



**CAPEL CHEETAHS RUNNING CLUB
CONSTITUTION AND RULES
REVISED 2021**

NAME: The club will be called Capel Cheetahs Running Club (hereinafter will be referred to as The Club), and may also be known as Capel Cheetahs. Capel Cheetahs Running Club will be affiliated to Suffolk AA and England Athletics.

ADDRESS: At the present time:
Hillberry
Old London Rd
Ipswich
IP9 2JU

AIMS AND OBJECTIVES:

- (a) The aims and objectives of The Club are to promote and encourage physical fitness by running and associated exercises.
- (b) To promote The Club within the local community.
- (c) To promote competitive opportunities.
- (d) To ensure all members receive equal opportunities.
- (e) To ensure a duty of care to all members of The Club.

ADMINISTRATION:

- (a) The administration of The Club will be invested in an Executive Committee of: Chairman, Vice Chairman, General Secretary, Treasurer, Membership Secretary and up to four other persons. The Executive Committee shall be elected at the Annual General Meeting.
- (b) The Executive Committee will meet regularly and have the express power to:
 - 1 Appoint Sub-Committees.
 - 2 Deal with matters not covered by club rules.
 - 3 Veto any application for club membership.
 - 4 Suspend or terminate any membership following breach of club rules.

- 5 Propose amendments to rules.
- 6 Fill the vacancy, should one occur, of the post of any officer or committee member until the succeeding Annual General Meeting.
- 7 Operate a bank account, receive income including membership fees and to pay the expenses of the club.

(c) Four members will constitute a quorum for an Executive Committee meeting.

MEMBERSHIP:

- (a) Membership of The Club shall only be gained by persons aged 18 or over and is open to persons interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) Under 18s are not permitted due to the restrictions of safeguarding procedures and guidelines.
- (c) All persons requesting to join The Club shall be asked to sign a declaration form obtainable from the Membership Secretary.
- (d) The Committee reserve the right to require members or prospective members to produce medical evidence as to their fitness for running.
- (e) Honorary Life Membership may be awarded to any member by the Executive Committee subject to confirmation from all members attending the Annual General Meeting.
- (f) The Executive Committee may suspend any member for up to thirty days but must give its reasons to the member in writing.
- (g) Before terminating any membership, the Executive Committee must notify the member in writing of its proposed action and reasons, this notice being given at least twenty-one days before making its final decision. The member may then put to the meeting in person or in writing the reasons why he or she considers his or her membership should not be terminated.
- (h) Individuals shall not be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by The Club committee.

- (i) If a member enters a race as an affiliated runner, they should compete in a Club t-shirt or vest. However, there are some circumstances where this will not apply, such as charity entries.

- (j) All members will be expected to assist at, or provide an assistant for, any of the events promoted by the club during the course of the year. The exception to this is an event which occurs in the first year of a member joining the club. In this instance the new member is encouraged to take part in the event and they do not have to provide an assistant.

SPORTS EQUITY:

- (a) 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:

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.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

SUBSCRIPTIONS:

- (a) The initial annual subscription rates will be as set out below. Rates for subsequent years will be set at the Annual General Meeting.

FULL MEMBERSHIP	£25
SECOND CLAIM CLUB MEMBERSHIP	£10

- (b) All subscriptions become payable prior to 31st March each year. Membership will lapse if payment is not made by 31st March, except where there are special arrangements agreed with the Chairman and Treasurer.

- (c) The annual subscription will include an annual membership fee. The level of this fee is to be decided by the Executive Committee.
- (d) Rates for membership requests made after 1st April will be at the discretion of the Membership Secretary.
- (e) Any problems regarding ability to pay subscriptions will be dealt with discreetly and sympathetically by the Chairman and Treasurer.
- (f) Subscription fees will be collected by persons designated to do so by the Executive Committee.

FINANCES:

- (a) The Club Treasurer will be responsible for the handling of all club monies.
- (b) Monies will be deposited in an account in the name of Capel Cheetahs Running Club. All cheques drawn (and payments made) on such an account will be signed by one out of three members nominated by the Executive Committee. No signatory will be able to authorise payments to themselves.
- (c) The Club's financial year will end on 30th September annually.
- (d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. The person acting as auditor to be agreed by the Executive Committee.

ANNUAL GENERAL MEETING:

- (a) The Club will hold an Annual General Meeting each year not later than 30th November and this may be attended by all members of The Club.
- (b) The business transacted will include:
 - 1. Approving the minutes of the last Annual General Meeting and any subsequent Special General meeting.
 - 2. Receive a report from the Treasurer and approve the Annual Accounts.
 - 3. Receive reports from the Chairman and Membership Secretary.
 - 4. Election of Officers and Executive Committee.
 - 5. Consider any proposed changes to the Constitution.
 - 6. Agree the membership fees for the following year.

7. Discuss charity donations.
 8. Any Other Business.
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- (c) At least twenty-one days' notice will be given to members of the date of the Annual General Meeting.
 - (d) Copies of The Club's accounts and independent auditor's report will be made available to members upon request, at least one week before the AGM.
 - (e) Any proposed constitution amendment must be discussed and agreed at the Annual General Meeting.
 - (f) Voting will be by a show of hands if the Chairman requests it.
 - (g) The quorum for the Annual General Meeting will be 25% of the membership.
 - (h) The Chairman of The Club shall hold a deliberative as well as a casting vote at general and committee meetings.

SPECIAL GENERAL MEETING:

- (a) A Special General Meeting may be called by the Executive Committee or upon request to the Secretary, in writing, and signed by at least 25% of the membership.
- (b) Having received a request signed by 25% of the membership the Committee shall convene the special meeting within twenty-one days. At least seven days notice of any special meeting shall be given to all members.
- (c) All procedures will be as for the Annual General Meeting.

MISCELLANEOUS:

- (a) All complaints will be submitted to the Executive Committee in writing, whose decision will be final.
- (b) Proceeds from general and fundraising activities will be used for all or any of the following:
 1. To pay the day to day expenses of The Club.
 2. To fund items or events for the benefit of members.

3. Make a donation to the chosen charity, if there is one, of the member running the London Marathon in The Club's allocated place. The suggested amount is £100.

4. Make donations to local charities as funds allow. This will be an item for discussion on the agenda of the Annual General Meeting.

(d) London Marathon place – to be eligible to enter the draw for The Club's place a member must fulfil the following:

1. Will have been a member of The Club for at least a year on race day.
2. Have entered the official ballot and had their application declined. The decline letter should be made available on request.
3. If a member has run in the club place before they can re-enter the club ballot after a gap of five years.
4. Must have raced as a Cheetah, wearing a Cheetah top at least 3 times in the last 12 months at the time of the draw
5. Must have marshalled and/or helped with set-up at the Capel 5
6. In extenuating circumstances, the Executive Committee can approve an entry into the draw which wouldn't normally meet these requirements. (e.g. lack of races due to Covid)
7. Eligible names will be drawn from a hat and the last name drawn will be awarded the place
8. The Club will pay the relevant fee for the entry.

WINDING UP:

(a) The Club shall be wound up if at a General Meeting 75% of members present vote in favour of a resolution proposing this.

(b) In the event the Executive Committee shall arrange to sell any assets, pay any debts and dispose of any surplus in any of the following ways:

1. Donation to another club affiliated to Suffolk AA
2. Donation to a local registered charity.

(c) On conclusion of the winding up a final General Meeting shall be called and report be made available to members.