CLUB CONSTITUTION

Name

1. The name of the Club is London Frontrunners.

Object

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, bi, trans and/or non-binary; 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, bi, trans and/or non-binary.

Equality and Equity

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

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**

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 allocate fees where an individual joins the Club part way during the Club Year (1 April to 31 March).

Resignation and Termination of Membership

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 them 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

15. The Club’s Committee is formed of the following Officers:

a. Two co-Presidents;
b. one Club Secretary;
c. one Treasurer;
d. one Membership Secretary;
e. one Social Secretary;
f. one Race Secretary;

g. one Publicity and Communications Secretary;
h. one Operations Secretary; and
i. one Triathlon Secretary

16. Officers will be elected annually at the Annual General Meeting for the period lasting until the subsequent Annual General Meeting.
If a Committee role remains vacant following the Annual General Meeting, Club members may still present themselves and declare their interest as candidates for that vacant role by contacting the Club Secretary.
Notice of any such candidature shall be announced to the Club as soon as possible and the candidate shall be confirmed by the serving Committee no sooner than seven days after such notice is given.

17. 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.

18. All Officers have the right to vote at meetings of the Committee.

19. An Officer may resign from their position upon giving notice to the Committee.

20. 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.

21. An Officer shall have been treated as if they had resigned if they cease to be a member, are suspended or excluded from the Club, or if their first club claim with England Athletics ceases to be the Club.

22. 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.
23. Meetings of the Committee shall be convened by the Secretary and shall be held no less than six times a year.

24. 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

25. 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.

26. 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.

27. 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.

28. 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

29. All money held by the Club shall be held in a bank account held in the name of the Club.

30. The Treasurer shall be responsible for the finances of the Club.

31. The financial year of the Club shall end on the last day of February of each year.

32. At each Annual General Meeting, the Treasurer shall present a statement of the annual accounts.

33. Cheques may be signed by and electronic payments authorised by the Treasurer or one of the two co-Presidents.

34. Within one calendar month of the start of the Club year, the Committee shall agree to 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 £500 exclusively for the discharge of their responsibilities. Sums above £500 should be approved by at least one of the two co-Presidents. Sums over £1000 must additionally be approved by one further Officer and notified to the whole Committee before payment. If an Officer disputes any of the payments, this must be then approved by Committee vote. 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

35. 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 Club Secretary.

36. Note of the AGM shall be given to all members by the Club Secretary with not less than 21 days' notice by e-mail.

37. The AGM shall include a report from Officers in the Committee and a statement

of the Club's accounts.

38. All members whose first club claim with England Athletics is the Club are eligible to stand for any Officer position on the Committee.

39. Members who wish to stand for election to the Committee must send their nominations to the Secretary no later than 48 hours prior to the start of the AGM.
40. All members are eligible to vote at elections held during the AGM.

41. The AGM quorum shall be 10% of the total number of Club membership of the Club at the end of the preceding Club year.

42. The election process shall be overseen by an independent Returning Officer, selected by the outgoing Committee, and who shall be an Ordinary Member.

43. Elections shall be held using the Single Transferable Vote system. Where there is only one candidate for a position, they 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, they 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

44. The Committee may call an Extraordinary General Meeting (EGM) at any time. Extraordinary General Meetings may be held in person, online, or as a hybrid meeting, at the discretion of the Committee. The Committee shall determine the format of any EGM, taking into account practical considerations and member accessibility. Where an EGM is held online or in hybrid form, the Committee shall ensure that members are able to participate fully, including the ability to express their opinion and vote.

45. An EGM shall also be called upon the Secretary receiving a written request from 10% of members.

46. The process of notification and voting at an EGM shall be the same as for

an AGM. **Discipline and Appeals**

47. Complaints regarding the behaviour of members should be submitted (or if made

to another Committee member forwarded) in writing to the Club Secretary and Co-Presidents for consideration under this disciplinary process. Where the complaint concerns the Club Secretary it should be submitted to the Co-Presidents and vice versa.

48. The Club Secretary and Co-President receiving the complaint will determine whether there are sufficient grounds for it to be taken forward as representing a breach of the Constitution, Code of Conduct or any other Club Policy based on the evidence received, and if so inform the Committee on a timely basis.

49. The Committee may decide to initiate disciplinary action where it considers that a member's conduct represents a breach of the Constitution, Code of Conduct or any other Club Policy. Any such decision should be made at the next scheduled Committee meeting following the incident being reported to the Secretary and Co-Presidents and the subject(s) of the action shall be informed in writing within 10 days of that decision. Where urgent action is deemed to be required, the Committee may schedule an additional extraordinary Committee meeting.

50. Where the Committee decides that disciplinary action should be taken it shall arrange for an investigation to gather all relevant facts and evidence and representations from the
subject of the complaint and, where necessary, any other parties involved. Any Committee member with an actual or potential conflict of interest shall not take part in this decision. Where a Club official is subject to an investigation, the Committee may decide at its discretion to temporarily suspend them from any or all of their Club duties whilst the investigation and appeal process is concluded

51. In accordance with clauses 28 and 29 the Committee may delegate responsibility for the investigation to a subcommittee (the Disciplinary Subcommittee) of any three or more members of the Committee independent of the matter under investigation. Should one of the Committee or Disciplinary Subcommittee members be found during the investigation to be involved or otherwise have an interest in the matter then that Committee member shall be recused or replaced by another respectively.

52. The Committee or Disciplinary Subcommittee shall determine the format of any evidence or representations.

53. The Committee or Disciplinary Subcommittee shall ensure that all parties receive adequate notice to prepare for and attend any hearing or submit any evidence. It is expected that ordinarily this will be two weeks but this may be varied where there is an urgency to proceedings or where evidence is complex to gather or individuals are genuinely unavailable.

54. The Committee or Disciplinary Subcommittee shall ensure that the subjects of the disciplinary action and any parties affected by the incident under investigation are kept informed of progress.

55. Following the investigation, a written report shall be prepared for consideration by the Committee at their next scheduled Committee meeting. Where urgent action is

deemed to be required, the Committee may schedule an additional extraordinary Committee meeting. The Committee shall decide whether or not to take any disciplinary action. The Committee's powers in respect of disciplinary action include:

a. A requirement to make an apology or take rectifying action
b. Oral warning
c. Written warning
d. Suspension from some or all Club activities or from representing the Club in third party activities
e. Fixed term, indefinite or permanent exclusion from the Club

This list is neither exhaustive not are any actions mutually exclusive.

56. The Committee shall take note of any previous incidents on file involving the subject(s) of the action in determining the disciplinary action and take into account previous disciplinary decisions to ensure consistency.

57. The Committee's decision and reasons in respect of a disciplinary hearing shall be notified in writing to the subject(s) within 10 days of the decision. Any other party affected by the incident shall be informed that the disciplinary process has concluded and shall only be informed of the outcome to the extent that this is necessary.

58. The subject(s) of the action may appeal to the Committee within seven days of being notified in writing. Any appeal will be heard by three arbitrators. The arbitrators shall each be persons who are or were not (i) on the Committee that initiated, investigated or decided upon the action, (ii) directly involved in the incident that gave rise to the action, (iii)
connected to any of the persons involved in the incident giving rise to the action as relatives or close friends, (iv) otherwise directly affected by the incident giving rise to the action, or (v) subject to any disciplinary action still on file.

The arbitrators shall be chosen as follows: (i) a Club member chosen by the Committee, (ii) a Club member chosen by the appellant(s), and (iii) a current committee member of another International Frontrunners affiliated club chosen by the Committee who shall not be a current Club member and who shall chair the appeal.

59. The original disciplinary action decided on by the Committee shall apply during the appeal process.

60. The arbitrators shall have the power to receive and consider evidence given to the original investigation, any reports made to the Committee, any relevant Committee minutes and to gather further evidence including by holding further hearings.

61. The arbitrators shall have the power to rescind, confirm or amend the disciplinary action taken by the Committee as they see fit having regard to consistency with other relevant Club disciplinary cases. The arbitrators' decision shall be final.

62. The arbitrators should ensure that the appeal process is carried out in a timely way and in any event within three months of the appeal. They shall communicate progress regularly to the Club Secretary who is responsible for ensuring that the affected parties and Club Committee are updated with progress.

63. The Club Secretary shall keep all records relating to the investigation, decision and appeal on file for a period of seven years following the end of the disciplinary action being fulfilled (for example the suspension) and shall then destroy them. In the case of a permanent exclusion the records should be destroyed after 50 years.

64. The Club Secretary is responsible for ensuring that any required reporting of incidents and sanctions to any relevant sporting governing bodies or event organisers is actioned.

65. This disciplinary process is based on the assumption that all parties involved will cooperate in the interest of resolving the issue in question. In the absence of such cooperation, or if it is withdrawn at any stage, the Club reserves the right to proceed with disciplinary action based on such evidence and information as it is able to reasonably obtain.

Upon dealing with a formal complaint, and depending on the gravity of the case and the development of the investigation and appeal process, the Committee shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from the England Athletics' legal representative service or that of any other relevant governing body such as the British Triathlon Federation.

Dissolution

67. 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.

68. 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

69. The Constitution may only be amended if a proposed amendment received a simple majority of votes in favour at an AGM or EGM.

70. 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.