

Orion Harriers Constitution

Interpretation

In this Constitution:

Auditor means a suitably qualified person who is not a Committee Member, and who is elected by Members to audit and sign Club accounts.

CASC means a Community Amateur Sports Club as first provided for by the Finance Act 2002.

Club Regulations means policies, procedures, rules and codes of conduct approved by the Committee

Senior Committee and **Junior Committee** mean the management committees of the Club

Committee Member means a Member elected to one or more of the Committees responsible for governance of the Club

Honorary Treasurer means the Member responsible for the Club's finances.

Junior Committee Member means an individual elected to administer the junior section of the Club.

Member means a registered and fully paid member of the Club.

Traditional Club Regulations means those rules and regulations in clause 18 which may be amended only by special resolution at a general meeting.

1. Name and Office

The Club shall be called Orion Harriers.

The principal office of the Club shall be located in England.

2. Objects

The objects of the Club are:

1. To promote community participation in healthy recreation by providing facilities for amateur athletics including cross-country running, road running, and track and field.
2. To advance the education and physical development of children and young people through amateur athletics coaching and competition.

3. To encourage participation in amateur athletics within Waltham Forest and surrounding communities.

3. Equality and Diversity

The Club shall promote equality of opportunity and oppose discrimination in all forms.

The Club respects the equal rights, dignity and worth of every person regardless of ability, age, disability, gender reassignment, marital status, nationality, pregnancy, race, religion or other beliefs, sex, sexual orientation or any other characteristics protected by law, and shall adopt inclusion and diversity policies consistent with the requirements of England Athletics and UK Athletics.

4. Powers of the Club

To further the Objects the Club may:

- organise competitions, training sessions and events;
- raise funds and accept donations;
- acquire, lease or maintain property and equipment;
- sell and supply food and drink to Members and visitors;
- sell related sports clothing and equipment to Members;
- employ staff where necessary; and
- other lawful actions necessary but not otherwise mentioned in furtherance of the Objects as determined by the Senior Committee.

5. Finances

The Club shall maintain a bank account in its name.

Authorised signatories shall include the Honorary Treasurer and at least two other Members, one of whom must also be a Committee Member.

Two signatories shall be required for withdrawals or payments above limits determined by the Senior Committee.

The junior section of the Club shall maintain a separate bank account in line with England Athletics best practice.

The financial year shall end on 30 June and accounts for both Senior and Junior sections of the Club shall be audited by an Auditor, prior to the AGM each year.

6. Application of Income

All income and property shall be applied solely towards the promotion of the Club's Objects and reinvested in the Club.

No part of the income, surpluses or assets shall be distributed to Members or third parties, except for legitimate reimbursement of expenses.

7. Affiliation

The Club shall be affiliated to England Athletics and shall comply with the rules of England Athletics and UK Athletics.

8. Membership

Membership shall be open to all persons interested in athletics on application, who agree to abide by the Club Regulations and Traditional Club Regulations.

Categories of Membership may include Senior (First Claim and Second Claim), Junior, Student, Associate and Life Membership.

The Senior Committee shall determine subscription fees, which will be maintained at levels that will not pose a significant obstacle to people participating. Similarly, the Junior Committee shall determine subscription fees for junior members.

9. Admission and Removal of Members

The Senior and/or Junior Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club into disrepute.

Membership may terminate through resignation, non-payment of subscriptions or disciplinary action.

Members may appeal against refusal or expulsion.

10. Register of Members

The Club shall maintain a register of members including contact details and membership category.

All personal data will be stored and processed in line with applicable data protection law including UK GDPR and the Data Protection Act 2018.

11. General Meetings

An Annual General Meeting shall be held each year, on the first Saturday in October or as close to this date as is reasonably practicable.

Not less than 14 days' notice shall be given to Members for General Meetings.

Ordinary business shall include election of the Senior Committee, election of an Auditor, the reporting of Senior Committee attendance records, the presentation of annual accounts, both senior and junior, and the presentation of other relevant reports.

A majority not less than half is required for ordinary resolutions.

A majority not less than two thirds is required for any special resolution.

Any Member wishing to propose an alteration to this Constitution at the Annual General Meeting, must give notice in writing of the proposed change to the Honorary Secretary by 01 September prior to the Annual General Meeting.

Members unable to attend in person may contact the Honorary Secretary and arrange to vote by proxy.

Associate Members and Junior Members are not permitted to vote at General Meetings.

12. Special General Meetings

A Special General Meeting may be called by the Senior Committee, or by written request to the Honorary Secretary of at least 20 Senior Members.

Members unable to attend in person may contact the Honorary Secretary and arrange to vote by proxy.

13. Committee

The Club shall be managed by a Senior Committee responsible for Club Regulations.

The minimum number of Senior Committee Members shall be 12 and the maximum shall be 15.

The Senior Committee shall include:

Honorary President

Men's Captain

Women's Captain

Honorary Treasurer

Honorary Secretary

Membership Secretary

Honorary Fixtures Secretary

Other elected Members as determined at the Annual General Meeting.

A separate Junior Committee will administer the junior section of the Club including:

Junior Manager/Co-ordinator

Junior Treasurer

Junior Secretary

Welfare Office/DBS Verifier

Five other Members, who may be elected at Junior Committee meetings.

A minimum of four Junior Committee Members must be First Claim Senior Members and at least two must be parents/guardians of a Junior Member.

The minimum number of Junior Committee Members shall be 8, and the maximum shall be 12.

Each Senior and Junior Committee Member shall be entitled to be indemnified out of the Club's assets and funds against all costs, charges, losses, damages, and expenses which they may incur or become liable for by reason of any contract entered into, or any act or omission done by them in good faith in the discharge of their duties on behalf of the Club.

14. Committee Meetings

The Senior Committee and Junior Committee shall each meet at least four times per year.

A quorum shall be seven for the Senior Committee and five for the Junior Committee.

Decisions shall be made by majority vote.

Committee minutes shall be made available to Members via the Club's website and displayed in the Clubhouse.

15. Conflicts of Interest

Senior and Junior Committee Members must declare any conflicts of interest and withdraw from decisions where appropriate.

16. Safeguarding and Welfare

A Welfare Officer shall oversee safeguarding matters for both senior and junior Members and act as the point of contact for concerns.

Safeguarding procedures shall follow England Athletics guidance.

17. Complaints and Discipline

The Club shall operate a complaints and disciplinary procedure consistent with England Athletics guidance and the Club's Regulations.

Members shall have the right to appeal disciplinary decisions.

18. Club Regulations and Traditional Club Regulations

Operational matters such as policies, procedures, training arrangements, competition rules and trophies may be governed by Club Regulations approved by the Committees.

Notwithstanding the above, the following are considered to be Traditional Club Regulations:

1. When representing the Club, all Members must wear the Club colours which shall be a white vest with the Club badge (a black 'O' encircling a red 'H') to be worn on the left breast, and the shorts shall be black.
2. Senior Members who have not paid their subscription for the current year shall be ineligible to score in any regional championship in any age category.
3. The Club Championship is held over a distance of ten miles, and all Members are eligible to compete who on the day of the race are first claim Members of the Club.
4. The Club Road Championship is to be held over any distance at an appropriate event decided on an annual basis by the Senior Committee.
5. All Members are eligible to compete in the Club Handicap.
6. A perpetual trophy known as "the Mercury" is awarded to and held for one year by the winner of the Club Championship.
7. A perpetual trophy is awarded to, and held for one year, by the winner of the Club Road Championship.
8. A prize known as "the Novice Award" is given to the first 1st claim Member under 30 years of age as a 1st October to finish in the Mercury, who has not either in that year or previously won a Club Championship or Novice Award.
9. A special trophy, "the Captain's Award", formerly known as "the Memorial Trophy", in memory of the Members who fell in the 1939-45 war, is at the conclusion of each season awarded to and held for one year by the active Member whose contribution to the Club in the opinion of the Captain shall have been the most meritorious and in keeping with the traditions of the Club.
10. The Senior Committee, by a resolution duly approved by at least three fourths of Senior Committee Members, shall have the power to award a special badge called an

“Honours Badge” to any first claim member for a performance for the Club of outstanding merit. The holder of an Honours Badge shall be elected an Honorary Life Member without payment on retiring from active membership.

19. Amendment of Constitution and Traditional Club Regulations

This Constitution, including the Traditional Club Regulations, may be amended only by a special resolution passed by at least two-thirds of Members at a General Meeting.

20. Dissolution

If the Club is dissolved any remaining assets shall be given or transferred to another registered CASC, a registered charity, or England Athletics for use by them in related community sports.

21. CASC Status

Interpretation of this Constitution must be consistent with the statutory requirements for CASCs.