

SALE HARRIERS MANCHESTER

CLUB CONSTITUTION AND RULES

1. TITLE

The club shall be called “**Sale Harriers Manchester**”, herein referred to as “the club”.

2. OBJECTS

The objects of the club shall be:

- a) to encourage the practice and development of amateur athletics as defined by UKA.
- b) To provide coaching for members and to organise competitions;
- c) To organise teams to represent the club in Championships and Leagues, and in such other competitions as appropriate sections of the club shall decide;
- d) To organise and provide ancillary activities and facilities for members;
- e) To cater for such of the following Athletics Disciplines as are deemed appropriate by the Executive Committee to meet the needs of the membership, and to pay appropriate affiliation fees to England Athletics;
 - i. Track and Field athletics
 - ii. Cross Country running
 - iii. Road running
 - iv. Fell running
 - v. Race walking

3. MEMBERSHIP

a) Eligibility and Election

Membership shall be open to persons who are amateurs as defined by UKA; this is irrespective of age, race, gender, ethnicity, religious belief, sexuality or social/economic status. Each applicant must complete the official form. Election to membership, or otherwise, shall be confirmed at the next properly convened meeting of the Membership Committee.

b) Subscriptions and categories

Payment of subscriptions is due on joining the club and on 1st January in each subsequent year. Levels of subscription shall be determined at the Annual General Meeting for the ensuing year. Subscriptions shall be payable within the following categories;

- i. Adults over 18 years of age at midnight on 31st December preceding;
- ii. Young persons under 18 years of age on 31st December preceding, and students in full time education;
- iii. Associate members (being those friends and club workers who have no desire to compete or make personal use of the training facilities).

The Membership Committee shall have the power to waive the payment of subscriptions in exceptional circumstances. The Executive Committee shall have the power to expel any member whose subscription is six months in arrears, providing that one month's notice of those proposed action has been given by recorded delivery to the last know address. Details of any person so expelled shall be sent to the Honorary Secretary of the Greater Manchester Athletics Association and England Athletics.

Note Coaches and Technical Officials who support club activities, but whose support may not be exclusive to club members, shall be encouraged to apply for membership but cannot be required to do so.

Those who choose not to do so may be granted certain privileges, such as free access to training and social facilities, but this does not in any way constitute membership of the club. Similar privileges may be granted to parents who attend training sessions but gain no other benefits from association with the club.

c) Life Membership

Honorary Life Membership may be granted to any member who in the opinion of the Executive Committee has rendered outstanding service to the club. Such approval shall require the support of 75% of members present and voting at the meeting.

d) Discipline

The club recognises the Disciplinary Procedures as recommended by UKA and England Athletics which inter alia gives the Executive Committee authority to make arrangements for an investigation if it would appear that any irregularity, breach of this Constitution or other matter of concern may have occurred. This procedure also notes that any person suspended, expelled or disqualified by decision of the Executive Committee may appeal against that decision as defined in UKA rules.

e) Resignation

Any member wishing to resign from the club must inform the Honorary Secretary in writing before the 31st December, or otherwise become liable for the ensuing year's subscription. The Honorary Secretary shall, providing there are no arrears of subscriptions, immediately acknowledge any such notification and report the resignation to the next meeting of the Membership Committee.

4. GENERAL MEETING

a) Annual General Meeting

The Annual General Meeting of the club shall be held within four months after the end of the financial year, at such time and place as the Executive Committee shall determine. It shall be deemed sufficient notice to members that the time, date and venue shall be prominently displayed at Crossford Bridge, Wythenshawe and Sportcity for at least 28 days prior to the meeting. This notice shall also indicate the items of business for the meeting, including

nominations of Officers (see Section 5), must be notified in writing to the Honorary Secretary at least 21 days before the meeting is due to take place.

The agenda for the meeting shall be displayed at Crossford Bridge, Wythenshawe and Sportcity for at least 14 days prior to the meeting, the formal business of which shall include the following:

- i. to receive Reports from Honorary Officers, the Executive Committee and the sections of the club, and to adopt the Financial Statement.
- ii. To elect the Officers of the club
- iii. To elect any Vice Presidents
- iv. To elect the auditors
- v. To transact any such other business, which under this constitution shall be conducted at the Annual General Meeting and of which appropriate, written notice has been received.

b) Special General Meeting

A Special General Meeting shall be called, and held within 28 days, either

- i. at the discretion of the Officers; or
- ii. if so determined by the Executive Committee; or
- iii. on receipt by the Honorary Secretary of a written request signed by twenty paid up members, stating the business it is proposed to put before the meeting.

The Honorary Secretary shall arrange for a notice to be prominently displayed at Crossford Bridge, Wythenshawe and Sportcity at least 21 days prior to the meeting, stating the time and place of the meeting and the business to be transacted. No other business may be brought forward or discussed at the meeting.

c) Voting at General Meetings

All paid up members over the age of sixteen on the day of the meeting shall be entitled to vote at any General Meeting. In the event of any equality of votes, the acting Chairperson shall have a second or casting vote. Voting at General Meetings shall be by a show of hands, unless otherwise requested and agreed (by a show of hands) at the meeting. Unless otherwise stated within this Constitution, matters shall be determined by a simple majority.

d) Quorum

No business shall be transacted at a General Meeting unless at least twenty paid-up members with voting rights are present.

5. OFFICERS

- a) The Honorary Officers of the club shall be elected at the Annual General Meeting.
- b) The President shall be nominated by the Executive Committee and shall serve for a period of three years, unless exceptional circumstances prevail.

- c) Other Officers may be nominated by any member eligible to vote at the Annual General Meeting
Nominations, with the assent of the nominee, must be notified in writing to the Honorary Secretary in accordance with Section 4(a) above. If no nominations are received in advance for any position, nominations may be accepted at the meeting.
- d) Officers shall serve until the conclusion of the following Annual General Meeting.
- e) The role of the Honorary Officers in respect of membership registration, subscription collecting and recording, minuting of minutes and other significant tasks may be delegated to other persons with the approval of the Executive Committee, but such appointments shall not in themselves confer any other rights on the holders.
- f) The formal responsibilities of the Honorary Secretary and the Honorary Treasurer shall be determined, and may be revised as necessary, by the Executive Committee.

6. MANAGEMENT OF CLUB ACTIVITIES

- a) Responsibility for the management of the club's affairs shall be vested in an Executive Committee, consisting of;
 - i. The officers of the club - President
Chairperson
Vice Chairperson
Honorary Secretary
Honorary Treasurer

Note it is recognised that the president is not elected to office by wholly democratic means, but this is regarded as a reasonable exception to the principles upon which membership of the Executive Committee is based.
 - ii. seven members representing the sections of the club, elected at meetings of paid up members associated with those sections, i.e.

Veterans' Section		one representative
Men's Section	Senior & Junior age groups Young athletes age groups	one representative one representative
Women's section	Senior & Junior age groups Young athletes age groups	one representative one representative
Primary Section		two representatives

Note (i) the intention is that all Sections should be represented at meetings, but Sections are expected to provide the names of their elected representatives and any substitutes who may attend in their absence.

Note (ii) A definition of a Section can only reflect the current basis of activity and is not intended to be restrictive, but would at present be as follows:-

Veterans: those of an age for veteran athletics who wish to associate with competition for veterans, plus those non competitive members below the age who currently train at Crossford Bridge

Men's/Women's members of an age for competition (over 11 on 1st September) and for whom competition is within their aims, plus those non-competitive members who currently train at Wythenshawe Park and Sportcity.

Primary members below the official age for competition, plus those non-competitive athletes currently located at Crossford Bridge.

- b) Officers and representatives in attendance at meetings of the Executive Committee shall be entitled to one vote, and in the event of an equality of voting the acting Chairperson shall have a second or casting vote.

The Administration/Development Officer shall be required to attend meetings, but he/she shall not have a vote in that capacity. Other club officials may be invited to attend all or parts of meetings for a specific reason and may contribute to the work of the committee in a non-voting capacity.

7. **THE ROLE OF THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall meet on at least six occasions in each calendar year. One Officer and four representative members shall be present to constitute a quorum. Each member shall receive a report, to be circulated in advance, for each of the sections of the club and from other Committees which have met since the preceding meeting.
- b) The Executive Committee shall have power to appoint such sub-committees as may be considered necessary to deal with or advise on specific aspects of the management of the club. These shall include:
 - i) **Finance**
 - To consider the detailed financial operations of the club, including all sales points
 - To recommend policies and give appropriate advice to the Executive Committee.
 - Membership shall comprise the Honorary Treasurer, one other Officer and three appointees
 - ii) **Public Relations and Communications**
 - To establish means of publicising the aims and activities of the club, within local and wider communities and also in support of sponsorship arrangements and of communicating to members of the club. Membership shall comprise one Officer, two appointees and one representative from each of the four sections of the club.
 - iii) **Membership and Administration**
 - To consider applications for membership and resignations.
 - To give initial consideration to any matters requiring disciplinary action.
 - To deal with matters of basic administrative procedure within the club.
 - Membership shall comprise of all five Officers and one representative of each of the four sections of the club.

- iv) **Other areas of activity** which relate to more than one Section of the club and for which formal appointment of a committee is considered helpful.
- c) The Executive Committee shall have responsibility for;
 - i. determining club policy, both within the constitution and on matters not otherwise provided for.
 - ii. Allocation of budgets and approval of expenditure.
 - iii. All sponsorship arrangements and fund raising schemes.
 - iv. Appointing a Director of Coaching, whose role shall be to maintain and improve the club's coaching structure, organise recruitment and educational programmes and to ensure effective liaison between coaches, squads and team management.
 - v. Appoint suitable members as Ground Managers in respect of Crossford Bridge and Wythenshawe Park, whose role shall be defined and amended as necessary by the Committee, but who shall be given responsibility to act on behalf of the club and be seen as an official point of contact for matters affecting their location.
 - vi. Appoint club representatives to other organisations.
 - vii. Convening the Annual General Meeting.

8. FINANCE

- a) The club's financial year shall end on 31st December
- b) All club funds shall be maintained in bank or other accounts authorised by the Executive Committee and supervised by the Honorary Treasurer. All income received in the name of the club shall remain the property of the club and be accounted for through deposits in an authorised account or by being presented to the Honorary Treasurer with appropriate records.
- c) All expenditure from club funds shall be within principles agreed or budgets approved by the Executive Committee, or otherwise have the specific approval of the Executive Committee.
- d) Authority to receive money and incur expenditure on behalf of the club shall be granted to appropriate officials by the Executive Committee.

9. THE ROLE OF THE SECTIONS OF THE CLUB

- a) All members of the club may consider their membership to be primarily associated with one of the four sections of the club, as specified in paragraph 6 (a) (ii) above, and may take part in the conduct of the work of that Section.
- b) At the beginning of each year and prior to the Annual General Meeting, a meeting of members associated with a section shall be held to decide who shall be responsible for its co-ordination, leadership and representation for the coming year. This meeting shall be called and conducted with a minimum of formality, but sufficient to ensure that all members wishing to participate can do so. It is deemed sufficient notice to members that the time, date and location of the

meeting shall be prominently displayed at Crossford Bridge, Wythenshawe and Sportcity for 21 days prior to the meeting

- c) Each Section shall provide representation to the Executive Committee in accordance with paragraph 6(a)(ii) above and thereby contribute to the democratic management of the club.
- d) Each Section shall be empowered to make arrangements for a programme of coaching, training, competition and social activity for its membership, wherever possible in conjunction with one or more other Sections. Each shall also share responsibility for the maintenance and security of the club's facilities and equipment used in so doing, and for the conduct of members when using such facilities or representing the club.

10. CLUB COLOURS

The official colours shall be:-

Vest – green with one broad red band and two narrow white bands

Shorts – red or green

The club vest must be worn by all members when competing in club events and any events in which they are chosen representative of the club.

11. AMENDMENTS TO THE CONSTITUTION

A proposal to amend this constitution can only be considered at an Annual General Meeting or at a Special General Meeting called for the purpose, and shall have been notified to the Honorary Secretary in accordance with Section 4 above. Any amendments to the constitution shall require the support of two thirds of members present and voting at the meeting.

In the event of the club being wound up, the funds and assets shall not be distributed among its members but shall be applied towards the furtherance of the objects of the club.

Note for clarification. Following a partnership arrangement between Reebok, the club and Manchester City Council it was agreed at the 2007 AGM for the club to use a competition name of City of Manchester when competing in senior leagues. This arrangement does not affect the title of the club and therefore does not form part of the constitution.

Note: last updated following AGM March 2009.