

Constitution of Wheathampstead Warriors

1) The Name of the Group shall be **Wheathampstead Warriors**.

2) The Aims of the Group shall be:

- (i) To encourage people of all abilities, including beginners, to improve their fitness, health and wellbeing through running and other associated sports;
- (ii) To foster community spirit and encourage the goodwill and involvement of the wider community.

3) In order to achieve its Aims, the Group may:

- (i) Invite and receive contributions, if necessary through a membership fee, and raise funds where appropriate, and open a bank account to manage such funds;
- (ii) Recruit volunteers as necessary and support such individuals with training and mentoring;
- (iii) Publicise and promote the work of the Group and organise meetings, training courses or events etc;
- (iv) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, and organisations;
- (v) Take out insurance and/or join a regulating body;
- (vi) Take any form of action that is lawful, which is necessary to achieve the Aims of the Group.

4) MEMBERSHIP

- (i) Membership of the Group shall be open to any individual within the age constraints of UKA guidelines and the Group's coaching qualifications, without regard to age, sex, ethnicity, ability, religion, political view or sexual orientation, who is: interested in helping the Group achieve its Aims,

willing to adhere to the rules of the Group, and willing to pay any subscription fee or complete any registration form agreed by the Management Committee.

- (ii) The membership of any member may be refused, suspended or terminated by a resolution of the Management Committee if the member's behaviour is considered detrimental to the Aims and activities of the Group, provided that the member concerned shall have the right to appeal to the Management Committee, before a final decision is made.
- (iii) Any member of the Group may formally resign his/her membership by providing the Secretary with written notice.
- (iv) England Athletics recognises that the vast majority of people engaged in athletics are volunteers and participate because they want to. However, there are certain standards of behaviour that should be expected and unfortunately there are occasions when these standards will be breached. In these circumstances England Athletics has set out Disciplinary and Grievance Policies and Procedures to ensure that any issues are dealt with fairly and appropriately.

Wheathampstead Warriors currently adopts the EA Disciplinary and Grievance Policies and Procedures which can be found on their website.

5) MANAGEMENT COMMITTEE

- (i) The Group shall be administered by a Management Committee of no less than three (3) people, who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's Annual General Meeting (AGM).
- (ii) The Officers of the Management Committee shall be: the Chairperson, the Vice-Chairperson, the Treasurer, the Secretary, the Coach and the Membership Secretary.
- (iii) The Management Committee may co-opt onto the Committee further individuals in an advisory and non-voting capacity that it feels will help the Group to achieve its Aims.
- (iv) The Management Committee shall meet at least four times a year.

- (v) At least three (3) Management Committee members must be present in order for a meeting to take place.
- (vii) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, the Chairperson shall have a second vote.
- (viii) Only Officers of the Management Committee shall have the right to vote at general meetings. Members will be permitted to vote at AGMs and EGMs.
- (ix) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- (x) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy.

6) DUTIES OF THE OFFICERS

(i) The duties of the Chairperson shall be to:

- (a) Chair meetings of the Management Committee
- (b) Represent the Group and act as spokesperson when necessary
- (c) Provide a report on the Group's annual activities at its AGM
- (d) Guide the progress and direction of the club as it develops over the years.

(ii) The duties of the Vice-Chairperson shall be to: fulfill the duties of the Chairperson as above, in the absence of the Chairperson. There is no requirement for this position to be permanently occupied, and it can be carried out temporarily by another Officer of the Management Committee.

(iii) The duties of the Treasurer shall be to:

- (a) Supervise the financial affairs of the Group
- (b) Keep proper accounts that show all monies received and paid out by the Group
- (c) Provide an annual financial summary to the Group at its AGM

(iv) The duties of the Secretary shall be to:

- (a) Prepare, in consultation with the Chairperson, an agenda for meetings of the Group
- (b) Take and keep minutes of all Committee meetings.
- (c) Collect and circulate any relevant information within the Group
- (d) Act as the Welfare officer of the club researching and following guidance from the England Athletics website.

(v) The duties of the Membership Secretary shall be to:

- (a) Keep a membership list up to date
- (b) Maintain a register of members attending sessions, and follow up in a timely fashion with absent or lapsed members.
- (c) Manage membership fee renewals, and liaise with the Treasurer to ensure proper records are kept of membership income.
- (d) Deal with enquiries from potential members and assist them in joining the club.

(vi) The duties of the Coach shall be to:

- (a) Plan and communicate the Group's training programme
- (b) Oversee and manage coaching qualifications for the Group's running leaders
- (c) Ensure each training session has a qualified individual to lead it
- (d) Lead recruitment of new running leaders

(vii) The duties of the Kit Secretary shall be to:

Manage club kit, and liaise with the Treasurer to ensure proper records are kept of income and expenditure on kit.

(viii) The duties of the Competition Secretary shall be to:

Proactively research and suggest competition runs and events throughout the year and encourage all levels of club members to participate.

(ix) The duties of the Social Secretary shall be to:

Research, suggest and organize well run social events throughout the year, be the friendly and welcoming face of the club and get to know members to promote team spirit.

(x) The duties of the Ladies/Mens Captain shall be to:

Work with the other committee members, especially the coach, to be; Caring about the success of the running club and each runner, and build up teamwork.

Courageous – be prepared and to work hard to set an example to the rest of the club.

The Management Committee may include any additional Officers the Group deems necessary.

7) MEETINGS

- (i) All members shall be given at least seven (7) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (ii) All meetings must be minuted and accessible to interested parties.
- (iii) Meetings will be open, unless matters discussed are deemed to be of a sensitive nature, when the Management Committee reserves the right to hold a closed meeting
- (iv) The AGM shall take place each May. At least seven (7) days' notice must be given before the meeting takes place. Members are entitled to a vote on agenda items at an AGM.
- (v) Members have the right to request, and vote at, an Extraordinary General Meeting (EGM) if at least 45% of members agree that an EGM is needed.

8) FINANCE

- (i) Any money acquired by the Group shall be paid into an account

operated by the Management Committee in the name of the Group. All funds must be applied to the aims of the Group and for no other purpose.

- (ii) A bank account shall be opened in the name of the Group. Any cheques or documents relating to the Group's bank account shall be signed by at least two (2) of the following Officers: Chairperson; Vice-Chairperson; Treasurer; Secretary; Coach; Membership Secretary
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and an annual financial report shall be presented at the AGM by the Treasurer. The Group's accounting year shall run from 01 April to 30 March in line with England Athletics membership licence renewals.
- (iv) The Group may pay reasonable out-of-pocket expenses to members acting to achieve the Aims of the Group or for those associated with gaining coaching qualifications, should funds permit.

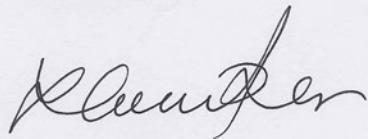
9) ALTERATION OF THE CONSTITUTION

- (i) This Constitution will be reviewed at each AGM. Any changes must be agreed by a majority vote.
- (ii) Any further changes to this Constitution must be agreed by a majority vote at an EGM. Requests for amendments to this Constitution must be conveyed to the Secretary formally in writing. The Secretary and other Officers shall then decide on the date of an EGM to discuss such proposals, giving members at least two weeks (14 days) notice.

10) DISSOLUTION

- (i) The Group may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

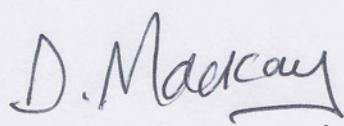
This constitution was agreed at an AGM held at Mead Hall,
Wheathampstead on Tuesday 9th May 2017 and formally adopted by the
Committee.



Signed: Chairperson



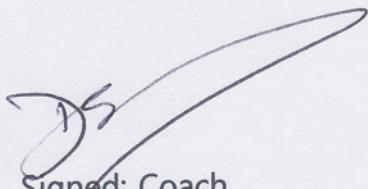
Signed: Vice-Chairperson



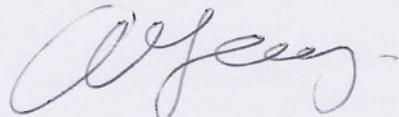
Signed: Treasurer



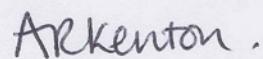
Signed: Secretary



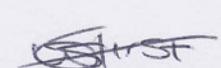
Signed: Coach



Signed: Membership Secretary



Signed: Kit Secretary



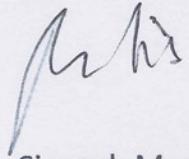
Signed: Social Secretary



Signed: Competition Secretary



Signed: Ladies' Captain



Signed: Men's Captain