

Halifax Harriers Athletic Club Constitution

**The Halifax Harriers Athletic Club is affiliated to
England Athletics**

Club Constitution as from the 24 October 2020

This Club Constitution consists of the following rules which describe the structure, policy and administration of the Club. The rules are numbered; the underlined headings are present for clarity only and do not form part of the Constitution. Those headings are:

- The Rules
- The Club
- Club Officials
- Meetings and Committees
- Membership
- Subscriptions
- Financial Control

The Rules

1. No rule may be made, altered or rescinded except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) of the Club held for that purpose. However minor corrections, that do not change the underlying meaning of the rule, such as spelling mistakes, may be corrected at a General Committee Meeting.
2. Any proposition to alter or rescind a rule must be given in writing to the Secretary 21 days before an AGM or EGM and included in the agenda for that meeting.
3. The Rules are inter-related, so they cannot be applied in isolation but only within the context of the Constitution as a whole.
4. A copy of the Rules is available to any paid-up member on request from the Secretary. A newly elected member must be made aware of the Club Rules.

The Club

5. The club shall be called: Halifax Harriers Athletic Club.
6. The club colours shall be light blue vests with yellow side panels and a royal blue strip between.
7. The objectives of the club shall be to promote all branches of athletics for the benefit of the membership.
8. The Club shall consist of:
 - i. The membership
 - ii. An organising General Committee of members

The membership is divided into a number of classes as described under Membership.

9. The Club's year for membership purposes runs from April 1st to March 31st the following year
10. The Club's financial year runs from 1st August to 31st July the following year.

Club Officials

11. Officers of the Club are selected from the membership. All posts are subject to approval at each club Annual General Meeting. Substitute officials can be appointed should the need arise during the year by the General Committee.

The Officers of the Club are:

- a. President
- b. Chairman
- c. Life Vice-Presidents: A Life Vice President is a person who has been a member of the club for at least 20 years and whose services to the club merit this distinction.
- d. Vice Presidents. A current Vice President is a member who is nominated at the AGM for services to the club which merit distinction.
- e. Secretary
- f. Treasurer
- g. Membership Secretary
- h. Captains
- i. Club Team Managers.
- j. Two Welfare Officers (one male and one female)
- k. Club Coaches
- l. Chair of Road Committee or its representative

Meetings and Committees

12. Club meetings held under this Constitution are as follows:
 - i. Annual General Meeting (AGM)
 - ii. Extraordinary General Meeting (EGM)
 - iii. General Committee Meetings

Other committee meetings are organised and act under authority delegated by the General Committee.

13. Only fully paid-up members over 15 years of age, who are not indebted to the club, and are not Social Members shall be eligible to vote at any meeting.
14. Quorum. No business shall be transacted at any meeting unless a quorum of at least 5 members eligible to vote is present.
15. The Annual General Meeting (AGM) must be held within 3 months of the end of the Club's financial year. The Secretary shall notify the members at least 28 days prior to an AGM stating the time and place of the AGM and at least 14 days prior to AGM the business to be transacted.
16. An Extraordinary General Meeting (EGM) may be called by the following, and must be held within 28 days:
 - a. At the instruction of the General Committee.
 - b. On receipt of a written request signed by at least six paid-up adult members stating the business that it is proposed to put before the meeting.
17. The Secretary shall notify the members at least 14 days prior to an EGM stating the time and place of the EGM and the business to be transacted. No other business may be brought forward at the meeting.
18. The General Committee shall comprise of the officers of the club and, in addition, up to 5 male and up to 5 female adult paid-up members who are not Social Members.
19. General Committee meeting:
 - a. At least one Officer of the Club from a, b, e, f in rule 11 must be present.
 - b. Will take place as required, normally every month.
 - c. Can decide all business within the rules of this Constitution.
20. The Coaching Committee shall comprise of all club coaches.
21. Anyone taking up coaching with the Club must be qualified to Assistant Coaching level or above and have a current DBS (Disclosure and Barring Service).

Membership

22. The membership of the club is restricted as follows:
 - a. The minimum age for membership is 8 years.
 - b. Only those who are amateurs as defined by UK Athletics (UKA)

23. The Membership shall consist of the following classes:
 - i. First claim (A member whose first-choice club is Halifax Harriers)
 - ii. Second claim (A member who competes for another club as their first-choice)
 - iii. Social membership
 - iv. Scholar membership
 - v. Life member (From 2020 no longer offered to new applicants)

24. Social Membership – For adults 18 years and above who do not train with Halifax Harriers and cannot participate in competitive events for the Harriers but who nevertheless wish to actively support the club in its aims and objectives.

25. Scholar Membership – A member who wishes to remain a member who lives outside the area whilst at college or university.

26. An Adult Member is one aged 18 years or older.

27. The Committee has the power to expel any member whose conduct brings the club into disrepute. The Committee shall provide written details to the member explaining the reasons for expulsion.

28. Any member wishing to resign shall notify their resignation to the Membership Secretary.

29. Any Harrier wishing to take part in an event hosted by Halifax Harriers, will not have their entry accepted unless they have either committed to a task, or supplied a suitable deputy to fulfil any role required, unless all roles have been filled.

Subscriptions

30. Anyone who competes or uses the club facilities during any year shall pay the appropriate subscription for that year.
31. Subscription fee categories and amounts must be proposed and accepted by vote at the AGM or EGM.
32. Subscriptions shall be due on application for membership and thereafter on the 1st April each year and shall be at the rates as determined at the preceding AGM or EGM.
33. Any existing member who has not paid their subscriptions by 1st May will pay a session fee as determined from time to time by the General Committee until their subscriptions are paid.
34. A member whose subscription remains unpaid by 1st July of a year shall be deemed to have lapsed their membership.
35. An individual wishing to re-join shall reapply to the club and pay the appropriate subscription due.
36. At the discretion of any club official any athlete may use club facilities on a trial basis, under supervision, on the payment of a session fee as determined from time to time by the General Committee.

Financial Control

37. All monies received on behalf of the club shall be paid promptly to the Treasurer.
38. The Treasurer is responsible for the payment of the club's regular running expenses for goods and services supplied to the members, under delegated authority from the General Committee.
39. All items of significant expenditure shall be put before the General Committee for approval and paid for out of the Club's bank account in accordance with the bank mandate in force at the time.
40. Detailed accounts shall be kept by the Treasurer of all financial transactions. A statement shall be prepared and normally presented at each meeting of the General Committee.
41. All bank accounts shall be subject to authorisation of the General Committee and be in the name of Halifax Harriers AC. Signatories to be any two of the signatories nominated by the General Committee and must be officers of the club.
42. Club funds may only be placed with reputable UK-based retail financial organisations, and only where there is no risk of capital loss, and only with the specific authority of the General Committee. All holdings must be protected under the UK Financial Services Compensation Scheme.
43. The year end for accounts shall be 31st July and they shall be audited for presentation to the AGM.
44. The auditors are to be elected annually and need not be members of the club.
45. In the event of dissolution of the Club, all funds and property of Halifax Harriers AC shall not be paid or distributed among its members but shall be applied towards the furtherance of athletics as decided by the acting General Committee.