



FULHAM RUNNING CLUB – CONSTITUTION AND RULES

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A. Club Name and Colours

1. The name of the Club is "Fulham Running Club" ("the Club" / "FRC") and it was founded on 22 September 2004. The Club colours are black and white horizontally striped vest ("Stripes") marked with "Fulham" across the chest and back.¹

B. Club Objectives

2. The objectives of the Club are:
 - a) to facilitate participation in and promotion of recreational and competitive running amongst the communities in Fulham, Hammersmith and neighbouring boroughs / counties, as well as any related sporting and social activities;
 - b) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002²; and
 - c) to do all such things as the [Executive Committee](#) thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of these objectives.

C. Club Membership

3. Membership of the Club is open, on application, to anyone interested in recreational or competitive running or related volunteering activities, regardless of gender, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Categories of Membership

4. There are three categories of membership: Members, Full Members and Honorary Members (collectively referred to as Club member/s, unless otherwise specified).

Full Members

5. The Club is affiliated with [England Athletics](#) and, through that, [UK Athletics](#). Individuals who wish to formally register with the Club through England Athletics may apply using the

¹ Other club kit is also available for races which do not require members to wear the Club vest, for training and for recreational activities.

² This provides the Club, being a community amateur sports club, with relief from tax.



Membership Application Form, as approved by the Executive Committee from time to time, and payment of the specified subscription fee. Individuals who register as a First Claim athletes of the Club through England Athletics are described as “Full Members”.

6. Full Members will be entitled to receive notice of, attend and vote at [Club Meetings](#), and vote in any elections for posts on the Executive Committee or other elections, as specified by the Executive Committee.
7. From time to time, the Executive Committee may choose to limit certain benefits of the Club to Full Members only (e.g. eligibility to enter the Club’s ballot for race places offered to the Club through its affiliation with England Athletics), provided that all other requirements are applied on non-discriminatory basis.

Members

8. It is also open to potential members to register with the Club by joining the [Club’s official Facebook group](#) (subject to acceptance by the administrators), which carries members’ news, race results and general updates. This is free to join and individuals who join the Club via Facebook are described as “Members”. Such members shall not have voting rights; however, from time to time the Executive Committee may consult with all Club members in relation to discrete matters.
9. Second Claim members (i.e. members who have registered as a First Claim member of another athletics Club through England Athletics) shall also have the status of Members.

Honorary Members

10. Honorary Membership may be conferred by the Executive Committee on individuals who are or have been active in Club affairs and whose continued affiliation with the Club is deemed to be beneficial. Any such recommendation shall be ratified by Full Members at an AGM or other General Meeting.
11. Such members shall not have voting rights and will not be required to pay subscriptions. Honorary Membership will end when determined by the Executive Committee.

Application for Membership

12. Applications for Full Membership shall be made to the Club Secretary. Every candidate for Full Membership will be considered by the Executive Committee, who will admit that person, unless to do so would be contrary to the best interests of the sport or the good



conduct and interests of the Club. Anyone satisfying the general admission criteria (as determined by the Executive Committee) is eligible to become a Full Member, provided that: they are an amateur as defined by UK Athletics and that they are aged over 18 at the date of their application.

13. By becoming a member of the Club (either through England Athletics or Facebook), each candidate agrees to abide by the Club's Constitution, Code of Conduct, Welfare Code or other published codes, together with any specified rules of competition and other rules and regulations specified by [UK Athletics](#) / England Athletics (or relevant successor bodies).

Cessation of Membership

14. Club members may formally resign from membership at any time by notice to that effect given to the Club Secretary. Failure by a Full Member to renew their England Athletics membership application upon request by the Club Secretary will constitute resignation as a Full Member and lead to the loss of any associated benefits. Withdrawal from the Club's official Facebook group will constitute resignation as a Member.
15. A Full Member who resigns will not be entitled to any refund of subscriptions paid in respect of the remaining period.
16. Membership is not transferable and will cease immediately on death, exclusions or on the failure of the member to comply with any condition of membership set out in this Constitution, the Club's Code of Conduct or other published codes or policies.
17. The Executive Committee shall have the power to expel a Member or Full Member when, in its opinion, it would not be in the interests of the sport or the Club for that person to remain a member of the Club. Such expulsion shall be carried out in accordance with the Club's Disciplinary and Appeals Procedure.
18. Any person shall, upon ceasing to be a member of the Club, forfeit all rights to and claims upon the Club, its property or funds.

Suspension or Exclusion from Membership

19. The Executive Committee shall have the power to suspend or expel any member, when in its opinion it would not be in the interests of the sport or the Club for that person to remain a member. This includes members who contravene this Constitution, the Club's Code of Conduct or other documented rules that may exist at that time. Any such expulsion shall be carried out in accordance with the Club's Disciplinary and Appeals Procedure.



Membership Fees (“Subscriptions”)

20. The Club may, as a condition of Full Membership, require annual or other periodic subscription fees to be paid, as determined from time to time by the Executive Committee, provided that the Executive Committee ensures that the subscription fees are set on a non-discriminatory basis. Where applicable, subscriptions shall be paid in advance.
21. Full Members shall pay their subscription fees when they become due (normally on 1 April) upon request by the Executive Committee or Club Secretary. Failure to pay the subscription fee (and/or the England Athletics registration fee) by 30 June will result in automatic loss of Full Membership and any associated benefits. Should an application for membership be refused for any reason, the prospective member will not be required to pay the subscription fee. However, in the event that subscription fees are paid directly to England Athletics, without prior approval by the Club Secretary, those fees may not be refunded, if the application is subsequently refused.
22. Subscription rates shall be reviewed by the Executive Committee annually and, if appropriate, a recommendation for change shall be made at the Annual General Meeting (“AGM”). If approved, any such change will take effect at the start of the next membership year, following the AGM.

D. The Club Management and Committee

23. The day to day management of the Club shall be deputed to an Executive Committee, as defined at paragraph 24 of this Constitution.

Executive Committee

24. The Executive Committee of the Club will comprise the following:
 - a) Captains (two posts – preferably reflecting a fair representation of all genders);
 - b) Chair
 - c) Club / Membership Secretary;
 - d) Treasurer; and
 - e) Welfare Officers (two posts – preferably reflecting a fair representation of all genders);



who shall be nominated in accordance with the procedure set out below dealing with the [“Election of the Executive Committee”](#) and elected by the Full Members at an AGM or other General Meeting.

25. Members of the Executive Committee will remain in office for a term of two years, starting on 1 January, following the AGM at which they were elected, and shall be eligible for re-election.
26. Eligible members may serve for a maximum of six consecutive years (in total) on the Executive Committee, in any position. Following the initial period of six years, an individual may only continue to serve on the Executive Committee, if at least two-thirds of Full Members agree to further extend their tenure. Any extension shall be limited to a two year term and may only be further renewed, by a majority of at least two-thirds of Full Members.
27. The Executive Committee may delegate or assign tasks to members of the Leadership Team or other members of the Club, as appropriate.

Leadership Team

28. The Leadership Team (with the exception of the Club’s Founder) will be appointed by the Executive Committee. Only Full Members of the Club are eligible to be nominated for positions within the Leadership Team, which may include the following:
 - a) The Club’s Founder (Charles Craven), who shall be granted honorary status on the Leadership Team;
 - b) Cross Country Captains;
 - c) Club Vice-Captains;
 - d) Social Secretaries;
 - e) Kit Steward(s);
 - f) Deputy Treasurer;
 - g) Deputy Secretary; and
 - h) Facebook / Social Media Administrator.
29. The Leadership Team members will remain in office for a period of two years, starting on 1 January, following the AGM at which they were appointed, and shall be eligible for re-appointment.
30. The Leadership Team will assist the Executive Committee by undertaking tasks and roles to facilitate the day to day operation of the Club. The allocation of these duties will be by mutual consent between the Executive Committee and the respective Leadership Team



member/s. Duties may be reallocated at any time, as required, and may be delegated to other members of the Leadership Team or the Club. Leadership Team members shall report to and advise the Executive Committee on the status of such tasks, as required.

31. The Executive Committee may appoint additional roles to the Leadership Team, if required, or remove certain roles, if no longer deemed necessary.

Volunteers

32. The Executive Committee may also delegate or assign discrete tasks to other members of the Club / volunteers from time to time and there shall be no requirement for such volunteers to be Full Members of the Club.

Election of the Executive Committee

33. Only Full Members of the Club are eligible to stand or be elected to any position on the Executive Committee.
34. Save as specified by paragraph 37, any individual who wishes to serve on the Executive Committee must be nominated (with their approval) by two Full Members, or may self-nominate with the support of two Full Members, as a candidate for any of the posts on the Executive Committee. Nominations must be sent to the Club Secretary in writing (including by email) at least two weeks before the date of the AGM.
35. A candidate may accept a nomination / may self-nominate for any of the separately elected posts on the Executive Committee, subject to being eligible to hold only one of these posts at any time.
36. If the number of candidates for any post on the Executive Committee, at the time of an election, is only one, that candidate will be declared elected unopposed, subject to ratification by Full Members at an AGM or General Meeting. If the number of candidates is more than one, a voting system will be specified by the Executive Committee to give all Full Members a reasonable opportunity to vote on or around the date of the AGM or General Meeting. Full Members may vote for each position, with the first candidate to reach a majority elected.
37. The election procedure specified under this sub-section shall not apply to the Welfare Officer/s or the Treasurer, who shall be nominated by at least 2 members of the Executive Committee (excluding any prospective post-holder), based on the candidate's suitability to carry out the functions of the role, and subject to ratification by Full Members. If the number



of suitable candidates is more than one and the Executive Committee is unable to agree on a candidate, Full Members will be given an opportunity to vote on their preference.

Leaving Office

38. The office of an elected member of the Executive Committee shall be vacated if that individual:

- a) resigns at any time by notice in writing to that effect given to the Club / Membership Secretary or Chair and such resignation shall take effect immediately;
- b) ceases to be a Full Member or is excluded or suspended from the Club under the Club's Disciplinary and Appeals Procedure;
- c) being the Treasurer or signatory on Club accounts, becomes bankrupt;
- d) develops a severe physical or mental health condition, which impairs their ability to function on the Executive Committee;
- e) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics or UK Athletics;
- f) is asked to resign by all the other Executive Committee members, acting together.

39. Any Leadership Team member shall retire at the expiry of their term or if they cease to be a Full Member of the Club / is excluded or suspended from the Club under the Club's Disciplinary and Appeals Procedure.

40. The Executive Committee will have the power to appoint any eligible member to fill any casual vacancy on the Executive Committee Leadership Team until the next AGM or General Meeting. Any Executive Committee Member so appointed may only remain in office until the date at which their predecessor was due to retire, but will be eligible for election then.

Proceedings of the Executive Committee

41. Unless called upon to do so, the Executive Committee will not normally meet as a body, although they may consult or be consulted on specific matters raised by the Leadership



Team or other Club members. In the event that a request is made for the Executive Committee to meet to discuss an issue, the Chair will make arrangements to facilitate this.

42. The necessary quorum for the transaction of business on behalf of the Club, shall be four members of the Executive Committee. For the purposes of achieving quorum, attendance can be by any means deemed appropriate e.g. in person, by telephone, video/"Skype" or other electronic media. A meeting of the Executive Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Executive Committee by this Constitution.
43. The Executive Committee may act, notwithstanding any vacancy in its numbers, so long as the number of its members entitled to vote is not reduced to fewer than four. In such circumstances, it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Executive Committee.
44. The Executive Committee may regulate its meetings and proceedings as it sees fit.
45. Save as specified by paragraph 46, any questions arising or decisions required of the Executive Committee shall be determined by a simple majority of votes illustrated by a show of hands. In the event of an equality of votes, the Chair shall have a casting or additional vote.
46. The Committee may to delegate to post holders certain day to day functions necessitated by their role. Such derogation shall not include (but is not limited to) decisions that have the potential to affect the Club's affairs, character or reputation, Club governance issues, appointments to the Executive Committee or Leadership Team and significant financial transactions.
47. The Executive Committee may invite persons who are not members of the Committee to address a meeting of the Executive Committee, if appropriate.

Powers of the Committee

48. The Executive Committee, will be responsible for the day to day management of the Club and will have the following specific powers to:
 - a) manage all aspects of the Club's financial affairs and property as it sees fit;
 - b) make Club rules and regulations to allow for the day to day operation of the Club;



- c) put in place any Code of Conduct, welfare policy, grievance and disciplinary procedure and other rules / policies, as appropriate or as required by England Athletics / UK Athletics;
- d) determine how and by whom any such power shall be executed, operations effected and documents signed or affairs conducted done;
- e) appoint sub-Committees consisting wholly or partly of the members of the Executive Committee or the Leadership Team to exercise such functions as the Executive Committee may from time to time delegate to them;
- f) organise Club activities or authorise Executive Committee members, Leadership Team members or other Club members to do so.

49. Any such rules, regulations or decisions properly made by the Committee shall not supersede or contradict the Club Constitution, Code of Conduct or other Club rules and must be reasonably available to members.

E. Club Meetings

50. There are two types of Club Meetings: Annual General Meetings ("AGM) and other General Meetings.

Annual General Meetings ("AGM")

Calling of an AGM

51. The AGM of the Club will be held annually in Autumn (i.e. between September and November), on a date and at a reasonable time and place to be fixed by the Executive Committee for the following purposes and order of business:

- a) to receive from the Executive Committee annual reports, balance sheet and statement of accounts for the preceding financial year;
- b) to receive any updates or reports in relation to the Club's activities from the Executive Committee;
- c) to elect Executive Committee Members for the ensuing year;



- d) to ratify the selection of Honorary Member/s or other posts, as specified by the Executive Committee;
 - e) consider any amendment to the Constitution, as proposed by the Executive Committee or eligible members;
 - f) to decide on any resolution duly submitted to the meeting, as provided by these Rules.
52. The Chair shall preside over the AGM, unless unavailable or otherwise decided, in which case an alternative shall be selected from the Executive Committee.
53. Club members will be given at least three weeks' notice of the date, time and place of an AGM, and will be provided with an agenda before the meeting.
54. The quorum for the AGM shall be 20 Full Members present and eligible to vote, unless the total number of Full Members is less than 100, in which case quorum shall be 20 per cent of the membership. At least four members of the Executive Committee shall be present for the meeting to be quorate.
55. With the exception of decisions reserved for Full Members, decisions made at the AGM will be determined by a simple majority of votes by present members. Each eligible member shall have one vote. In the event of an equality of votes, the Chair shall have a casting or additional vote. Voting shall be by a show of hands except where the Chair decides voting should be by other means, in which case suitable arrangements will be made.

General Meetings

56. In addition to the AGM, the Executive Committee may call a second annual meeting in Spring (i.e. between March and May) for members to receive from the Executive Committee mid-year reports and any updates in relation to the Club's activities.
57. Such meetings may also be used as an opportunity to fill any casual vacancy on the Executive Committee or Leadership Team and consider any amendment to the Constitution, as proposed by the Executive Committee or eligible members.
58. The rules in respect of quorum and procedures for voting shall be as for the AGM.



F. Accounts and Financial Management

59. The Treasurer will ensure proper accounts are kept and provide the Executive Committee with accurate financial reports at regular intervals or upon request. The Club's financial records shall always be open to inspection by the Executive Committee and, upon request, by Full Members.
60. The Club's Financial Year shall run from 1 January to 31 December inclusive. The Treasurer shall present accounts for the previous Financial Year to the AGM for consideration and copies of these will be available to members at the meeting. If the accounts are not accepted by the Executive Committee or at the AGM, a qualified accountant may be appointed to investigate Committee's / members' concerns or audit the accounts.
61. All funds belonging to the Club shall be deposited with a bank or building society in an account bearing the Club's name. All expenditure from Club accounts must be authorised by a minimum of two members of the Executive Committee, comprising the Treasurer and one of the following, the Chair or one Club Captain.
62. The Executive Committee will operate whatever funds and accounts and retain whatever funds it sees fit from time to time to meet the objectives of the Club, both in the present and future, as far as this can be foreseen.
63. Expenditure by a member of the Executive Committee or Leadership Team above any previously agreed budget may only be authorised by a decision of the Executive Committee.

G. Funds and Facilities

64. The funds and property of the Club cannot be used for the direct or indirect private benefit of members, other than as reasonably allowed by the Constitution or agreed by the Executive Committee.
65. The facilities and property of the Club shall be provided to its members without discrimination, save as permitted by paragraph 7 of this Constitution.



Application of Surplus Funds

66. The Club is a non-profit distributing organisation. All surplus income or profits shall be reinvested in the Club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objectives.

67. The Club may also in furtherance with its objectives:

- a) sell and supply food, drink and related sports clothing and equipment;
- b) remunerate members for providing goods and services, provided that such arrangements are approved by the Executive Committee (without the member being present) and are agreed on an arm's length basis;
- c) reimburse any members' reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Executive Committee or Leadership Team in relation to the Club;
- d) pay for reasonable hospitality for visiting teams and guests.

68. No member shall be paid a salary, bonus fee or other remuneration for functions carried out for or behalf of the Club, or for competing for the Club.

H. Disciplinary and Appeals Procedure

Disciplinary Policy and Procedure

69. The Club will not tolerate any physical, emotional or mental abuse, harassment, discrimination or defamation of any of its members during, or subsequent to, Club events. Any member may be suspended or excluded from membership of the Club if their conduct has been, or is likely to be, prejudicial to the interests of the Club or the Club's Code of Conduct.

70. Any grievance, complaint, allegation of misconduct against a Club member or a breach of the Club's Code of Conduct, Welfare Code or other stated rules or policies must be made in writing as soon as possible to the Club Chair or any of its Welfare Officers.



71. Upon receipt of a complaint, the Executive Committee shall take what it considers to be suitable steps to investigate the grievance or issue and respond to the complainant in accordance with the Club's Disciplinary and Appeals Procedure and/or Welfare Code.

I. Dissolution of the Club

72. If at any Club Meeting a resolution for the dissolution of the Club is passed by a majority of the Full Members present, a General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks' written notice shall be given to each member, in addition to the other provisions for notices), to further consider the matter.

73. Eligible members may vote to wind up the Club if not less than three quarters of those present (unless another voting mechanism is specified) and eligible to vote support that proposal at a properly convened General Meeting. If the motion passes, the Executive Committee shall facilitate the orderly winding up of the Club's affairs, including realising any property owned by the Club and discharging all liabilities.

74. Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another properly registered community amateur sports club for road running or athletics, England Athletics / UK Athletics for use in community-related road running initiatives or to a charitable organisation having similar objects and affiliations, as nominated at the General Meeting.

J. Interpretation and Amendment of the Constitution

75. The Executive Committee shall be the sole authority on the interpretation of the Constitution and Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club, which is not provided for by the Constitution, shall be final and binding on the members, except if otherwise directed by eligible members at a Club Meeting.

76. This Constitution may be amended or repealed by resolution at any Club Meeting, carried by a majority of at least two-thirds of Full Members. Amendments may be submitted either by a proposal from the Executive Committee or by petition from a group of Full Members.

77. Proposals to amend the Club Constitution originating from the Executive Committee shall be subject to the normal notice requirements for Club Meetings (see paragraph 82).



78. Proposals to amend or repeal the Club Constitution originating from eligible members may be made through a written petition to the Chair signed by no fewer than 20 Full Members (unless the total number of Full Members is less than 100, in which case the required number shall be 20 per cent of the membership). Such a proposal must be received by the Chair at least 14 days before the meeting and published at least 7 days before the meeting, in order to give members sufficient notice of the proposed change.

79. The proposal may be tabled:

- a) at the next Club Meeting, if the petition is received at least 14 days before the next Club Meeting; or
- b) at a General Meeting convened specifically for that purpose, which must be held no later than 28 days from receipt of the petition by the Chair.

K. Notices

80. Any notice required to be given under this Constitution will be deemed to have been given and received, if sent by mail or email to the last known postal or email address of the member or, if appropriate, by publication on the Club's official Facebook group or its website.

81. Every notice calling a Club Meeting shall specify the general nature of the business to be conducted.

82. Club members will be given at least three weeks' notice of any Club Meeting, specifying the date, time and place of that meeting (with an agenda to be provided before the meeting), although the entitlement to receive such notice is specifically reserved for Full Members only.

83. The accidental omission to give any such notice to an individual or the non-receipt of any such notice by any person entitled to receive the same shall not invalidate the proceedings at any Club Meeting.

**Fulham Running Club
September 2019**



L. Annex A – Executive Committee and Leadership Team roles and responsibilities

Executive Committee

The Executive Committee is responsible for the day to day management of the Club and is made up of the following roles:

- a) Captain/s – Responsible for the day to day Club operations, inter-club relations, co-ordinating volunteers, addressing training and coaching needs.
- b) Chair – Responsible for Club governance and disciplinary matters, inter-club relations, arranging and chairing Club Meetings.
- c) Club / Membership Secretary – Responsible for Club membership and liaison with England Athletics. The Club Secretary also holds the position Data Controller / Data Protection Officer.
- d) Treasurer - Responsible for the day to day management of Club's bank accounts, maintaining the Club budget / accounts and devising and implementing financial policies, as required.
- e) Welfare Officers - Will act as a first point of contact for concerns or complaints in relation to welfare issues and breaches of the Welfare Code and Code of Conduct and deal with any welfare issue/s raised by a Club member.

Leadership Team

The Leadership Team will assist the Executive Committee by undertaking tasks and roles to facilitate the day to day operation of the Club. The Leadership Team will be appointed by the Executive Committee and may include the following:

- a) The Club's Founder;
- b) Cross Country Captains;
- c) Club Vice-Captains;
- d) Social Secretaries;
- e) Kit Steward(s);
- f) Deputy Treasurer;
- g) Deputy Secretary; and
- h) Facebook / Social Media Administrator.