

# Constitution of NEWCASTLE FRONTRUNNERS

*First adopted October 2011, amended 16th May 2018*



## 1. TITLE OF CLUB

Newcastle Frontrunners (NFR)

## 2. OBJECTS

The objects of the Club shall be:

- to promote physical and mental health, and well-being, through running for the benefit of the public among lesbian, gay, bisexual and transgender + (LGBT+) individuals aged 16 and above regardless of race, religion, sex, sexual orientation or physical ability;
- to combat discrimination and homophobia in sport, and to encourage LGBT+ involvement in the local and sporting community.
- In pursuit of these objectives the Club shall promote equal opportunities.

## 3. EQUALITY, DIVERSITY & INCLUSION STATEMENT

Newcastle Frontrunners promotes equality, diversity and inclusion so that the rights and dignity of all people are respected and that injustice against those who share any of the protected characteristics under the Equality Act 2010 is addressed. We will take all appropriate action under the club's Code of Conduct, with regard to any incidence of discrimination, bullying, intimidation, or harassment.

## 4. CLUB HEADQUARTERS

Newcastle Frontrunners, Gosforth Pool, Regent Farm Road Gosforth, Newcastle upon Tyne, Tyne and Wear, NE3 3HD.

## 5. CLUB COLOURS

- a) Club colours must be worn by all Members representing the Club at every competitive meeting.
- b) The Club colours are light teal vest with multi-coloured side panels and white trim, and black shorts.

## 6. AFFILIATIONS

- a) The Club shall be affiliated to International Frontrunners and foster positive relationships between Frontrunner Clubs.
- b) The Club shall be affiliated to UK Athletics (UKA) in order to carry out the objects of the Club.

## **7. MEMBERSHIP**

- a) Membership shall be open to anyone aged 16 or over that has an interest in/wishes to run with NFR, who supports the objects of the Club, and who agrees to abide by this constitution, the Code of Conduct and other policies which the club has or may choose to adopt. All applications will be considered equally with no application refused on reasonable grounds, however this is not a guarantee of acceptance in to the club.
- b) All members are required to conduct themselves in accordance with the Club's and UKA's ethical principles and Codes of Conduct.
- c) Application for membership shall be made using an online form, or in a confidential manner the Committee decides.
- d) Members shall be those who have paid the annual membership fee for the current year.
- e) Members shall be amateurs according to the UKA definition of an amateur.
- f) A special class of member called 'Life Member' can be granted by the Committee to individuals who are current members and have made a unique and exceptional contribution to the Club over several years.
- g) Guests may participate in Club events upon payment of a Guest Fee (Guests are not eligible to vote at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM)). Members are expected to ensure any guests attending by their invitation abide by the Club rules, Constitution, Code of Conduct and other policies which the club has, or may choose to adopt, as are applicable.
- h) Any complaint regarding misconduct (i.e. behaviour contrary to this Constitution, the Club's Code of Conduct, and other policies which the club has or may choose to adopt or contravention of UKA Laws) will be investigated in accordance with the complaints process as incorporated into the Code of Conduct. Any Member or Guest found guilty of a breach of the Code of Conduct may be cautioned, suspended or expelled from the Club by a majority decision of the Committee.
- i) Any person suspended or expelled shall have the right to appeal in writing to the Club Secretary, within two weeks of receipt of the Committee's decision. There will be a further two weeks for the Appellant to provide reason for the appeal, to include any subsequent evidence not previously considered under the initial process.
- j) Any appeal shall be considered by an Appeal Panel appointed by the Committee in dialogue with the Appellant. This Appeal Panel will consist of three club members who are independent of the original process. The appeal should be considered as soon as is reasonably practicable and no longer than one month from receipt of notification of appeal, unless in extreme or exceptional circumstances.
- k) On communication of a Committee or Appeal Panel decision, the decision will be considered final and the case complete.
- l) The process for discipline and appeal is outlined in the Code of Conduct.

## **8. CONFIDENTIALITY**

- a) The Club collects and uses personal data to enable legitimate participation in, and administration of, Club activities. All data on members shall be held in accordance with the Data Protection Act 1998 and subsequently the General Data Protection Regulation from May 2018. All personal data will be held securely by the Club Secretary, or nominated deputies, and no information shall be collected, stored, or shared without a valid reason to comply with the aforementioned acts. At no time will any personal data be shared within the club or any third parties, without the Member's explicit consent.
- b) Details of people and events provided to Members are done so for their use in attending or organising NFR events and should not be passed to non-Members except to enable them to attend an event as a Guest.

## **9. MEMBERSHIP FEE**

- a) NFR, as a condition of membership, require an annual Membership Fee to be paid; this includes the UKA affiliation fee except for 'Life Members' (see 7(f)).
- b) Membership shall commence on the first day of April, and shall continue for 12 months. Members who fail to pay their Membership Fee for the coming year by 30th April will cease to be a member of NFR.
- c) Details on membership fees are available on the Club website and on request from the Club Secretary.
- d) The Committee may set a lower membership fee in individual cases where this furthers the aims of the Club.
- e) Members who join after the 1<sup>st</sup> October will pay a reduced fee. This will be made up of two elements: the athlete UKA affiliation fee plus a pro-rata amount equal to the remaining number of full months to the 31<sup>st</sup> March of the following year.
- f) The Membership Fee shall only be reconfirmed or changed at the AGM or at an EGM, by a majority of the members present.

## **10. RESIGNATION**

- a) Any member wishing to cancel their membership must do so in writing to the Club Secretary.
- b) Membership cancellation shall be effective from the date of tendering of the notice of resignation, except that cancellation shall not be accepted if the member is financially indebted to the Club. Acceptance shall be withheld until the debt is discharged.
- c) No Membership Fee (or portion thereof) shall be refunded to individuals who cancel their membership.
- d) Any Club assets, in the possession of a member who intends to resign must be returned to the club before the resignation is accepted.

## **11. MANAGEMENT**

- a) Management of the Club shall be by a Committee consisting of:

Executive (who are the Trustees of the Charity):

Chair  
Secretary  
Treasurer

Who shall be the Trustees of the Charity.

Non-Executive:

The Non-Executive Committee shall be an additional 6 members whose roles will be defined by the Committee as required. Non-Executive Committee members shall not be Charity Trustees. The Club Secretary will take specific responsibility for membership, further specific roles on the Committee will be allocated as a role to one of the additional members. (i.e. Vice-chair, Training Coordinator).

- b) Committee members shall in addition to the requirements of Members, follow the Charity Governance Code (<https://www.charitygovernancecode.org/en>), and Executive members (Chairity Trustees) the duties of a Trustee (<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>).
- c) All decisions shall be by majority vote. The Chair shall only have a casting vote in the event of a tie.
- d) A quorum for the Committee shall be five. In the absence of a quorum the normal daily Club business shall be conducted by the committee members present until the next Committee Meeting.
- e) Sub-committees will manage many areas of the day to day running of the club.
- f) Committee posts falling vacant during the course of the year may be filled by a vote of the existing Committee Members and if no existing Committee Member is suitable, willing or able to fulfill the role, then the position will be opened to the Membership to apply.
- g) All changes made to the membership of the Committee will be communicated to members within 28 days of the decision.
- h) Committee members should declare any conflict of interests (actual or perceived) and if the other Committee Members feel necessary shall absent themselves from any vote on a matter which they may be conflicted on.
- i) Committee members shall not benefit by virtue of their position, they shall be equally eligible to the benefits that NFR provides as any ordinary Member.

## **12. ELECTION OF COMMITTEE**

- a) Committee members shall be elected by a majority vote of the membership at the AGM. The Club Secretary or another Member appointed by the Committee shall act as Returning Officer, whose responsibility it shall be to oversee the election process at the AGM.
- b) Committee members shall serve a term of one year, and may stand for re-election each year at the AGM.
- c) Nominations for elected positions shall be restricted to fully paid Members, and shall be opened 28 days prior to the date of the AGM. Nominations must be proposed and seconded by a Club Member and received by the Club Secretary 7

days in advance of the AGM. The Club Secretary shall arrange for the nomination forms to be displayed and available via a link on the club website for this purpose.

- d) Valid nominations and the positions to which they are nominated will be notified to the Membership within 48 hours of the nomination period closing, by email to members and notification made on the closed members group of social media platforms.
- e) The Committee shall make no comment on any nominations received to ensure independence and transparency.
- f) Election of uncontested positions will be by show of hands at the AGM, unless the Chair in their discretion deems that a ballot will be necessary.
- g) Members will have one vote, per contested position. The Chair shall have a casting vote only in the event of a tie.
- h) Members unable to attend will be allowed a proxy vote on Committee positions, which should be made in writing to the Secretary at least 24 hours prior to the AGM taking place.
- i) The election of the members of the management Committee shall be restricted to bona-fide Club Members.
- j) The Committee shall have the power to appoint Club Members to posts which fall vacant. The committee shall further be empowered to co-opt members as it deems necessary. Co-opted members will be non-voting unless decreed otherwise by the Committee.

### **13. FINANCE AND ANNUAL ACCOUNTS**

- a) The Treasurer shall be responsible for keeping accurate accounts of the income and expenditure of the Club. The Treasurer shall be responsible for maintaining and operating the necessary club named bank accounts on the Club's behalf and shall conduct all financial operations in the interest of the Club.
- b) The financial year shall end on 31st August each year and the Treasurer will be responsible for the preparation of the Annual Accounts.
- c) Cheques / withdrawals shall be signed by two nominated Committee members. Signatories shall not be members of the same family or in a close personal relationship.
- d) The income and property of the Club shall be applied solely towards promoting the objects of the Club as set out above and no portion thereof shall be paid or transferred either directly or indirectly to any Member of the Club except in payment of legitimate expenses incurred on behalf of the Club.

### **14. ANNUAL GENERAL MEETING**

- a) An AGM shall be held in November each year.
- b) The AGM shall be held for the purpose of:
  - receiving the Club Officials' Annual Reports;
  - receiving the statement of Accounts and Balance Sheet;
  - approving the annual Membership Fee and Guest Fee;
  - electing the Committee members for the ensuing year;
  - agreeing amendments to the Constitution;
  - any other business.

- c) The Club Secretary must give notice of the AGM to the Members at least 28 days in advance of the meeting, with notification of date and venue for the meeting, to also include a request for motions to the meeting.
- d) Motions to be discussed must be submitted in writing to the Club Secretary at least 15 days before the meeting.
- e) At least 14 days' notice shall be given to Members of the agenda items for the AGM, including circulation of motions received.
- f) A quorum for the AGM shall be 20% of the Members. Only fully paid members in good standing shall be eligible to attend and vote.
- g) Members will have one vote per item. The Chair shall have a casting vote only in the event of a tie. Members unable to attend will be allowed a proxy vote on Committee positions, as detailed in clause 12(h).

#### **15. EXTRAORDINARY GENERAL MEETING**

- a) An EGM must be called by the Club Secretary within 14 days of the receipt of a requisition in writing signed by 10% of members of the club, stating the business to be brought before such a meeting. An EGM may also be called by the Committee.
- b) The Club Secretary shall give at least 7 days' notice to every Club Member of the time and place of any EGM and the business to be dealt with. No business other than that which is published shall be discussed at any EGM.
- c) Voting rules at any EGM are the same as for the AGM.

#### **16. AMENDMENTS TO CONSTITUTION**

- a) No alteration can be made to the Constitution except at the AGM, or at an EGM called specifically for this purpose. Notice of any proposed amendment must be given as stated in clauses 14 and 15, to give members the time to comment prior to the meeting.
- b) If a Member raises an objection to any part of the proposed amendment and wishes to propose a change in relation to the proposed amendment, this must be received by the Club Secretary 48 hours prior to the meeting in order for it to be considered and voted on by the Members at the meeting. The Club Secretary shall circulate received objections to all Members so that they can be considered ahead of the meeting.
- c) The discussion and votes on amendments to the Constitution shall be documented in the minutes of the AGM/EGM.

#### **17. EMERGENCY MEETING**

- a) This will consist of the Executive members of the Committee.
- b) An emergency meeting can be called in order to deal with any emergency concerning the Club or the Club Members. In the case of a tied vote the Chair's vote will be the deciding vote.

#### **18. DISSOLUTION**

- a) The Committee, by a two-thirds majority of a quorate meeting, may decide to dissolve the Club. The Committee must then call an EGM, giving at least 4 weeks' notice of the meeting to all Club members.
- b) If the motion is passed by a two-thirds majority, the Club is then dissolved.
- c) In the event of the Club being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities, shall be transferred to a charitable institution or institutions having similar objects to those of the Club.
- d) The Executive shall remain in office as Charity Trustees and be responsible for winding up the affairs of the charity in accordance with this clause. The Trustees must collect in all the assets of the charity and must pay or make provisions for all the liabilities of the charity.
- e) The Trustees must notify the Charities Commission promptly that the charity has been dissolved. If the Trustees are obliged to submit the charity's accounts to the Charity Commission for the accounting period which ended before its dissolution, they must ensure the submission of the charity's final accounts to the Charity Commission.

**19.** The Committee have the power to deal with any contingencies not provided for by this Constitution.