

- Constitution of the Durham Fell Runners

Constitution of the Durham Fell Runners-

Durham Fell Runners (DFR) is dedicated to all aspects of off-road running in County Durham and beyond and exists to provide its members with support, coaching, running based social activities and perhaps most importantly a club to be proud to represent in competition.

DFR also seeks to promote and grow the sport locally and organise races and events to further this aim.

We have members who participate in a variety of disciplines including :-

- traditional fell races in the Lakes, Dales and closer to home (everything from short 'up and down' 2 mile blasts to 20 milers),
- mountain navigation
- two day Mountain Marathon events
- long distance Ultra Marathons
- multi day endurance events.

Our members come from all walks of life and abilities from those who regularly compete at the top end of the sport to those who just enjoy being outdoors and running in the hills with friends

Please remember :-

Fell running is a friendly sport, and we expect our members to follow this ethos and behave in a way that continues and promotes this atmosphere around our sport. As a key part of this please ensure you look after each other out on the fells.

Respect other competitors whatever their ability, at races, training events and in any social discussion in person and online.

Respect and thank officials and all others who make your participation in events possible.

Also look after yourself, there are inherent dangers in off road and hill running sports, always make sure you plan appropriately for the activity you are preparing to undertake, have the right equipment and are physically up to the challenge. Our coaching team and senior members are always willing and able to give advice if required.

Look after the environment, respect the countryside and local residents at all times and follow the countryside code.

More detailed guidance in relation to fell running and racing can be found in this Fell Running Association (FRA) document here :-

<https://www.fellrunner.org.uk/documents/2020/FRA%20Requirements%20for%20Runners%202020%2007-10-2019.pdf>

1. Affiliation

Subject to these Rules and the general law, the Club is affiliated to **England Athletics (EA)** and complies with their rules and regulations. All competitions organised by DFR are subject to the rules and regulations of the **Fell Runners Association (FRA)**.

2. Club Finances and Property

2.1 A bank account is maintained in the name of the Club (**Durham Fell Runners**). The Treasurer will manage all the payments into and out of the account, and report on these activities at each committee meeting. They will also be required to produce an annual report for presentation at the AGM. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

2.2 The Club's financial year shall end on **31 March** each year .

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3. **Club Membership**

- 3.1 The Members shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.

4. **Admission to Membership**

- 4.1 Membership of the Club is open to all adults (**over 18 years**) without discrimination and may only be refused where admission to membership would be contrary to the best interests of the sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, colour, disability, gender, occupation, sexual orientation, religion, political or other beliefs. A person may appeal against any denial of membership in accordance with rule 19.2 below.

- 4.2 Any person who wishes to be a member must complete a membership form for collation by the Membership Secretary and pay the appropriate annual subscription fee when so requested by the Membership Secretary. A copy of the membership form is available on the DFR website

- 4.3 The Committee will from time to time fix the levels of annual subscriptions to be paid by different categories of members provided that the Committee shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.

- 4.4 Membership is not transferable to anyone else.

5. **Conditions of Membership**

- 5.1 A condition of the affiliation the DFR has with the EA and the FRA is that we adhere to the appropriate policies and procedures. It is therefore necessary that all members are aware of, and familiar with the **Club Ethos** the **DFR Privacy Notice (GDPR)**, the **DFR Safety and Welfare Policies**, and the **EA Disciplinary and Appeals** process. Also the **Club Inclusion Policy**, and the **Safeguarding Code of Conduct**. All these documents are available on the DFR website and will be reviewed and amended as necessary by the committee prior to each AGM.

- 5.2 Members and guests acknowledge and accept that participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and participate in the Club's sporting activities at their own risk.

- 5.3 If a member is also registered with another running club, they will need to inform the Membership Secretary and confirm with them which club will be their first claim.

6. **Cessation of Membership**

- 6.1 Membership of the Club shall terminate if:

6.1.1 the Member dies;

6.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children);

6.1.3 the Member resigns by giving notice to the Membership Secretary

6.1.4 the Member is in arrears to the Club, with their subscriptions at least six months overdue;

6.1.5 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or the EA) disciplinary policy.

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6.2 A person may appeal against a decision to remove them from membership in accordance with rule 19.2 below.

6.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.

6.4 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

7. **General Meetings**

7.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:

7.1.1 the receipt of reports of the activities of the Club over the previous year from each of the Officers

7.1.2 the receipt of a report of the Club's finances over the previous year;

7.1.3 the election and retirement of Officers; and

7.1.4 any other business.

7.2 The AGM is open to all club members.

7.3 Any other General Meetings open to all club members shall be called Extraordinary General Meetings (**EGMs**).

7.4 An EGM may be called at any time by the Committee at that time.

7.5 An EGM can also be called within fourteen days of the receipt by the Secretary of a requisition in Writing, signed by not less than 10% of club members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

8. **Notice of General Meetings**

8.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Committee Members may agree to shorter notice.

8.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.

8.3 The Secretary shall send to each club member at their last known address email notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

8.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting

9. **Proceedings at General Meetings**

9.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be 5 Committee Members.

9.2 If a quorum is not present the meeting shall stand adjourned to a date as the Committee may determine.

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- 9.3 If the number of Committee Members present at the adjourned meeting is insufficient to constitute a quorum the Committee Members present shall constitute a quorum.
- 9.4 The Chair, or in their absence any other Officer, shall preside as the chair of the meeting. Each Committee Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.
- 9.5 The Secretary, or in their absence any other Officer, shall record the minutes for electronic storage.
- 9.6 The Committee may make whatever arrangements they consider appropriate to enable club members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by electronic link.
10. **Powers of the Committee**
- 10.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- 10.2 No alteration of these Rules and no such direction by the Committee Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 10.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 10.4 The Committee may delegate to any person, company or sub-committee any of its powers.
- 10.5 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties in accordance with the rules and regulations of England Athletics and the FRA for the time being in force.
11. **The Committee**
- 11.1 The Committee shall consist of up to 10 Committee Members, selected from fully paid up club members.
- 11.2 Four members of the Committee shall be selected to fill the following official Officer roles:
- 11.2.1 Club Chair;
 - 11.2.2 Club Treasurer;
 - 11.2.3 Club Secretary;
 - 11.2.4 Membership Secretary,
- 11.3 Officers shall be elected by the club members at an AGM.
- 11.4 Additional responsibilities to be managed by the Committee Members will be for Safety and Welfare, (two persons) Disclosure Barring Service (DBS) verification and Coaching. Other responsibilities in the club will be for Race Organisation, Men and Women's Captaincy, IT management and Social Activities. Each specific role must have one individual person assigned however, the Club Secretary and Person responsible for Membership and the Person responsible for Welfare and DBS Verifier can be dual roles and shared by the same person. Conflicts of interest should be recognised, managed by the chair, and recorded. At least three of the people on the committee should be unrelated or not cohabiting.
- 11.5 Nominations for election as Committee Members or Officers shall be made by any club member.

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- 11.6 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.
- 11.7 Any vacancy on the Committee which arises between one AGM and the next may be filled by a club member proposed and seconded by Committee Members and approved by the Committee.
- 11.8 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.
- 12. Calling a Committee Meeting**
- 12.1 The Committee Meeting is open only to those Committee Members elected at the Annual General Meeting.
- 12.2 The Committee shall hold not less than three meetings each year.
- 12.3 A meeting of the Committee shall be called on not less than fourteen days' notice to all Committee Members unless the Chair determines that urgent circumstances necessitate shorter notice.
- 13. Proceedings of a Committee Meeting**
- 13.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.
- 13.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Treasurer. The chair of the meeting shall have a casting vote in the event of a tie.
- 13.3 The quorum for the transaction of business of the Committee shall be four Members
- 13.4 Decisions of the Committee shall be made by a simple majority of those Members attending the Committee meeting.
- 13.5 Decisions by the Committee at meetings shall be entered into the Club's minutes.
- 14. Conflicts of Interest**
- 14.1 Each Committee Member shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with their duties to the Club.
- 14.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 15. Disqualification from Office**
- 15.1 A person shall cease to hold office as a Committee Member if:
- 15.1.1 They are subject to a decision by EA or the FRA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of the club;
 - 15.1.2 the Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove them from office;
 - 15.1.3 they resign from their office by notice to the Club
 - 15.1.4 they are absent without explanation to the Committee from all its meetings held within a period of six months and the Committee decide that their office be vacated;

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15.1.5 they are removed from office by the Committee on the grounds that they are in material or persistent breach of the Club's code of conduct. A decision to remove an Member from office under this rule may only be passed if the Member has been given at least twenty one clear days' notice in writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and the Member or, at the option of the Member, the Member's representative (who need not be an Member) has been allowed to make representations to the meeting.

16. Minutes

The Committee shall cause minutes to be made and stored electronically

- 16.1 of all appointments of Officers made by the club members or the Committee;
- 16.2 of all resolutions of the Committee
- 16.3 of all proceedings and reports of Club meetings, and of sub-committees, including the names of those present at each meeting.

17. Communications by the Club

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 17.1 as hard copy or in electronic form or by making it available on the DFR website or Facebook pages

18. Indemnity

Without prejudice to any other indemnity to which a Member may otherwise be entitled, every Committee Member of the Club shall be indemnified out of the assets of the Club against any liability incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

19. Complaints and Disputes

- 19.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of club members will be recorded and responded to swiftly and appropriately in accordance with the Club's **Safety and Welfare Policies**. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 19.2 Any appeals or other complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with the **EA Club Discipline and Appeals process**. These documents are available to view on the DFR website and will be reviewed and updated prior to the AGM

20. Club Coaches

The Club will ensure that there are sufficient qualified members to provide run leadership and activity coaches for all official training sessions.

The Club coaches will adhere to the **DFR Coaches Code of Conduct** which can be found on the DFR website

21. Alteration of the Rules

- 21.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least three-quarters of the Members present.

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22. **Dissolution**

22.1 A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.

22.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club.

22.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or the FRA.

23. **Declaration**

The Club duly adopted these Rules as its governing document on

Date14/04/2021.....

Signed

Chair

Signed

Secretary