

The logo consists of a green rectangular box with a thin blue border. Inside the box, the words "HARTFELL HILL" and "RUNNING CLUB" are written in a red, serif, all-caps font, stacked vertically and centered.

**HARTFELL HILL
RUNNING CLUB**

Hartfell Hill Running Club Constitution.

The club will be called Hartfell Hill Running Club and will be an Incorporated company that qualifies as a Community Amateur Sports Club (CASC). The club will be affiliated with whatever body suits its aims for participation.

Changes to the Constitution

The constitution can only be changed by a proposal passed by a majority of members present and entitled to vote at an Annual General Meeting or Extraordinary General Meeting after consultation with members.

Aims

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of hill and off-road running in Dumfries & Galloway.

The club aims to promote and facilitate the interest and passion for hill running and offer training to encourage athletic improvement and social gathering.

To provide other ordinary benefits of an amateur sports club as set out in Part 13 Chapter 9 Corporation Tax Act 2010 including without limitation provision of coaching courses, insurance, medical treatment and other support to expenses incurred from members' participation in hill running and other activities as described in the clubs aims.

To indemnify the club and all club members from costs, claims, demands, actions, and proceedings against Hartfell Hill Running Club, that relate to all assets and undertakings of Hartfell Hill Running Club, and also relate to the club's liabilities and commitments and also to costs and expenses incurred by the undertakings of club business.

To make rules and establish policy relating to code of conduct.

To acquire goods necessary for the operation of the club and its members.

To accept sponsorship and charge for participation in club organised races where agreed by the membership.

To provide kit and materials for training and racing purposes.

Club Structure

The club will become a Community Amateur Sports Club (CASC) and follow the HMRC rules which apply. The focus of the club will be hill running with hill and off-road competitions. However, should members vote for other discipline to be added, such as road or track and field as a formal section of the club, this would require to be set up as a separate CASC under the umbrella or the main club. This would have its own committee and rules and policies and would report along with the hill running CASC to an overarching committee made up of the two arms.

Membership

Membership will consist of three club directors and all members will be an equal shareholder, each with the right to one vote to decide club business. In effect, the membership is the wider committee which is granted upon registration.

The role of welfare officer is to be assumed by each member and will observe a duty of candour.

Membership is open to all and no application for membership will be refused unless there are reasonable grounds. There will be no discrimination on the grounds of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, nationality, religion or belief, sexual orientation, political or other opinion. However, limitation of membership according to the available facilities is allowable on a non-discriminatory basis.

Membership fees will be set at each AGM and will be payable from the 1st of April for a yearly subscription and will be set at a level which does not discriminate.

Membership can be refused or revoked on non-discriminatory grounds where the membership, or continued membership, of the person concerned is considered not to be in the best interests of the sport or the good conduct and interests of the club or where conduct or character is likely to bring the club or sport into disrepute.

It shall be the duty of the Committee, if at any time it shall be of the opinion that the interests of the Club so require, by notice in hard copy form sent by prepaid post to a member's address, to request that member to withdraw from membership of the Club or to withdraw their application for, or renewal of, membership within a time specified in such notice. If, on the expiry of the time specified in such notice, the member concerned has not withdrawn from membership by submitting notice in hard copy form of their resignation or has not confirmed the withdrawal of their application or renewal, or if at any time after receipt of the notice requesting them to withdraw from membership the member shall so request in hard copy form, the matter shall be submitted to a properly convened and constituted meeting of the Committee or such sub-committee to which it has delegated its powers. The Committee or sub-committee and the member whose expulsion, or applicant where denial of membership, is under consideration shall be given at least 14 days' notice of the meeting, and such notice shall specify the matter to be discussed. The member or applicant concerned shall at the meeting be entitled to present a statement in their defence either verbally or in hard copy form, and they shall not be required to withdraw from membership unless a majority of the Committee members or sub-committee members present and voting shall, after receiving the statement in their defence, vote for their expulsion, or unless the member or applicant fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the member or applicant shall fail to attend the meeting without sufficient reason being given, they shall thereupon cease to be a member and their name shall be erased from the register of members, or their application for membership or renewal of membership shall be refused. A member or applicant may appeal against such decision by notifying the Committee who shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such meeting.

A member may withdraw from membership of the Club by giving seven days' notice to the Club in writing.

Club Directors.

Chairperson; will be responsible to convene club members/committee to conduct club business. Will be first point of contact for HMRC.

Secretary; will be responsible for recording, storing and making public club business.

Treasurer; will be responsible for the finances and accounts and will be the first point of contact for the HMRC.

Appointment and Removal of Directors

At the annual general meeting each year, the Directors shall retire and shall be eligible for re-election in accordance with these Articles.

Without prejudice to the provisions of Section 168 of the 2006 Act, a person shall cease to be a director of the Club as soon as:

that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;

a bankruptcy order is made against that person;

a composition is made with that person's creditors generally in satisfaction of that person's debts;

a registered medical practitioner who is treating that person gives a written opinion to the Club stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;

by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;

that person shall without sufficient reason for more than three consecutive Committee meetings have been absent without 10 permission of the Committee and all other members of the Committee resolve that his office be

vacated;

that person is requested to resign by all the other members of the Committee acting together;

that person ceases to be a member;

or notification is received by the Club from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

Any Director removed from office for whatever reason shall be deemed to have resigned from office and the vacancy may be filled by the Committee co-opting a senior member.

Each Director is appointed by election in accordance with Articles below and shall hold office for a two year term.

Directors shall be elected at the Annual General Meeting of the Club. Any Member may nominate a Member to be one of the Committee Members. Any nomination must be seconded by one other Member in order to be considered for election. Members may be nominated and seconded in this manner either prior to or at the Annual General Meeting. The nominated member must declare to the Annual General Meeting if they are willing to be elected and that they are a fit and proper person in the sense of 2006 Act.

The election of Directors will be by show of hands or secret ballot, as determined by the Chair of the Annual General Meeting. Each Member present at the Annual General Meeting shall have one vote.

Each director's position will be limited to 2 years tenure, for each club member, for each of the roles. Exceptions can include; no other willing candidates or a 4 year break from the position.

The Committee

The committee will be the wider club membership, and the Club Directors will be appointed yearly at the AGM. The positions of Chairperson and Secretary will be limited to 2 years tenure, for each club member, for each of the roles. Exceptions can include; no other willing candidates or a 4 year break from the

position. In the case of no other willing candidates, the tenure can be extended for a further year but only twice limiting tenure to a maximum of 4 consecutive years.

For the significant club official positions of Chairperson, Secretary, Treasurer, Coach, Summer Championship Manager and Winter Series Manager:

1. No more than two members of the same family can hold any of these roles at the same time.
2. No more than one of these roles can be held by one person at the same time.

In specific exceptional circumstances these rules can be waived by agreement of the majority of the committee at the Annual General Meeting or an Extraordinary General Meeting for a period of no more than 1 year.

Each member has one vote.

In event of a tied vote, no change will be decided.

A minimum of four non-executive members, and two of the Director's votes will be required to pass club business.

The club secretary will determine the agenda for the club business to be conducted at AGM.

The committee must ensure the club keeps a record of all club business and decision making at AGM for a minimum of 7 years, whether that be electronically or paper hard copy.

The committee will convene where deemed reasonable, to conduct club business and further the ambitions of the clubs aims: to promote hill running and inclusion in other sports and leisure activities.

The Committee shall have the power to make, vary and revoke Rules including, but not limited to, Rules: 3.5.1 setting out different categories of membership of the Club; 3.5.2 setting any reasonable grounds for admission to membership of the Club for the different categories of members; 3.5.3 setting or adopting such other regulations or policies, including for example child protection and equality policies, as the Committee thinks fit; and provided that nothing in those Rules shall prejudice the Club's status as a Community Amateur Sports Club under Schedule 18 Finance Act 2002 and provided that the said Rules shall be consistent with these Articles and the Companies Acts.

Liability of members

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Club in the event of its being wound up while they are a member or within one year after they cease to be a member, for any of the following items:

Payment of the Club's debts and liabilities contracted before that person ceases to be a member; payment of the costs, charges and expenses of winding up; and adjustment of the rights of the contributories among themselves.

All surplus income or profits will be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

Dissolution of the Club

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Policies & Procedures

The club will endeavour to provide policies and procedures in all relevant areas and to ensure they are kept up to date and available to all club members. Club members will be responsible for ensuring they have read and understood the club policies and procedures and that they adhere to them. Where a policy or procedure has not been drawn up, the club and its members will expect to comply with the relevant UK Athletics policy or procedure.

Races

All races belong to the race organiser and not to the club. It is the responsibility of the race organiser to ensure proper insurance is obtained and all requirements of permitting are fulfilled. The race organiser has the final say in all matters relating to their race.

Club members who are race organisers will be responsible for liaising with each other to avoid clashing of race dates and other conflicts.

Code of conduct for adult members

HARTFELL HILL RUNNING CLUB

Hartfell Hill Running Club is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with **NAME AND POSITION**.

As a member of Hartfell Hill Running Club, you are expected to abide by the following code of practice:

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide training for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.
- Use correct and proper language at all times.
- Members are not allowed to smoke, consume alcohol or drugs on club premises or whilst representing the club.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and races, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Bullying of any sort will not be tolerated.
- Encourage everyone to enjoy sport and understand that people have different motivations for taking part.