



## **Constitution**

## **Name**

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1. The name of the Club is London Frontrunners.

## **Object**

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2. The objects of the Club are:
  - a. to encourage and promote running amongst LGBT+ persons in London, including, but not limited to, those who identify as lesbian, gay, bisexual or trans\*; and
  - b. to provide opportunities for training and coaching for LGBT+ runners in London, including, but not limited to, those who identify as lesbian, gay, bisexual or trans\*.

## **Equality and Equity**

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3. The Club respects the equal rights, dignity and worth of every person regardless of ability, sex, race, ethnicity, religion or belief, sexual orientation, gender identity, age, disability, socio-economic status or any other characteristic.
4. The Club will treat all persons equally and without discrimination on the basis of any of these characteristics except as is a necessary consequence of the requirements of running as a sport and to ensure inclusivity.
5. The Club will take all appropriate action in response to any incidence of discrimination, harassment or intimidation, in accordance with the Club's disciplinary procedures.
6. The Club is committed to ensuring that sports equity is incorporated across all aspects of its development. In doing so, the Club acknowledges and adopts the definition of "sports equity" used by Sport England: "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."

## **Membership**

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7. Club members ("members") shall comprise Ordinary Members and Officers.
8. Membership of the Club is open to any person aged 18 years old or over who agrees to abide by the regulations of this constitution and any Policies or Codes of Conduct that the Club has adopted or adopts.
9. All members must abide by the Rules of Competition of England Athletics.
10. Applications for membership must be made in the form prescribed by the Committee.

## **Fees**

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11. The Club shall, as a condition of membership, require a membership fee to be paid. The fee shall include the England Athletics athlete registration fee.
12. Membership fees shall be set for a specified period at a rate to be determined by the Committee. The Committee may set a concessionary fee which is lower than the ordinary fee. A member who is eligible for the concessionary fee shall inform the Membership Secretary and provide such evidence as is required by the Membership Secretary. The Committee may also prorate fees where an individual joins the Club partway during the Club year (1 April to 31 March).

## **Resignation and Termination of Membership**

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13. A member may resign from the Club at any time by notice to that effect given to the Secretary. The member shall remain liable to pay any arrears of fees owed by him or her at the time of resignation but without being entitled to any refund of contributions or subscriptions in respect of the remaining period.
14. Failure to pay the correct membership fee before the end of the first calendar month of the Club year will result in a member's membership automatically being terminated. Members who have had their membership terminated in this way may re-join at any point during the Club year.

## **Committee**

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15. The Club's Committee is formed of the following Officers:
  - a. Two co-Presidents (of different genders);
  - b. Club Secretary / Welfare Office;
  - c. Treasurer
  - d. Membership Officer;
  - e. Two Social Secretaries (of different genders);
  - f. Two Race Secretaries (of different genders); and
  - g. Two Communications and Publicity Officers (of different genders).
16. Officers will be elected annually at the Annual General Meeting for the period lasting until the subsequent Annual General Meeting.
17. The requirement that the two persons elected as co-Presidents, Social Secretaries, Race Secretaries or Communication and Publicity Officers be of different genders shall not apply where nominations are only received from members of the same gender.
18. All serving Officers shall automatically retire at the end of their period of office but are eligible for re-election with the exception that a person who has been elected as President for three consecutive terms shall not be eligible to be re-elected as President until at least one year has passed unless no other person is running for that position.

19. All Officers have the right to vote at meetings of the Committee.
20. An Officer may resign from his or her position upon giving notice to the Committee.
21. Where an Officer resigns, notice shall be given to all members as soon as practicable, with an invitation for nominations for candidates for the vacated position. The election for the position shall take place no sooner than seven days after notice is given and the Officer shall be elected by the other Officers only using the Single Transferable Vote system as described in Article 44.
22. An Officer shall have been treated as if he or she had resigned if he or she ceases to be a member, is suspended or excluded from the Club, or if his or her first club claim with England Athletics ceases to be the Club.
23. The Committee may act notwithstanding any vacancy so long as the number of members of the Committee is not reduced below six, in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.
24. Meetings of the Committee shall be convened by the Secretary and shall be held no less than six times a year.
25. The quorum required for decisions to be made at meetings of the Committee shall be four. The Secretary shall have the casting vote if there is a tie. Proxy voting is not permitted.

### **Powers of the Committee**

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26. The Committee shall have the power to determine the policy, direction and management of the affairs of the Club, subject always to the provisions of this Constitution. In addition to the powers and authority expressly conferred upon the Committee by this Constitution, the Committee may exercise all such powers and do all such acts and things as may be expressly directed or required to be executed or done by the Club in an Annual or Extraordinary General Meeting.
27. Without prejudice to the general powers conferred upon the Committee by Article 26, the Committee shall have the following powers:
  - a. to make, repeal and amend Policies and Codes of Conducts (with the express exclusion of this Constitution) as the Committee thinks expedient for the management and well-being of the Club. All Policies and Codes of Conducts made by the Committee under this Article must be available to members on the Club's website at all times and shall be binding upon members until repealed by the Committee;
  - b. to appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested;
  - c. to make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club;

- d. to issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable to operate on the Club's banking accounts;
  - e. to enter into all such negotiations and agreements and rescind and vary all such agreements and execute and do all such acts, deeds and things in the name of and on behalf of the Club as they may consider expedient;
  - f. to pay all the costs and expenses of and incidental to any of the aforesaid matters and things; and
  - g. to determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
28. The Committee shall have the power to appoint individuals or sub-committees consisting of the members of the Club to exercise such functions as the Committee may from time to time delegate to them.
29. The Committee shall be responsible for disciplinary hearings of members who infringe the Club Policies or Codes of Conduct. The Committee shall also be responsible for taking any action of suspension, exclusion or other discipline following such hearings.

## **Finances**

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30. All money held by the Club shall be held in a bank account held in the name of the Club.
31. The Treasurer shall be responsible for the finances of the Club.
32. The financial year of the Club shall end on the last day of February of each year.
33. At each Annual General Meeting, the Treasurer shall present a statement of the annual accounts.
34. Cheques may be signed by and electronic payments authorised by the Treasurer or one of the two co-Presidents.
35. Within one calendar month of the start of the Club year, the Committee shall agree the annual budget for the Club. Each Officer shall be allocated a budget for their responsibilities and is authorised to spend within this budget sums of up to the amount of £250 exclusively for the discharge of their responsibilities. Sums above £250 should be approved by at least one of the two co-Presidents. Sums over £500 must be approved by vote at a committee meeting. The Treasurer shall present progress against budget at each committee meeting, and the Committee may vote to amend the budget during the Club year.

## **Annual General Meetings**

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36. The Club's Annual General Meeting (AGM) will take place on the second Monday of March of each year or as soon thereafter as can be arranged by the Secretary.
37. Note of the AGM shall be given to all members by the Secretary with not less than 21 days' notice by e-mail.
38. The AGM shall include a report from Officers in the Committee and a statement of the Club's accounts.
39. All members whose first club claim with England Athletics is the Club are eligible to stand for any Officer position on the Committee.
40. Members who wish to stand for election to the Committee must send their nominations to the Secretary prior to the AGM.
41. All members are eligible to vote at elections held during the AGM.
42. The quorum for AGMs shall be 10% of the total number of Club membership of the Club at the end of the preceding Club year.
43. The election process shall be overseen by an independent Returning Officer, selected by the outgoing Committee, and who shall be an Ordinary Member.
44. Elections shall be held using the Single Transferable Vote system. Where there is only one candidate for a position, he or she shall be elected upon a simple majority of all votes cast. Where there are two candidates for a position, the candidate who receives a simple majority of all votes cast shall be elected. Where there are three or more candidates for a position, the election shall take place over a number of rounds. If, on the first round, a candidate receives more than 50% of all votes cast, he or she shall be elected. If no candidate receives more than 50% of all votes cast, the candidate with the fewest votes shall be eliminated and a further round of voting shall take place until one candidate receives more than 50% of all votes cast and is elected.

## **Extraordinary General Meetings**

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45. The Committee may call an Extraordinary General Meeting (EGM) at any time.
46. An EGM shall also be called upon the Secretary receiving a written request from 10% of members.
47. The process of notification and voting at an EGM shall be the same as for an AGM.

## Discipline and Appeals

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48. Complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
49. Where a complaint is made regarding the behaviour of a member, the Committee will decide within 14 days whether to hold a disciplinary hearing in relation to the complaint.
50. The Committee may also decide to hold a disciplinary hearing of its own volition where the Committee considers that a member's conduct is such that it has been, or may be, prejudicial to the interests of the Club. A decision to hold a hearing shall require a majority of votes in favour of such a hearing amongst Committee members at a properly convened Committee meeting.
51. Where the Committee decides to hold a disciplinary hearing, the Committee will invite both the complainant and the subject of the complaint to make representations – whether written or oral – to the Committee at the hearing. The invitation shall be made at least one calendar month prior to the date of the hearing.
52. Following the hearing and the receipt of submissions, the Committee shall decide whether or not to take any disciplinary action in relation to the subject of the complaint. The Committee's powers in respect of disciplinary action include the suspension and exclusion of the individual from the Club.
53. The Committee's decision in respect of a disciplinary hearing shall be notified in writing both to the complainant and to the subject of the complaint within 14 days of the hearing.
54. The subject of the complaint may appeal to the Committee in respect of any disciplinary action being taken within three calendar months of the decision being made and shall have the right to demand that the matter be re-heard by three arbitrators. The arbitrators shall each be members who are not Officials on the Committee nor were Officials on the Committee on the date that the disciplinary hearing took place. The arbitrators shall be chosen as follows: (i) one by the Committee, (ii) one by the appellant, and (iii) one selected by the first two arbitrators.
55. The arbitrators shall have the power to annul the suspension, exclusion or other disciplinary action, or to annul it subject to the performance of any condition which the arbitrators may think fit to impose. The arbitrators' decision shall be final. Persons whose exclusion is upheld on appeal, or who have not appealed within three calendar months, may not reapply for membership.
56. Where the member in respect of whom the complaint is made is an Official on the Committee, he or she shall not take part in any of the Committee proceedings outlined above.

57. Where a member from one of the counties within South of England Athletics Association is excluded, the name and address of the member shall be sent to the South of England Athletics Association for entry into a book (the "Suspension Book"). Persons whose names have been entered into the Suspension Book shall be suspended from competing at any meeting held under the Federal Rules until the liability causing his or her expulsion has been discharged.

### **Dissolution**

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58. The Club shall be dissolved if, and only if, a resolution to dissolve the Club is passed with a two-thirds majority vote at an AGM or EGM.
59. In the event of dissolution, any assets of the Club that remain once any outstanding liabilities have been settled shall be returned to members who had paid all membership fees due three calendar months prior to the date of the vote for dissolution.

### **Amendments to the Constitution**

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60. The Constitution may only be amended in a proposed amendment received a simple majority of votes in favour at an AGM or EGM.
61. Proposals to amend the Constitution should be submitted to the Secretary at least ten days' prior to the AGM or EGM. The Secretary shall then send the proposed amendments to all members at least seven days' prior to the AGM or EGM.