual General Meeting can request by way of a simple majority, the accounts of the Club to be independently examined by an

Examiner (not being a member of Council) who shall be elected at the Annual General Meeting for this purpose.

**RULE 16** - There shall be not less than two and not more than four Trustees of the Club who shall be appointed by the Council. All freehold and leasehold property of the Club shall, and any other property of the Club may, be vested in the Trustees who shall deal with such property as the Council or the Club in general meeting shall direct.

**RULE 17** - No Trustee shall be paid for his/her service but the Trustees shall be reimbursed for all reasonable expenses and shall be fully and effectively indemnified by the Club against all personal liability, save to the extent that such liability arises by reason of any fraudulent act or default of the Trustee in question.

**RULE 18** - The power of appointment of new Trustees, pursuant to the Trustee Act 1925, shall be vested in the Chairman of the Club for the time being who shall exercise such power in accordance with the directions of the Council.

**RULE 19** - An Annual General Meeting shall be held within three months of the accounting year end to receive the annual report and accounts, to elect officers and committees and to deal with any other item specified on the agenda.

**RULE 20** - The nomination for President, Vice Presidents, Chairman and any additional Life Members shall be made by the Council for approval by the Annual General Meeting.

**RULE 21** - Any nomination from members may be submitted to the Council. The General Secretary shall notify (by e-mail or by post on request) members of the date, time and venue of the Annual General Meeting at least 42 days prior to the Annual General Meeting.

**RULE 22** -Nominations, proposed alterations to rules and notice of any business which it is desired should be placed on the agenda must be given in writing to the General Secretary at least 28 days prior to the meeting. A copy of the agenda and details of any proposals must be notified (by e-mail or by post on request) to the members at least 14 days prior to the Annual General Meeting.

**RULE 23** - Life Members may be elected at an Annual General Meeting on the recommendation of the Council for exceptional and meritorious services to the Club.

**RULE 24** - A Special General Meeting must be called by the General Secretary at a reasonable time and place, within a period of not less than 21 days and not more than 28 days from receipt of a requisition signed by not less than 25 members or one fifth of the membership which shall state the business to be brought before the meeting. Only that business shall be discussed.

**RULE 25** - Those entitled to vote at an Annual General Meeting or Special General Meeting shall be a life member, a fully paid up member or an officer of the Club. No proxy votes shall be allowed.

**RULE 26** - No alteration or addition to rules may be made except at an Annual General Meeting. Any such change must be passed by at least two thirds of those present. Notice of any proposed alteration or amendment must be given as provided for in Rule 22

**RULE 27** - The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting. The Council shall then be responsible for the orderly winding up of the Club's affairs. After settling all known liabilities of the Club, the Council shall distribute all the remaining assets for the benefit of athletics through a registered charity, or through a registered Community Amateur Sports Club or through UK Athletics for use by them for related local projects.