



Stevenage Phoenix Running Club - Constitution and Rules

Interpretation

Unless the context requires otherwise, the following terms in this document shall have the following meaning respectively.

AGM – has the meaning given in section 7

Committee – means the management committee of the Club from time to time as set out in section 4

Chair – means the person from time to time appointed as chair of the Club in accordance with this Constitution and Rules

Club – means the club intended to be regulated by this Constitution and Rules

Club Secretary – means the person from time to time appointed as secretary of the Club in accordance with this Constitution and Rules

Deputy Head Coach - means the person from time to time appointed in accordance with section 4.4

EGM – has the meaning given in section 8

Head Coach - means the person from time to time appointed in accordance with section 4

Junior Member – means a member between the ages of 14 and 18 years as detailed in section 6.5

Life Member – means a person granted life membership pursuant to section 6.7

Member – means a member of the Club bound by the Club Constitution and Rules

Membership Secretary - means the person from time to time appointed as membership secretary of the Club in accordance with this Constitution and Rules

Officers – means the members of the Committee as set out in section 4.

Treasurer – means the person from time to time appointed as treasurer of the Club in accordance with this Constitution and Rules

Welfare Officer - means the person from time to time appointed as Welfare Officer of the Club in accordance with this Constitution and Rules

Vice Chair – means a person appointed in accordance with this Constitution and Rules

Writing and written – includes e-mail



1. Name

1.1. The name of the Club shall be Stevenage Phoenix Running Club.

2. Aims

2.1. The aims of the Club are:

- a) To provide a focal point and facilities for members to train in the company of other members, in an inclusive environment.
- b) To share knowledge and experience and encourage newcomers to the sport of running.
- c) To assist members to enter competitive running events, individually and collectively.
- d) To promote and organise, or assist with the organisation of Stevenage Phoenix running events
- e) To offer coaching and competitive opportunities in running to meet the aims of the Club and individuals.

3. Ethos

- 3.1. The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:
- 3.2. 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.
- 3.3. The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 3.4. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 3.5. All Members of the Club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.



4. Committee

- 4.1. The Club will be managed by a Committee comprised of the offices of Chair, Vice Chair, Club Secretary, Treasurer, Membership Secretary, Welfare Officer, Head Coach (subject to clauses 4.5 and 4.6 below), men's team captain and ladies' team captain. The Club President may also attend committee meetings but without any voting rights. Additional Members may be co-opted to the Committee from time to time with a non-office status. Such additional Members of the Committee may be elected to join by a simple majority of the existing Committee. All persons on the Committee must be first claim Members and the maximum number of Committee members in post at any given time shall be limited to 12.
- 4.2. All Committee members will be elected/re-elected for one year and all posts will be unpaid. Incumbent Committee members can re-stand for election. Where there is more than one person seeking a Committee role then an election will take place including those individuals. Those elections will take place at the Annual General Meeting or at any Extraordinary Meeting (See rules 7 and 8).
- 4.3. Nominations for the election of Committee members shall be made either (a) by two members of the Committee; or (b) in writing by a proposer and seconder, both of whom must be existing first-claim Members, to the Club Secretary not less than 14 days before the meeting.
- 4.4. The Head Coach will appoint a Deputy Head Coach and will announce the decision within 30 days of accepting the role of Head Coach. The Deputy Head Coach shall deputise for the Head Coach when appropriate and otherwise provide support for the Head Coach.
- 4.5. The Head Coach and Deputy Head Coach must be individuals over the age of 21 and preferably have been Members of the Club for at least 12 months continuously. They must have both been approved as competent for the roles by the Management Committee.
- 4.6. The Head Coach should preferably hold either;
 - a) the England Athletics Coach in Running and Fitness (CiRF) qualification or be working towards this qualification to complete it within the first six months of their tenure or;
 - b) the England Athletics Leadership in Running and Fitness (LiRF) qualification or equivalent and be prepared to complete the CiRF qualification within the first six months of their tenure.
- 4.7. The Deputy Head Coach should preferably hold the England Athletics Leadership in Running and Fitness (LiRF) qualification or similar OR be prepared to complete the LiRF qualification within the first six months of their tenure.
- 4.8. The coaching team will be managed by the Head Coach and will consist of coaches and run leaders. Tasks will be delegated within the team.



- 4.9. Each member of the Committee shall hold office from the date of the election until the conclusion of the next AGM (or EGM). A retiring officer may be re-elected at the AGM (or EGM). An Officer may not appoint an alternate or substitute to act on their behalf at any Committee meeting. At least three members of the Club's Committee should be unrelated or not cohabiting.
- 4.10. All posts will be unpaid. Where there is more than one person seeking a Committee role then an election will retake place including those individuals. Those elections will take place at the Annual General Meeting or at any Extraordinary General Meeting (see sections 7 and 8).
- 4.11. In the event that any Officer of the Club is unable to complete their term of office, they shall stand down from the Committee (unless they had been separately elected as a Committee Member).
- a) In the case of any Officer of the Club, the Committee shall have the power to appoint an interim replacement who shall assume the responsibilities of that position and of a Committee Member, but who shall not be deemed an Officer of the Club, unless confirmed at a subsequent election.
 - b) In the case of the Head Coach, the Management Committee shall call an election as soon as is practical.

5. Committee meetings

- 5.1. The Committee of the Club will meet as required, but a minimum of 4 times per year, preferably not less than every 13 weeks. Each member of the Committee is expected to attend at least 50% of these meetings otherwise they will be required to stand down.
- 5.2. At least seven days' notice will be given to all Committee members ahead of the meeting of the Committee unless the Chair determines that urgent circumstances necessitate shorter notice.
- 5.3. The quorum will consist of 6 members present within 15 minutes of the appointed time. At least three of the attendees must be Officers of the Club. If no quorum is present within the appointed time the meeting shall be cancelled. The Secretary shall call another meeting within 7 days to 21 days from the date of the original meeting. If no quorum is present within 15 minutes of the appointed time of the recalled meeting, then this meeting shall proceed as if such a quorum were present.
- 5.4. All Committee members present shall have 1 vote, there being no proxy voting.
- 5.5. In the event of the voting being tied the Chair shall have an additional vote as the casting vote.
- 5.6. The Committee shall have the powers to co-opt additional Members from time to time for specific purposes. Such co-opted Members may speak at the meeting to which they are co-opted but shall not have a vote.



6. Membership

- 6.1. Membership of the Club shall be confined to amateurs as defined by the Governing bodies of the sport from time to time and must be over 18 years of age at the time of joining with the exception of Junior Members as defined at 6.5 below.
- 6.2. Applications for membership will be received and normally accepted by the Membership Secretary, who will maintain a register of members. The Committee reserve the right to refuse membership applications. Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of the sport or the good conduct and interests of the Club.
- 6.3. Application for membership includes authorisation to the Committee to hold personal data.
- 6.4. Members will have the right to examine a copy of the records held and may limit the use of personal information to administration purposes if they so choose.
- 6.5. The Club may accept applications from those who are between the ages of 14 and 18 (classed as Junior Members) as long as they are accompanied at training sessions with a parent/guardian. If this level of supervision can not be maintained, then the Club can choose to terminate their membership.
- 6.6. Membership will be assumed to have lapsed for any Member(s) whose subscription is still outstanding at the 31st January.
- 6.7. Honorary life membership of the Club may be conferred upon any Member by a majority vote of those present at a AGM or EGM in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club. Such Life Members shall have the same rights as first claim Members to attend and vote at any AGM or EGM.
- 6.8. Membership of the Club shall terminate if;
 - a) the Member dies.
 - b) the Member is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs, and any crime involving violence at the Committee's discretion.
 - c) the Member resigns by notice in writing to the Club by giving at least seven days notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
- 6.9. Notwithstanding the foregoing, the Committee may, with or without written notice, and at its sole discretion, terminate the Membership of any person who has not been at training or made any contact with the Club for a continuous period of three months.



6.10. In the event of a Member's resignation, removal or expulsion, their name shall be removed from the Club's register of Members.

7. Annual General Meeting

7.1. An Annual General Meeting of the Club will be held each year, within at least two months of the close of the financial year end, which is currently 31st December.

7.2. No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be nine first claim or Life Members.

7.3. If a quorum is not present within half an hour of the appointed time for the meeting (or if during a meeting a quorum ceases to be present) the meeting shall stand adjourned and rearranged by the Committee. If the number of first claim members at the rearranged meeting is insufficient to constitute a quorum in accordance with section 7.1 the Members present shall constitute a quorum.

7.4. The Club Secretary, or in their absence any other Officer, shall enter the minutes into the Club's minute book.

7.5. Twenty-eight days' notice in writing of all General Meetings will be given to all Members.

7.6. The Annual General Meeting will conduct the following business:

- a) Acceptance of reports from officers of the outgoing Committee, including Club accounts.
- b) Election of Management Committee
- c) Amendments to the Constitution and Rules of the Club
- d) Confirmation of Life Members
- e) Any other motions

7.7. Items (c) and (e) are limited to any motions submitted to the Club Secretary at least 21 days before the date of the meeting, and subsequently notified to the Members at least 14 days before the date of the meeting. This process allows for proposed changes to this Constitution to be presented at any General Meeting of the Club. Such changes will be adopted if agreed by a simple majority vote.

7.8. No proxy votes will be allowed.

7.9. Only first claim or Life Members are eligible to vote.



8. Extraordinary General Meeting

- 8.1. Members may call for an Extraordinary General Meeting of the Club. Any such request must be in writing, clearly stating the nature of the business to be discussed and supported by the signatures of at least 20% of the members of the Club at that time. All provisions for an Annual General Meeting will apply to an Extraordinary General Meeting except that the Extraordinary General Meeting will only consider the matters referred to in the notice.

9. Affiliation

- 9.1. The Club shall be affiliated to the Hertfordshire County Athletic Association and the Association of Running Clubs (ARC) The Committee shall be empowered to affiliate the Club from time to time, to any other bodies connected with the sport of running that may be considered beneficial to the members. In the event that there is any conflict between any rule of Club and the Rules of the Affiliating Body then the relevant Rule of the Affiliating Body shall prevail.

10. Club Finances, Assets and Property

- 10.1. All property shall be owned in the name of the Club.
- 10.2. The property and funds of the Club cannot be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- 10.3. The Club may indemnify the Committee and Members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- 10.4. A bank account shall be opened and maintained in the name of the Club (Club Account). Unless otherwise agreed by the Committee, designated account signatories shall be the Chair, the Club Secretary and the Treasurer. No sum shall be expended from the Club Account unless approved by at least two of the designated signatories subject to a maximum amount fixed by the Committee from time to time. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.
- 10.5. The Club's financial year shall end on 31 December each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

11. Cessation

- 11.1. In the event that the Club is permanently disbanded by majority decision of at least two thirds of the first claim members at a General Meeting then that meeting shall nominate a properly registered charity to receive any surplus of the Club's funds, including the proceeds from the disposal of Club assets.



12. Discipline and Conduct

Stevenage Phoenix Disciplinary and Grievance, Policies and Procedures are set out below:

- 12.1. This policy applies to all complaints made by one member against another member, regardless of their position within the Club.
- 12.2. If you have a grievance that involves another member, you should first of all try to resolve the matter by speaking directly with the other member about the matter, if possible. The discussion should be conducted with courtesy and to reach a resolution as soon as possible.
- 12.3. If you do not wish to discuss the matter directly with the other member or would like additional assistance, you can put your complaint in writing to the General Secretary. A panel of 3 Committee members will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including issuing final warning or the termination of membership.
- 12.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 12.5. There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 21 days of the Secretary receiving the appeal. A different panel of 3 Committee members will meet to hear this appeal.
- 12.6. The Committee shall have the power to, in the first instance, issue a formal warning to any Member who engages in any form of bullying or antisocial behaviour. Or, if the Committee feel that the complaint is serious, membership may be terminated.
- 12.7. Should a Member who has already received a warning be reported to the Committee on a second occasion, the Committee will have the power to expel that member from the Club. The Committee's decision in these cases will be final and further details may or may not be provided to the Club depending on the nature of the behaviour in question and the wishes of the Members involved.

July 2024



Document history

Version	Date	Changes	By	Signed off
Pre EGM 2024 v0.1	18/6/2024	Initial document	Chris Leigh	
Pre EGM 2024 v0.2	21/6/2024	Initial document	Chris Leigh	
Pre EGM	25/6/2024	Incorporating feedback from working party	Chris Leigh	
Post Meeting of Working Party V0.4	28/6/2024	Incorporating feedback from working party	Stella Toresse	
Post Meeting of Working Party V0.4.4	02/07/2024	Section 1 "Name" title added, page numbering added, minor typos, grammar, formatting and numbering tidied	Andy Chapman	
Post Meeting of Working Party V0.4.5	02/07/2024	General tidying up and amendments re Life Members	Stella Toresse	
Post Meeting of Working Party v0.5	17/7/2024	Tidying up and formatting.	Chris Leigh	