



Kinross Road Runners Constitution

The purpose of this Constitution is to govern Kinross Road Runners in an orderly and correct manner. The Management Committee will take responsibility for organising club events on behalf of the members. The members will be consulted at the Annual General Meeting in January. The club will be affiliated to Scottish Athletics and follow the UK Athletics rules of competition as appropriate.

1) NAME

The Club shall be called Kinross Road Runners

2) OBJECT

The objects of the club are:

- to promote and encourage all aspects of amateur running and community involvement;
- to educate and encourage members to go further in the sport if they wish; and
- to organise recreational and sporting running activities and social activities for the enjoyment and benefit of its members and fellow runners.

3) MEMBERSHIP

- a) The club shall consist of amateurs according to the S.A.L. (Scottish Athletics Limited) definition of "an amateur".
- b) Applications for membership shall be presented to the Membership Secretary. Membership is open to the whole community.
- c) Junior Members shall be aged between 10 and 17 years of age. Junior members shall have voting rights but are not eligible to hold office in the club.ⁱ

- d) Each member shall pay a fee agreed at the Annual General Meeting.
- e) Subscriptions must be paid for the current season before the member can compete for the club, except where the Management Committee choose to waive this rule.
- f) Fees cover the period 1st February to 31st January.
- g) To resign, a member must inform the Club Secretary in writing or by E-mail.
- h) Any member guilty of misconduct (i.e. behaviour contrary to this Constitution or the standard set by the S.A.L.) may be cautioned once or expelled from the Club by a majority decision of the Management Committee. Any person expelled will have the right to appeal to a Management Committee Meeting called at their request not later than two weeks from the date of the expulsion.
- i) Junior members under the age of 16 must be accompanied at all times on any runs, training sessions or activity, or to any event by a parent or responsible authorised adult guardian.
- j) All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.ⁱⁱ
- k) The Club is committed to equal opportunities for the whole of the community. It is the policy of Kinross Road Runners to ensure that all participants, volunteers, coaches, parents or whoever may be involved with Kinross Road Runners receive equal treatment regardless of age, gender, marital status, sexual orientation, employment status, colour, race, ethnic or national origin, religious belief or disability.ⁱⁱⁱ

4) MANAGEMENT

- a) The Management Committee shall consist of President, Club Secretary, Club Treasurer and five or more other members all elected at the Annual General Meeting. The President shall also be the Chairman of the Management Committee.^{iv}
- b) Length of term of office
 - i) There is an expectation that ordinary committee members should serve a term of no less than 2 years and no more than 5 years.
 - ii) There is an expectation that office bearers should serve a term of no less than 3 years and no more than 5 years

- iii) At the end of a committee member's term they may stand again for immediate re-election.
- c) Deputy Office Bearers
 - i) Where possible, new office bearers should be nominated 12 months before the anticipated end of term of the existing office bearer.
 - ii) New office bearers, in the 12 months before taking office, will shadow the incumbent office bearer, to ensure a working knowledge of the post before taking over
 - iii) New office bearers, in the 12 months before taking office, will be known as Deputy Office Bearers
- d) The Management Committee shall meet as often as the affairs of the Club demand, or at the written request of any two members of the Management Committee.
- e) A quorum for the Management Committee shall be six.
- f) All decisions will be by a majority vote. The Chairman shall have a casting vote in addition to their normal vote in the event of a tie.
- g) The Management Committee has the power to co-opt extra members up to a limit of three and to form sub-committees as and when considered necessary.
- h) The Management Committee shall appoint an Auditor, who must not be a member of the Management Committee, to prepare annual accounts.
- i) Any member of the Management Committee who is absent from three consecutive Committee meetings, without giving satisfactory reason for their absence, may forfeit his/her seat on the decision of the Management Committee.^v
- j) Only members of 18 years and over may be elected to the Management Committee.
- k) Minutes of committee meetings will be kept and be open to inspection by members.

5) ANNUAL GENERAL MEETING

The Annual General Meeting will be held during January with not less than 14 days' notice of such a meeting shall being given to all members by e-mail or newsletter or other reasonable means.

The following business will be undertaken: -

- a) Current Office Bearers must resign and the past President will chair the AGM.

- b) The President's report will be read and discussed.
- c) The audited accounts will be presented.
- d) The President, Club Secretary, Club Treasurer and Committee Members will be elected.
- e) The fees for the year will be set.
- g) Any other competent business will be discussed.
- h) Motions to be discussed must be submitted in writing to the Club Secretary at least two weeks before the meeting. Another member must second the motion.
- i) Amendments to the Constitution may be changed by a two-thirds majority decision of the members present.
- j) The Chairman shall have a casting vote in addition to their normal vote in the event of a tie.^{vi}
- k) Twenty percent of all members will constitute a Quorum at the meeting.^{vii}
- l) Only members will be eligible to vote.^{viii}

6) EXTRAORDINARY GENERAL MEETING

- a) An Extraordinary General Meeting may be called after two-weeks notice to all members by the Management Committee, or upon receiving a petition duly signed by one-third of voting members, to discuss urgent matters.
- b) Twenty percent of all members will constitute a Quorum at the meeting.
- c) Only members will be eligible to vote.

7) CLUB COLOURS

- a) The Club Colours shall be fluorescent yellow with a horizontal blue band.
- b) Members representing the club at an S.A.L. event or meeting must wear the Club colours and

follow the UK Athletics rules of competition.

8) AMENDMENTS TO THE CONSTITUTION

- a) The Management Committee, by a two-thirds majority at a quorate meeting, may propose amendments to the constitution. They may then either wait until the AGM or call an Extraordinary General Meeting to have said amendments ratified by the membership.
- b) Alternatively, one-third of members may petition the Club Secretary in writing to call an Extraordinary General Meeting.
- c) A two-thirds majority of the members present at said Extraordinary General Meeting will be required for the proposed amendment(s) to be adopted.
- d) Voting rights are the same as those stated for the Annual General Meeting.

9) ACCOUNTS & FINANCIAL YEAR

- a) The Club's financial year shall run from 1st January to 31st December and audited accounts shall be submitted to the AGM.^{ix}
- b) Correct accounts and books will be kept by the Treasurer showing the financial affairs and intromissions of the Club.
- c) An up to date financial statement must be available at committee meetings or upon request of a member of the Management Committee' with a minimum of seven days prior notice being given to the Treasurer.^x

10) BANK ACCOUNT

All Club funds must be lodged in a bank account in the name of the Club. The bank account shall have a minimum of two signatories, one of whom shall be the Treasurer.

11) DISSOLUTION

- a) The Management Committee, by a two-thirds majority at a quorate meeting, may decide to dissolve the Club. They must then call an Extraordinary General Meeting.
- b) Alternatively, one-third of members may petition the Club Secretary in writing to call an Extraordinary General Meeting.

- c) If a two-thirds majority of members present at said EGM passes the motion the club is then dissolved.
- d) Voting rights are the same as those stated for the Annual General Meeting.
- e) Upon dissolution any funds remaining after all debts have been met will be donated to the S.A.L. to be used in the development of young athletes or to a local charity to be mutually agreed.

This CONSTITUTION was adopted at a meeting held on 20th January 2014



Amendments, Additions and Notes to Constitution

The 2009 constitution was amended in 2013 as follows:

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- ⁱ 3c) Clarification of the age of junior members. Previously we did not stipulate the age range of a junior member.
 - ⁱⁱ 3k) A new clause to meet the requirements of HMRC to clarify that we will not directly fund members
 - ⁱⁱⁱ 3l) A new clause to clarify that we do not discriminate between members.
 - ^{iv} 4a) The number of additional members for form a management committee is increased from three to five, in addition to the President, Club Secretary and Club Treasurer to reflect the increased size of the club.
 - ^v 4i) This is a new clause that means any management committee member who does not attend or provide a satisfactory reason for absence may forfeit his/her seat on the management committee.
 - ^{vi} 5j) as per 4f, this clarifies that the Chairman may vote in any election as well as having the casting vote in the event of a tie.
 - ^{vii} 5k) and 6b) a quorum has been revised to be twenty percent rather than one-third of members.
 - ^{viii} 5l) and 6c) Previously this was worded as only paid up members could vote however we now have honorary members who do not need to pay a membership fee.
 - ^{ix} 9a) The financial year was changed to 1st January to 31st December to allow an audited set of accounts to be presented at the AGM.
 - ^x 9c) This is a new clause to ensure that the Club Treasurer presents an up to date financial statement at committee meetings or within seven days of a request.