

# **Holme Pierrepont Running Club Constitution**

## **1 Name**

The name of the club shall be Holme Pierrepont Running Club, hereinafter referred to as "HPRC".

## **2 Headquarters**

The Headquarters of HPRC shall be at:

The National Water Sports Centre  
Adbolton Lane  
Holme Pierrepont  
Nottingham NG12 2LU  
Tel: 0115 9821212

## **3 Objects**

The main purposes of HPRC are to provide facilities for and to promote participation in the amateur sport of athletics in Nottinghamshire.

## **4 Membership**

### **4.1 Ordinary Membership**

Membership 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.

HPRC may have different classes of membership and subscriptions on a non-discriminatory and fair basis. HPRC will keep subscriptions at levels that will not pose a significant obstacle to people participating.

HPRC Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring HPRC or the sport into disrepute. Appeal against refusal or removal may be made to the members.

### **4.2 Honorary Life Membership**

Honorary Life Membership may be conferred upon any person who has given exceptional service to HPRC, approved by a simple majority, at any Meeting of HPRC.

## **5 Colours**

HPRC colours shall be blue vest with red chest band (approximately 10 cm width) with red or blue shorts. The Committee shall also approve the design of the badge.

## **6 Secretary**

The Secretary shall keep minutes of all Meetings of HPRC and of the Committee and of all proceedings and resolutions thereof. The minutes shall be kept electronically or in a book and noted as a correct record by the Chairman at the next Meeting

## **7 Expenses of Administration and Application of Funds**

- a) The Committee shall out of the funds of HPRC pay all expenses of administration and management of HPRC.
- b) The Committee may make payments to another registered Community Amateur Sports Club (CASC), a registered charity or the sport's governing body for use by them in related community sports.
- c) After the above payments and the setting aside to reserve of such sums as may be deemed expedient the remaining funds of HPRC shall be applied by the Committee in furtherance of the objects of HPRC.

### **8.1 Annual General Meeting**

The Annual General Meeting (AGM) of HPRC shall be held in the month of April or May each year upon a date and time to be fixed by the Committee for the following purposes:

- a) To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year.
- b) To appoint an auditor or auditors for the ensuing year (who will not be Committee Members).
- c) To elect Members of the Committee in accordance with Rule 14.1 below. These will be Chairman, Vice Chairman, Secretary, Treasurer and such other officers and Committee members as the Meeting shall decide.
- d) To elect Team Captains.
- e) To consider any other matters concerning the business of HPRC as may be necessary.

### **8.2 Meetings**

For the avoidance of doubt, the expression "Meeting" in these rules shall include any General, Special, or Extraordinary Meeting.

### **8.3 Notice of Business**

Any member desirous of moving a resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than 14 days before the date of such Meeting.

### **8.4 Special General Meeting**

The Committee may at any time for any special purpose call a Special General Meeting and shall do so as soon as practicable upon the requisition in writing to the Secretary of 20 members stating the purpose for which the Meeting is required.

## **8.5 Convening General Meeting**

At least 21 days notice shall be given before the Annual General Meeting or any Special General Meeting. A notice of such Meeting and of the business to be transacted thereat shall be emailed by the Secretary to all members to the email address supplied by each member to the Secretary (together with a copy of the report, balance sheet and statement of accounts, if the Meeting is to be the Annual General Meeting).

## **8.6 Proceedings at General Meeting**

At all General Meetings of HPRC the Chairman, or in the absence of the Chairman, a Member of the Committee selected by the Committee, shall take the chair. Every ordinary Member shall be entitled to one vote upon every motion and in the case of an equality of votes the Chairman shall have a second and casting vote. (The committee shall be empowered, if it thinks fit, to make negotiations for enabling Members unable to be present to vote by proxy or in writing). The Chairman may permit the holding of secret ballots if appropriate.

## **9 Financial Year**

The financial year of HPRC shall end 31<sup>st</sup> March in each year, to which day the accounts of HPRC shall be balanced.

## **10 Audit of Accounts**

The accounts shall, as soon as practicable after the end of the financial year, be audited by an accountant who shall be appointed at each Annual General Meeting and who shall not be a Member of the Committee. The auditors shall audit the accounts of HPRC not less than 7 days before the Annual General Meeting. A vacancy occurring in the office of auditor during the year shall be filled by the Committee.

## **11 Non-distribution to Members and Members Not to Make a Profit Out of HPRC**

All surplus income or profits are to be reinvested in HPRC. No surpluses or assets will be distributed to members or third parties.

No Member shall, except for professional services rendered at the request of the Committee, on any preference or in any manner receive any profit, salary or emoluments from the funds or transactions of HPRC.

## **12 Interpretation of Rules**

The Committee shall be the sole authority of the interpretation of these rules and the decision of the Committee shall be final and binding on Members.

## **13 Amendment of Rules**

These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless carried by a simple majority of those Members present and voting. The quorum for changing the Constitution and these Rules at any such Meeting shall be 20% of the paid-up membership at the 31<sup>st</sup> December in the preceding year.

## **14 Management**

14.1 The management of HPRC shall be depoted to a Committee consisting of twelve Members. This number may be changed at any General Meeting and shall not fall below six or exceed fifteen.

14.2 The Committee shall be responsible for the Management and Administration of HPRC.

14.3 A quorum shall consist of four Members of the Committee.

14.4 If not filling an elected Committee position already, the GP Race Director, who is appointed by the Committee, must be co-opted to sit on the Committee, and in a voting capacity.

14.5 The Committee shall have power to fill casual vacancies occurring among its Members.

14.6 The Committee shall have the power to co-opt further Members who shall attend in an advisory, but non-voting, capacity.

14.7 Members of the Committee shall be elected annually at the Annual General Meeting of HPRC. Nomination for election to the Committee shall be made before the Annual General Meeting, but may be permitted at the Meeting if the Meeting so agrees. Each nomination shall be proposed and seconded by a Member.

14.8 The Committee shall meet at least four times in each fiscal year and the Secretary shall give all Committee Members reasonable notice of each Meeting.

14.9 The Committee shall have the power to appoint such sub-committees as it thinks fit.

14.10 The Treasurer will ensure that books of accounts are kept and submitted to the auditor(s). The Committee shall determine when and where the accounts be open for inspection by Members. A Member may inspect the books after receiving authority from the Committee.

14.11 The office of Committee Member shall be vacated if s/he

- a) in the opinion of her/his Co-Members of the Committee, becomes incapable by reason of mental disorder;
- b) fails to attend four consecutive meetings of the Committee without reasonable excuse for absence;
- c) ceases to be a member of HPRC;
- d) is removed from the office by a resolution duly passed by HPRC in general Meeting;
- e) becomes bankrupt;

f) is convicted of an indictable offence punishable by imprisonment.

14.12 All Committee members shall retire at the conclusion of the Annual General Meeting but may offer themselves for re-election.

## **15 Subscriptions**

### **15.1 Payment**

The annual subscription shall be such a sum as the Committee from time to time determines. The annual subscriptions shall be due on 1<sup>st</sup> April each year.

### **15.2 Members in Arrears**

If any Member shall fail to pay the annual subscription on or before 1<sup>st</sup> July next after it shall have become due, a letter giving one month's notice shall be sent to the last known address of the Member. If within one month of sending the letter the subscription shall remain unpaid the defaulter shall cease to be a member of HPRC. If at any time s/he shall give the Committee a satisfactory explanation, s/he may at the discretion of the Committee, and upon payment of arrears, be readmitted to Membership.

## **16 Resignation of members**

Any member may resign from Membership by giving the Secretary notice in writing to that effect and it shall be deemed to take effect on receipt of the letter by the Committee.

## **17 Expulsion of Members**

It shall be the duty of the Committee, if at any time they shall be of the opinion that the interests of HPRC so require, by letter or invite any member to resign her/his membership within a time specified in such letter, and in default of such resignation to submit the question of his/her expulsion to a Special General Meeting to be held within six weeks after the date of such letter. Not less than 21 days' notice of the Meeting shall be given to Members. It shall be the duty of the Secretary to inform the Member in question of the time and place of the Meeting and the nature of the complaints against her/him in sufficient time to afford her/him a proper opportunity of offering an explanation. At such Meeting the Member shall be allowed to offer an explanation of his/her conduct verbally or in writing, and if thereupon a simple majority of the Members present shall vote for her/his expulsion s/he shall forthwith cease to be a member of HPRC. Provided that the voting at any such Special General Meeting shall be by ballot if not less than five Members present thereat shall so demand. It shall be in the power of the Committee to exclude said Member from HPRC until such a Special General Meeting shall be held.

Any Member may, within 30 days, appeal to the area committee of UKA whose decision shall be final and binding on the Committee or Member.

The name and address of any person expelled from HPRC shall be sent to the Honorary Secretary of the Nottinghamshire AAA and s/he shall be suspended from

competing at any meeting held under UKA laws until liability causing such expulsion, which shall not exceed one year's subscription, shall have been discharged.

## **18 Properties**

All persons being Officers or Members of HPRC must care for the properties belonging to HPRC or loaned to HPRC by any other body and shall pay for or replace to the satisfaction of the Committee any property damaged by any Member, fair wear and tear at all times being excepted.

## **19 Dissolution**

At any General Meeting a resolution for the dissolution of HPRC shall be confirmed by a resolution passed by two-thirds of the Members voting. Upon dissolution of HPRC any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

## **20 Definitions**

Any reference in this Constitution to "letter", "written" or "in writing" shall include communication by email or similar electronic communication.

## **21 Personal Risk**

21.1 Members acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and participate in the Club's sporting activities at their own risk.

21.2 Subject to rule 21.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.

21.3 Nothing in these Rules shall limit or exclude liability:

- (a) for death or personal injury caused by negligence;
- (b) for any loss or damage caused by criminal or fraudulent conduct; or
- (c) for any other liability which cannot lawfully be limited or excluded.

## **Record of changes**

Aug 1991 Constitution written up by RAA.

Apr 2005 (AGM) Updated re club colours resolution and UKA for AAA, and transcribed to a Word Document by Derek Poole 30.9.05.

Apr 2006 (AGM) Updated re new 14.4 clause and event/minute secretary change resolutions by Derek Poole 7.04.06

Apr 2007 (AGM) Updated re addition to 15.2 on fee charges. Derek Poole 11.5.07

Apr 2013 (AGM) Clauses 15.1 & 15.2 Subscription due date changed to 1<sup>st</sup> April

Sep 2013 (SGM) Wording changes in order to comply with CASC registration, authority to Committee to make payments to registered charities and changes to permit current practice such as emails and electronic banking. Clause 15.2 deleted & 15.3 renumbered.

May 2020 (AGM): Quorum deleted except for changes to Constitution and Rules (Rule 13 and deletion of Rule 8.7); Personal Risk (Rule 21) added; officer roles redefined (Rule 8.1(c)); need to keep minute book changed to permit electronic storage (Rule 6).