



## Fulham Running Club - Constitution and Rules

This document sets out the basic constitution for our club.

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### A. Club name and colours

1. The club will be called Fulham Running Club (FRC) and will be affiliated to England Athletics. The club kit is black and white hoops (the "stripes").

### B. Aims and objectives

1. Provide opportunities for road, track, cross-country and trail running;
2. Provide a supportive and welcoming atmosphere with an emphasis on the social and health benefits of running;
3. Offer regular training activities for club members;
4. Encourage participation in team races and other running events;
5. Promote running within the local community;
6. Ensure a duty of care to all stakeholders of the club, and provide services in a way that is fair to everyone.

### C. Club Equity Statement

1. This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity;
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. 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, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (e.g. socio-economic status);
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;
5. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity;
6. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures [[Disciplinary procedures](#)].



#### **D. Membership**

1. Membership and participation in FRC running/athletic activities is only open to adults (i.e. 18 years +).
2. Members include:
  - i) Registered First Claim England Athletics (EA) with FRC;
  - ii) Registered as Second Claim England Athletics with FRC;
  - iii) Anyone who participates in FRC running, athletic or social activities;
  - iv) Anyone who is active on any FRC social media platforms.
3. Applications to register as First Claim or Second Claim England Athletics with FRC will be made through the club's website [[Registration](#)];
4. Members will be subject to the regulations of the constitution and will be deemed to accept these regulations and all club policies including, amongst others, code of conduct, health & safety and disciplinary procedures [[Code of Conduct](#), [Health & Safety & Disciplinary procedure](#)];
5. Members take part in all activities at their own risk;
6. Club members may formally resign from membership at any time by notice to that effect given to the Club Secretary. Failure by an England Athletics Member to renew their England Athletics membership application upon request by the Club Secretary will constitute resignation as an England Athletics Member and lead to the loss of any associated benefits;
7. An England Athletics Member who resigns will not be entitled to any refund of subscriptions paid in respect of the remaining period;
8. Membership is not transferable and will cease immediately on death, exclusion or on the failure of the member to comply with any condition of membership set out in this Constitution, the Club's Code of Conduct ([Code of Conduct](#)) or other published codes or policies;
9. The Executive Committee (ExCo) shall have the power to expel a member when, in its opinion, it would not be in the interests of the sport or the Club for that person to remain a member of the Club. Such expulsion shall be carried out in accordance with the Club's Disciplinary and Appeals Procedure ([Disciplinary procedure](#));
10. Any person shall, upon ceasing to be a member of the Club, forfeit all rights to and claims upon the Club, its property or funds.

#### **E. Membership fees**

1. Membership fees of First and Second Claim England Athletics members will be set annually by the Executive Committee. See website for current fees [[Membership fees](#)].
2. Fees will be paid annually using the Club website [[Registration](#)].
3. Membership is renewed from 1st April and must be paid by 30th June after which date EA registration and its and the Club's benefits will lapse.

#### **F. Executive Committee**

1. The day to day management of the Club shall be deputed to an Executive Committee. The Executive Committee comprises the following positions/officers:
  - i) Chair;
  - ii) Club/Membership Secretary;
  - iii) Treasurer;
  - iv) Club Co-Captains (two);
  - v) Welfare Officers (two);
  - vi) Coaching Development Officer;
  - vii) Digital Communications Officer.
2. Definitions of these roles and their responsibilities will be decided and noted by the Executive Committee;



3. Members of the Executive Committee must be Registered First Claim England Athletics with FRC and will remain in office for a term of two years following the date they were elected and shall be eligible for re-election. However, no person may serve for more than six years, consecutive or otherwise, on the Executive Committee, in any position.
4. Election of the Executive Committee:
  - i) Only First Claim England Athletics Members of the Club are eligible to stand or be elected to any position on the Executive Committee.
  - ii) Save as specified by paragraph v. below, any individual who wishes to serve on the Executive Committee must be nominated (with their approval) by two First Claim England Athletics Members, or may self-nominate with the support of two England Athletics Members, as a candidate for any of the posts on the Executive Committee. Nominations must be sent to the Club Secretary in writing (including by email) at least two weeks before the date of election.
  - iii) A candidate may accept a nomination / may self-nominate for any of the separately elected posts on the Executive Committee, subject to being eligible to hold only one of these posts at any time.
  - iv) If there is only one candidate for any post on the Executive Committee that candidate will be declared elected unopposed, subject to online ratification by First Claim England Athletics Members (with at least 50% of Members approving the appointment). If more than one candidate, First Claim England Athletics Members will be able to vote for the candidates and the candidate with the most votes will be elected. Voting systems and procedures will be specified by the Executive Committee to give all First Claim England Athletics Members a reasonable opportunity to vote electronically.
  - v) The election procedure specified under this subsection shall not apply to the Welfare Officer(s) or the Treasurer, who shall be nominated by at least 2 members of the Executive Committee (excluding any prospective post-holder), based on the candidate's suitability to carry out the functions of the role, and subject to ratification by First Claim England Athletics Members. If the number of suitable candidates is more than one and the Executive Committee is unable to agree on a candidate, First Claim England Athletics Members will be given an opportunity to vote on their preference.
5. Leaving Office
  - i) The office of an elected member of the Executive Committee shall be vacated if that individual:
    - a) Resigns at any time by notice in writing to that effect given to the Club / Membership Secretary or Chair and such resignation shall take effect immediately;
    - b) Ceases to be an England Athletics Member or is excluded or suspended from the Club under the Club's Disciplinary and Appeals Procedure;
    - c) Being the Treasurer or signatory on Club accounts, becomes bankrupt;
    - d) Develops a severe physical or mental health condition, which impairs their ability to function on the Executive Committee;
    - e) Is suspended from holding office or taking part in any activity relating to the administration or management of a club by a decision of England Athletics or UK Athletics;
    - f) Is asked to resign by all the other Executive Committee members, acting together.
  - ii) The Executive Committee will have the power to appoint any eligible member to fill any casual vacancy on the Executive Committee until the next AGM. Any Executive Committee Member so appointed may only remain in office until the date of the next AGM by which date an election will have been held.
6. Executive Committee powers
  - i) The Executive Committee will be responsible for the day to day management of the Club and will have the following specific powers to:
    - a) Manage all aspects of the Club's financial affairs (including setting an annual budget and membership fees) and property as it sees fit;



- b) Make Club rules and regulations to allow for the day to day operation of the Club;
  - c) Put in place any policies including, for example, Code of Conduct, welfare policy, grievance and disciplinary procedure and any other rules / policies, as appropriate or as required by England Athletics / UK Athletics;
  - d) Determine how and by whom any such power shall be executed, operations effected, documents signed or affairs conducted done;
  - e) Appoint sub-committees consisting wholly or partly of the members of the Executive Committee to exercise such functions as the Executive Committee may from time to time delegate to them;
  - f) Organise Club activities or authorise Executive Committee members or other club members to do so.
7. The quorum required for business to be agreed at Executive Committee meetings will be 50% of appointed committee positions + 1. Decisions will be taken based on a majority vote of those present. In the event of a tied vote the Chair's vote is a casting vote.
  8. Meetings can be held virtually, by telephone or in person.
  9. The Executive Committee may delegate or assign tasks to members of a Leadership Team or others as needed. The Leadership Team will be appointed and reviewed annually by the Executive Committee [Leadership Team]. Only England Athletics Members of the Club (First or Second Claim) are eligible for the Leadership Team.
  10. An appointment to the Leadership Team will be for a period of 2 years from the date of appointment.
  11. The Leadership Team will assist the Executive Committee by undertaking tasks and roles to facilitate the day to day operation of the Club. The allocation of these duties will be by mutual consent between the Executive Committee and the respective Leadership Team member/s. Duties may be reallocated at any time, as required, and may be delegated to other members of the Leadership Team or the Club. Leadership Team members shall report to and advise the Executive Committee on the status of such tasks, as required.
  12. The Executive Committee may appoint additional roles to the Leadership Team, if required, or remove certain roles, if no longer deemed necessary.
  13. The Executive Committee may also delegate or assign discrete tasks to other members of the Club / volunteers from time to time and there shall be no requirement for such volunteers to be England Athletics Members of the Club.

## **G. Finance**

1. The Treasurer will ensure proper accounts are kept and provide the Executive Committee with accurate financial reports at regular intervals or upon request. The Club's financial records shall always be open to inspection by the Executive Committee and, upon request, by England Athletics Members.
2. The Club's Financial Year shall run from 1 January to 31 December inclusive. The Treasurer shall present accounts for the previous Financial Year to the AGM and copies of these will be available to members. If the accounts are not accepted by the Executive Committee a qualified accountant may be appointed to investigate Committee's / members' concerns or audit the accounts.
3. All funds belonging to the Club shall be deposited with a bank or building society in an account bearing the Club's name. Expenditure by a member of the Executive Committee can only be made subject to compliance with a Schedule of Delegated Authorities which has been set and approved by the Executive Committee. All expenditure from Club accounts must be authorised by a minimum of two members of the Executive Committee, comprising the Treasurer and one of the following: the Chair or one Club Captain.
4. The Executive Committee will retain whatever funds it sees fit from time to time to meet the objectives of the Club, both in the present and future, as far as this can be foreseen.
5. The funds and property of the Club cannot be used for the direct or indirect private benefit of members, other than as reasonably allowed by the Constitution or agreed by the Executive Committee.



6. The facilities and property of the Club shall be provided to its members without discrimination.
7. The Club is a non-profit distributing organisation. All surplus income or profits shall be reinvested in the Club and will be used in furtherance of the Club's objectives.
8. The Club may also in furtherance with its objectives:
  - i) Sell and supply food, drink and related sports clothing and equipment;
  - ii) Remunerate members for providing goods and services, provided that such arrangements are approved by the Executive Committee (without the member being present) and are agreed on an arm's length basis;
  - iii) Reimburse any member's reasonable and proper out of pocket expenses incurred on Club business;
  - iv) Pay any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Executive Committee or Leadership Team in relation to the Club;
  - v) Pay for reasonable hospitality for visiting teams and guests.
9. No member shall be paid a salary, bonus, fee or other remuneration for functions carried out for or on behalf of the Club, or for competing for the Club.

#### **H. Annual General Meetings**

1. An Annual General Meeting (AGM) will be held in person once a year in October or November. The purpose of the AGM is for the Executive Committee to report to the membership on the Club's performance, activities and finances. All members are eligible to attend. Notice of the AGM will be given by the Club Secretary for the AGM with not less than 21 clear days' notice to be given to all members by way of email and announcements on the Club's social media.
2. Executive Committee, or 20 First Claim England Athletics members submitting a resolution to do so to the Club Secretary, have the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

#### **I. Dissolution**

1. A resolution to dissolve the Club can be prepared either by the Executive Committee or by 20 First Claim England Athletics members submitting one to the Club Secretary. A resolution can only be passed through a majority vote of registered First Claim England Athletics with FRC conducted electronically. In the event of dissolution, any assets of the Club that remain will become the property of a charity to be nominated England Athletics.

#### **J. Amendments to the constitution**

1. The constitution will only be changed through agreement by majority vote of those voting held electronically of First Claim England Athletics members who will have been given 2 weeks' notice in which to record their vote having been sent notice of the proposed changes.

#### **K. Declaration**

1. Fulham Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Date: 7<sup>th</sup> November 2024**

**Name: Rick Cannon**

**Position: Club Chairman**