

Chichester Runners & AC Club Rules

1. Constitution

These Rules should be viewed in conjunction with the Club's Constitution, drafted using the standard template for a CIO Association as prescribed by the Charity Commission.

2. Rules

2.1 No rule may be made, amended or rescinded except at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.

2.2 All questions which may arise concerning the management of the Club or interpretation of these rules shall be decided by the Trustees.

3. Affiliations

The Club shall affiliate each year to England Athletics, South of England Athletics Association and Sussex Athletics. The Club shall also enter teams into competitions each year as determined by the Management Committee.

4. Club Base

The Club's base shall be The Pavilion, Chichester College, Westgate Fields, Chichester, West Sussex, PO19 1SB.

5. Club Colours

5.1 The colours of the Club shall be green and white.

5.2 Any change to the design shall be agreed by the members on a majority vote. In case of a tie the Chairman of the Management Committee shall have the casting vote.

5.3 Members shall decide on the Club logo based on a majority vote.

5.4 Members may decide on the colour and design of an alternative Club colour and design for use at training.

5.5 Club vests or shirts shall be worn when representing the Club in team competitions.

6. Mission Statement

The mission of the CIO is to:

- a. ensure a duty of care to all and to provide all services in a way that is fair to everyone.
- b. promote social inclusion.
- c. provide support and education, mentoring, volunteering roles and leadership opportunities for members.
- d. ensure that there is no discrimination on grounds of age, disability, gender status, sexual orientation or political opinion among the membership (including all activity of the CIO).
- e. uphold the core values defined in the CIO's Core Values Statement and its policies and Codes of Conduct, including those in respect of Child Welfare, Anti-Bullying and Health & Safety.

7. Management Committee

7.1 The Board of Trustees has delegated the day-to-day general running of the club to a Management Committee.

7.2 The Management Committee shall consist of the positions of Chair, Club Secretary and Treasurer along with up to eight other general members.

7.3 The Management Committee will be elected each year, at the CIO's Annual General Meeting (AGM).

7.4 At its first meeting following the AGM, the Management Committee shall determine the specific roles required to undertake effective management of the Club and allocate these to members of the Management Committee. These responsibilities together with the Management Committee's main objectives for the forthcoming year will be publicised within fourteen days of this meeting.

7.5 In the event of any elected member of the Management Committee failing to attend three consecutive meetings without good reason, this may be considered equivalent to resignation from the Committee.

7.6 The Committee has the power to fill vacancies left by resignations and any person so elected shall retain office until the next Annual General Meeting.

7.7 The Committee has the power to appoint sub-committees and to delegate to them such powers as may be necessary, and to include such sub-committee members who are not members of the Committee.

7.8 The Management Committee shall meet at least every 2 months

7.9 The quorum for a Management Committee meeting shall be 5, including at least 2 of the Chair, Secretary and Treasurer

7.10 All decisions will be by a majority vote with the Chair having the casting vote in the event of a tie.

7.11 A copy of the Minutes shall be made available to members within 14 days of each meeting.

7.12 The Trustees shall ensure that the work and decisions of the Management Committee meet the Club's aims and objectives, mitigate risk, and meet the required level of governance.

8. Membership

8.1 Members will be amateurs as determined by the eligibility rules of UK Athletics.

8.2 Application for membership, in the manner prescribed by the Management Committee, shall be made to the applicable Membership Secretary.

8.3 Each member shall pay the prescribed membership fee each year. This is payable within two weeks of joining the Club and is renewable on 1st April each year. Members who have not renewed their membership by 1st May will be deemed to have resigned from the Club

8.4 Special dispensation will be given to anyone (as determined by the Management Committee) who cannot pay the required membership fee.

8.5 Only fully paid-up members of the Club shall be permitted to compete for the Club, unless otherwise authorised by the Management Committee.

8.6 Each year, at the AGM, the outgoing Management Committee shall recommend the level of members' subscriptions for the following year for all classifications, including non-voting associate members.

8.7 For those members aged 18 or over the Club will operate an opt in/opt out regime for the registration of individuals with England Athletics. In respect of juniors aged below 18 a decision to register with England Athletics shall be made by the Lead Junior Coach with the fee paid out of their annual membership fee.

8.8 In accordance with UK Athletics Rules a notice of resignation must be made in writing to the applicable Membership Secretary and shall be considered by the Management Committee within one calendar month of receipt. Membership shall be deemed to have ceased on the actual date of the tendering of the notice, unless the member is financially indebted to the Club, in which case the acceptance shall be withheld until any debts have been met or waived by the Management Committee. In this case the date of resignation shall be the date on which the debt was discharged.

8.9 The Management Committee may invite the Members at an AGM to grant Honorary Membership to any member as considered appropriate. Such membership may be bestowed on a life or annual term and such members will not be liable for Club subscription for the duration of the term.

8.10 Appointment to the position of Honorary Vice President may be made at an AGM based upon the recommendation of the Management Committee. They may make this recommendation based on any person whose contribution to the Club they deem to have been significant or sustained enough to be recognised for that honour. Honorary Vice-Presidents will enjoy the same benefits as bestowed on Honorary Members and there is no limit to the numbers of Honorary Vice Presidents that the Club may have.

8.11 Appointment to the position of Honorary President may be made at an AGM based upon the recommendation of the Management Committee. The Club may only have one person in the position of Honorary President.

8.12 Holders of Honorary positions are subject to the same oversight by the Trustees, Management Committee, Constitution and Rules as all other members of the Club.

9. Club Finances

9.1 A bank account shall be opened and maintained in the name of the Club (Club Account).

9.2 Designated account signatories shall be the Chairman, the Club Secretary, and the Treasurer.

9.3 No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Management Committee.

9.4 All monies payable to the Club shall be deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any Finance Policy drawn up by the Management Committee and/or in accordance with the reasonable instructions of the Management Committee.

9.5 The Club may exercise the following powers:

- a. draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques, and other instruments and to open and operate bank accounts in the name of the Club:

b. accept or disclaim gifts of money or any other property:

c. raise funds and to invite and receive contributions.

9.6 The Club's financial year shall end on the 30th September each year.

9.7 The Annual Audited Accounts shall be presented by the Treasurer at the AGM.

9.8 The Treasurer shall submit a copy of the Annual Audited Accounts and other supporting documentation to the Charity Commission within 10 months from the end of the club's financial year.

10. Annual General Meeting

10.1 The Club AGM will be held in November each year, on a date agreed by the Management Committee and Trustees.