SLGR Club Constitution

1. Name and affiliation:

The Club will be called **'SLGR'**, hereinafter called the **'Club'** or **'SLGR'** (derived from the former running group *'So Let's Go Running…'*) and is affiliated to England Athletics as **'SLGR'** (reference 7692533).

2. Aims and objectives of SLGR:

The aims and objectives of **SLGR** will be:

- To enhance the profile of the Club, promoting 'equal-opportunity' running as per the Club's Equity Statement
- To offer coaching, competitive opportunities and other relevant services to **all** members in a way that is fair to everyone
- To promote **SLGR** within the local community via whichever media is appropriate
- To ensure a 'duty of care' to all members of the Club

3. Club Equity Statement

SLGR is committed to ensuring that equity is incorporated across all aspects of the Club's development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

"*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.*

It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society."

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

4. Membership

Membership of the Club shall be open via application, to anyone interested in recreational or competitive running and athletics activities where facilities permit, regardless of age, sex, race, disability, ethnicity, nationality, sexual orientation, occupation, and religious, political or other beliefs, to ensure all present and future members receive fair and equal treatment.

Membership will consist of officers and members of the Club. All members and officers will be subject to the regulations of the Club Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

Members will be enrolled in one of the following categories:

Adult Member (First Claim) - for members who are NOT registered as "first claim" with another running club and wish to be a member of England Athletics with a competitive licence. There is an option for a 'non-local' member for members who live outside a 20-mile radius from our base.

Senior Member (First Claim) - for members over the age of 60 who are NOT registered as "first claim" with another running club and wish to be a member of England Athletics with a competitive licence.

Junior Member (First Claim) - for members under the age of 18 who are NOT registered as "first claim" with another running club and wish to be a member of England Athletics with a competitive licence.

Student Member - for members in full-time education who are NOT registered as "first claim" with another running club and wish to be a member of England Athletics with a competitive licence.

Non Local - for members beyond 26.2 miles from the club HQ.

Second Claim - for members who are already registered as "first claim" with another running club and are already a licence-holding member of England Athletics.

Associate member - for members who wish to join SLGR and be a volunteer or a non-competitive social member.

Membership of the Club (either as an athlete or volunteer) shall be open to all eligible and interested parties. Application for membership will be by completing an application form, declaring any known illnesses, injuries and medication, and listing next of kin in case of emergency. All member personal data will be held in accordance with data protection requirements and will only be accessed by officers of the club when so needed in order to effectively carry out their duties.

The Management Committee shall have the right:

- To approve or reject written applications for membership.
- To terminate any membership

5. Membership Fees

Membership fees will be set annually by the Management Committee and Club Treasurer and will be announced by 1st February of each year.

Fees will be paid annually in advance of 1st April each year (or by monthly/weekly instalments at the discretion of the Treasurer).

6. Officers of the Club

The officers of the Club will be:

- Chairperson
- Club Secretary
- Club Treasurer
- Welfare Officer(s)
- Membership Secretary
- Coach Co-ordinator
- DBS Verifier
- Social Secretary
- Race & Results Secretary/Run Co-ordinator
- Liaison Officer (male)
- Liaison Officer (female)

Officers will be elected annually at the Club General Meeting.

7. Management Committee

The Club will be managed by the Management Committee consisting of the persons fulfilling the roles listed in Section 9.

- Only these above posts will have the right to vote at meetings of the Management Committee. Each member present will be entitled to one vote.

- The Management Committee meetings will be convened by the Secretary of the Club and held no less than six times per year. At each Committee Meeting, the members present shall set the date for the next meeting.

- The quorum required for business to be agreed at Management Committee meetings will be five members, or at least 50% of the elected officers if some posts remain vacant.

- The Management Committee will be responsible for setting new policies, codes of practice and rules that affect the organisation of the Club. Rules will be proposed by the Management Committee for adoption by the members at a General Meeting of the club.

- The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

- The Management Committee shall have power to co-opt any member to fill a vacancy arising during the year or for any other specific purpose.

- The Management Committee shall also have power to apply for sponsorship, grants and funding on behalf of the Club.

- The Management Committee and/or Chairman will make the final decision on new committee members being voted onto the committee.

8. Roles of the Management Committee

The Management Committee will govern the direction of the Club

The Management Committee shall consist of at least six members who will be elected or re-elected on an annual basis at the AGM. The Members of the Management Committee and their duties are listed below:

Chairperson

- To chair any meeting of the Committee and Annual General Meeting of the Club, and to make sure that any business of the Club is conducted with due regard for the Constitution and any other codes or policies that the Club is operating.

Club Secretary

- To keep minutes of all meetings and Annual General Meeting. Such minutes are to be kept on file and made available to any member of the Club upon demand.

- To keep copies of all correspondence entered into and on behalf of the Club.

Treasurer

- To report to the Committee on all financial matters pertaining to the Club, and to present the Club's annual accounts for approval at the Annual General Meeting.

- To be responsible for the management and the keeping of accurate financial records.

Welfare Officer

- To ensure that runners under the age of 18 years, plus any adult with any physical, mental or educational needs, are safeguarded at all times during Club activities, and not exposed to any undue risk of harm.

Membership Secretary

- To ensure that the Club's membership records are accurate, up-to-date, correctly and securely stored, and submitted in a timely manner to England Athletics.

Coach Co-ordinator

- To oversee the coaching and training methods used at the Club, and to provide advice and instruction pertaining to physical wellbeing and development to individuals and groups within the Club.

Club DBS Verifier

- To ensure that any application made for DBS certification through the club is made correctly and that evidential documents and requirements are met by the applicant before the application is submitted.This role will be bundled with the Membership Secretary.

Liaison Officers (male and female)

- To provide pastoral advice to runners in their respective gender, and to ensure that any concerns or feedback for the Club's Management Committee are properly captured and reported to them.

Social Secretary

- To ensure that the Club has a programme of social events which is ongoing, inclusive, and provides value and fulfilment to all members.

Race & Results Secretary / Run Co-ordinator

- To ensure that the results gained in competitive races by first claim SLGR members are correctly recorded, with club records calculated in appropriately divided categories.
- To administer internal club competitions such as the Grand Prix and make recommendations for merit-based awards to runners.
- Be the primary arranger of Weekday & Weekend running activities.

9. Annual General Meeting

An Annual General Meeting (AGM) shall be held on a date proposed at a Committee Meeting with not less than fourteen days clear notice given to members by the Club Secretary. A quorum shall be a minimum of five officers (or at least 50% of the elected officers if some posts remain vacant) and 20% of the Club's membership attending in person. All class of member can vote at the AGM.

At an Annual General Meeting, the business shall include:

- The election/re-election of all officers to serve on the committee*
- Consideration of reports from the Management Committee
- A statement of the Club's financial accounts
- Any new rules, procedures and constitution changes to be accepted
- Any other business

* Nominations for officers of the Management Committee will be sent to the Club Secretary prior to the AGM.

A special general meeting shall be called at any time by the authority of the Management Committee and shall be called by the Club Secretary upon receiving a written request signed by ten members. Such request must state the object for which the meeting is called. The meeting shall be held within thirty days of the receipt of the request by the Club Secretary and no other subject whatsoever shall be discussed, referred to or dealt with at such meeting. Fourteen days' notice of the meeting shall be given, and fifteen members present in person shall form a quorum.

10. Finance

The financial year of the Club will start on 1st December and end on 30th November. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. All monies raised by or on behalf of the Club shall be applied to further the objectives of the Club, and not for any other purpose and will be banked in an account held in the name of SLGR. Any cheques drawn against Club funds should hold the signatures of two bank account signatories.

11. Insurance

The Group will be covered by the £5m Third Party Public Liability Insurance offered U.K. Athletics (Policy number: 74UKC17931)

12. Disputes

All disputes shall be decided by the Management Committee, whose decision shall be final. Any matter not provided for in the Club Rules shall be determined by the Management Committee at its discretion. All complaints must be made in writing to the Club Secretary.



13. Disciplinary and Grievance Policies and Procedures.

The Management Committee will be responsible for adhering to England Athletics guidelines in any matter relating to welfare, disciplinary or grievance.

14. Safeguarding

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

The Club will stringently follow the Safeguarding Policy and its procedures and practices, and have appointed a screened Club Welfare Officer. All Run Leaders will be DBS screened.

15. Code of Conduct and Equity

All members will be issued with copies of the Club's 'Code of Conduct', 'Social Media Policy', 'Photography & Videography Policy', 'Equal Opportunities Policy' and 'Membership Application/Renewal Form'. Parents of junior members will also receive a copy of the Club's 'Collection and Non-collection of Children Policy'. These will be made available on the Club website.

16. Dissolution

Any resolution to dissolve the Club can only be passed on an affirmative vote of a simple majority of the Club's membership at an AGM, or an EGM called for that specific purpose. Any existing financial balance shall be donated to a local registered charity. Any assets belonging to a Club member shall be rightfully returned to that member, any assets of the Club that remain will become the property of some other Club or organisation with similar objectives to those of the Club.

17. Amendments to the Club Constitution

These rules shall only be altered or varied at a General Meeting when two-thirds of those voting must be in favour of any change.