

Constitution and Rules of the Harpenden Arrows Running Club

1. **Title.** The name of the club shall be the Harpenden Arrows Running Club
2. **Objectives.** The aim of the club shall be to provide a friendly and sociable environment in which men and women of all ages and capabilities will find encouragement for their jogging and running activities.
3. **Method of meeting the objectives.** In furtherance of its objectives the club may hold championships, enter leagues and team competitions, arrange social runs, training sessions, talks, demonstrations and social events. It may publish standards, print newsletters, arrange travel and do any other things which may be incidental to, or conducive to, the encouragement of jogging and running.
The club may use email and its website for the dissemination of information to its members.
The club committee may set additional rules from time to time where necessary for the safety of its members. With this objective in mind it has been decided that high visibility clothing must always be worn by members on runs which are at night or where there is poor visibility generally.
4. **Affiliation.** The club shall be affiliated to such governing bodies, National, Regional or Local, and to any leagues and associations as the Club Committee shall from time to time decide.
5. **Membership.** Membership shall be open to men and women over the age of 16 years.
6. **Management.**

a) The management of the club shall be vested in a Committee consisting of at least the following committee members:

Chairman

Hon. Secretary

Hon. Treasurer

b) Other voting committee members as the committee sees as beneficial to the club may be voted onto the committee at any time by the existing committee members at that time.

The Committee has power to fill any vacancy which may arise between AGMs. It may also co-opt additional members for specific roles or tasks, such co-opted members being non voting.

c) A minimum of 3 Committee Members shall be required to form a quorum at a committee meeting.

d) The Committee may establish, and delegate powers to, such Sub Committees as it considers necessary for the efficient administration of the Club.

7. **Financial Year.** The Club's Financial Year shall run from 1st Jan to 31st Dec in any year.

8. Annual General Meeting.

The Annual General Meeting (AGM) of the Club shall be held at any point in the year subject to the following:-

1. Three Committee members shall be required at the AGM to form a quorum.
2. The Secretary (or his / her deputy) must give every member at least 21 days notice of the Meeting
3. Nominations for election to the Committee and notice of any business which it is desired to place on the Agenda must be given in writing to the Secretary at least 14 days prior to the Meeting.
4. At the AGM the Chairman or Hon. Secretary shall present the Annual Report and the Hon. Treasurer shall present the club Accounts and Balance Sheet.

5. Each member present at the AGM, including existing committee members shall have one vote. In the event of a tie on a vote on any matter the club Chairman will have one additional casting vote.

9. Subscriptions.

1. The annual subscription payable by members shall be recommended to the AGM by the Committee and, subject to ratification at the AGM, will fall due for payment in January each year, or on the date when a new member initially joins. Renewal will be in January for all members.
2. The annual subscription will normally be payable in full by new members on election but the Committee has discretion to authorise reductions for those joining in the second half of the financial year.
3. The Committee shall have the power to expel any member whose subscription is twelve months or more in arrears provided that a month's notice in writing shall have been sent to the member at his/her last known address informing him/her of the proposed action.
4. Members may also be expelled where their actions or communications are likely to bring the club into disrepute. This action will only be carried out in exceptional circumstances and will require a unanimous vote by the committee.
5. The club may levy a small fine to members who break rules - eg for not wearing high visibility clothing on night time runs.

10. Extraordinary General Meeting

1. An Extraordinary General Meeting (EGM) may be called at any time by a written application to the Hon. Secretary signed by at least 2 committee members, stating the nature of the business to be transacted at such a meeting.
Vide Article 11 below for changes to the Constitution and Rules.
2. The Hon. Secretary shall convene the EGM within 6 weeks of receiving the application.
3. At least 21 days written notice of an EGM shall be given by the Hon. Secretary to all Members either by letter/e-mail or in the Club's Newsletter.
4. At an EGM no business shall be transacted other than that for which it was called.
5. A minimum of three committee members shall be required to form a quorum.

11. Changes to the Constitution and Rules

1. Proposals to alter the Constitution and Rules shall require a proposer and be seconded by two other committee members. Ordinary members requesting changes in the constitution may do so by soliciting the support of two committee members who are willing to support the change and propose and second it to the full committee.
2. The proposed changes to the Constitution and Rules will be voted on by the full committee and if accepted, put forward for ratification by the membership.
3. If an AGM is planned within the next 6 weeks then it will become an agenda item at the meeting. The change will be accepted if the majority of voting members vote to accept the change.
4. If no AGM is planned within the next 6 weeks then the details of the proposed change will be communicated by letter or email to all current, paid up members. The change will be accepted if the the majority of members accept the change or do not respond with a 'no' vote within 3 weeks of the sending of the notification of the proposed change.
5. The current club constitution will be available on the club website.

12. **Headquarters and Administration.** The headquarters of the Club and its address for all notices and correspondence shall for the time being be

The Hon. Secretary
100 Cravells Road
Harpenden
AL5 1BQ

The Club Committee will from time to time designate which facilities shall be used for training and social purposes.