



Club Name & Colours

The Name of the Club is "PURBECK RUNNERS" ("The Club") and it was established in November 2008.

The Club Colours shall be a Sky Blue with a horizontal Yellow strip printed with Purbeck Runners written in Dark Blue or the more recent 'wave' design - Sunburst Yellow on Reflex Blue with Purbeck Runners written in yellow on the front.

Objects of The Club

The Objectives of the Club are:

- To encourage people to get fit and maintain fitness through running with Purbeck Runners
- To be a friendly Club where people of all abilities, backgrounds, and ages can feel part of a running community, and be involved in related activities & events
- To be a well-organised club, run with transparency and fairness
- To encourage members of all abilities to be involved in running as a sport

Membership of The Club

1. Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running, regardless of gender, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.
2. Individuals who wish to become Members of the Club must apply using the Membership Application Form (approved by the Committee from time to time). This must be accompanied by the subscription fee.
3. By becoming a Member of the Club, every Member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies). Furthermore, Members agree to abide by the club's health and safety guidance.
4. To qualify for the club championship a member must be first claim to Purbeck Runners and must have a paid-up membership.
5. To qualify for a club entry to the London Marathon, a member must be first claim to Purbeck Runners, must have had a paid-up membership for the two years preceding the race, must have unsuccessfully entered the current year's London Marathon Public Ballot and must never have received a Purbeck Runner's club entry in previous years. In addition, they must have helped out at our hosted Club Race, The Purbeck 10k, in the year of applying and taken part in at least 8 Club Championship races. Previous Club Ballot place winners are not eligible to apply for Club Places unless insufficient members meet all the above points, in which case any members including previous Club Ballot members meeting all the criteria above can apply.

London Marathon - Temporary Amendment due to COVID-19 Pandemic

To qualify for club entry to the London Marathon, a member must:

1. Be first claim to Purbeck Runners
2. Must be a fully paid up member of Purbeck Runners for the two years preceding the race without a break.
3. Must have unsuccessfully entered the current year's London Marathon Public Ballot
4. Must never have received a Purbeck Runners club entry in the previous years.

Previous Club Ballot place winners are not eligible to apply for Club Places unless no other member meets all the above points, in which case any members including previous Club Ballot place winners meeting all the criteria above can apply.

Membership Class

1. The Club shall have one Class of annual Membership.
2. Members will enjoy the rights and obligations specifically outlined in this document.
3. Members must also designate themselves as either "First Claim" or "Second Claim" Members.

Anyone satisfying the general admission criteria (as determined from time to time by Club Committee) can become a Member provided that they are:

- An amateur as defined from time to time by UK Athletics.
- Aged over 16 years old at the date of their application.
- Aged between 12 and 16 years old at the date of their application if accompanied by a designated adult (elected by the parent or carer) on all club runs

Subscriptions

1. The Club may, as a condition of Membership, require annual (or other periodic) subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open Membership of the Club.
2. Members having arrears of subscriptions of more than six weeks will have their Membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting.
3. Payment of a full subscription at a later date will enable the former Member to be readmitted by the Committee.

Cessation of Membership

1. Members may resign from Membership at any time by notice to that effect given to the Membership Secretary.
2. A Member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
3. Membership shall not be transferable and shall cease immediately on death or on the failure of the Member to comply with any condition of Membership set out in this Constitution.
4. The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him/her to remain a Member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.
5. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club, its property, and funds and shall return any England Athletics Cards to the Membership

Secretary.

The Club Committee

The day-to-day management of the Club shall be tasked to the Committee Members.

- Club Committee Members are required to attend a minimum of 75% of the Club Committee meetings, and are required to actively support and promote the activities of the Club.

Honorary Officers

1. The Honorary Officers of the Club shall be:
 - a. The Chair, the Honorary Club Secretary, the Honorary Membership Secretary and the Honorary Treasurer who shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting.
 - b. The Chair and Honorary Treasurer will be elected in odd numbered years.
 - c. The Honorary Club Secretary and Honorary Membership Secretary will be elected in even numbered years.
2. The Honorary Officers shall remain in office for a term of two years after their election until the end of the Annual General Meeting in the second year after their election and shall be eligible for re-election.
3. These Officers may delegate and assign tasks to other Members of the Committee and Club.

Election of Club Officers

1. The election of officers of the club shall be undertaken at the AGM.
2. Nominations for these posts shall be forwarded to the Club Secretary to arrive no later than 4 weeks prior to the date fixed for the AGM.
3. Nominees will be required to submit a written supporting statement (no more than 500 words) no later than 7 days prior to the date fixed for the AGM.
4. The Club Committee shall have the power to elect such members, as they consider necessary for the good running of the club.

Leaving the Committee

The post of a Member of the Committee shall be vacated if he/she:

1. Resigns at any time by notice in writing to that effect given to the Club Secretary and such resignation shall take effect immediately.
2. Ceases to be a Member or shall be excluded or suspended from the Club under disciplinary proceedings.
3. Is absent from the Committee Meetings for more than two consecutive or one third of Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee. A Member of the Committee who is absent from one third (rounded to the nearest whole number) or more of properly organised Committee meetings without the explicit consent of the Committee between any two AGMs shall be deemed to have vacated his/her position.
4. Becomes bankrupt or makes any arrangement with his/her creditors;
5. Is or may be suffering from impaired judgement;
6. Is suspended from holding a role or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited or relevant successor bodies;
7. Is asked to resign by all the other Committee Members, acting together.

The Committee shall have the power to appoint a Member to fill any vacancy on the Committee. Any Honorary Officer so appointed shall only remain in post until the AGM at which their predecessor was due to retire.

Proceedings of the Committee

1. The Committee shall meet at least 4 times each year in person and as often as may from time to time be necessary. Any additional meetings (above 4) may be held in a manner agreeable to the Committee. In the absence of the Chair, the members present at the meeting will agree who will chair the meeting.
2. The quorum required for business to be agreed at a Committee meeting will be three. A meeting of the 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 Committee by the constitution.
3. The Committee may act notwithstanding any vacancy in its numbers, so long as the number of Members of the Committee is not reduced below three in which case, it shall be entitled to act only for the purpose of appointing new Members of the Committee.
4. The Committee may regulate their meetings and proceedings as they think fit.

Powers of the Committee

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

1. Make Club Rules and regulations to allow for the day-to-day operation of the Club and its activities. Such Club Rules shall not have precedence over the Constitution and must be reasonably available to Members.
2. Operate a Member's Health & Safety and Welfare policies in accordance with the Policy and Procedures issued by UK Athletics Limited.
3. 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. Such Club property not to be used or lent out by the Trustee without the express permission of the Committee.
4. Enter into all negotiations and contracts on behalf of, the Club as they may consider expedient.
5. Pay all the costs and expenses of, and incidental to, any of the aforesaid matters.
6. Determine how and by whom any such power shall be executed, and documents signed.
7. Appoint Members consisting wholly or partly of the Members of the Committee to exercise such functions as the Committee may from time to time delegate to them.
8. Organise Club activities.

The Members of the Committee and those Members delegated to by the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

Club Meetings

- Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.
- At all such meetings the Chair or in his/her absence a Member of the Club selected by those Members of the Committee present, shall take the Chair.
- At all special General Meetings every Member shall have one vote unless disqualified from voting by the Club Constitution.
- Votes may be given personally or by written Proxy (authority given by an absent Member to vote on their behalf).

- When appropriate, questions submitted to a meeting shall be decided by a “show of hands” and in the case of an equality of votes the Chair of the meeting shall have a casting vote.

The following rules shall apply to all General Meetings:

1. All questions for consideration at a General Meeting shall be submitted in writing to the Club Secretary at least three weeks before the date of the meeting.

The following rules shall apply to all Annual General Meetings:

1. The AGM of the Club shall be held each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and Order of Business:
2. To receive from the Committee an Annual Report, Balance Sheet and Statement of Accounts for the preceding financial year;
3. To decide on any questions which may be duly submitted to the meeting as provided by these Rules.
4. The AGM shall elect from those present a Returning Officer to oversee any elections conducted at the meeting.

The following rules shall apply to all special General Meetings:

1. Not less than three weeks notice of a special General Meeting specifying the place, day and time of the meeting shall be given to the Members.
2. The Club Secretary shall, convene the SGM within four weeks of the receipt by him/her of the request stating the business to be raised.
3. No other business is to be discussed at a special General Meeting.

Club Accounts

1. The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis.
2. The Club’s financial records shall always be open to inspection by the Committee.
3. The Club’s Financial Year shall run from February 01 to January 31st inclusive.
4. The Treasurer shall present accounts for the previous Financial Year to the AGM meeting for consideration and copies of these will be available to Members at the meeting.
5. If the Accounts are not accepted at the AGM, a qualified Accountant may be appointed to investigate Members’ concerns.

Property and Facilities

The property of the Club, other than cash at the Bank, shall be vested in the Trustees who shall deal with the property as directed by resolution of the Committee.

Application of Surplus Funds

1. The Club is a non-profit-making organisation.
2. Surplus income or profits are to 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 objects.
3. The club may also make donations to charities using funds raised through its various activities

including, but not limited to, races, social events, raffles, etc. The Committee shall be responsible for deciding on the charities to be supported and how the funds will be raised.

4. The Club may also in furtherance with the objects of the Club:
 - 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 Committee (without the Member being present) and are agreed on an arm's length basis.
 - c) Reimburse any Committee Member or Member delegated to by the Committee his/her reasonable and proper out-of-pocket expenses incurred on Club business;
 - d) Pay for reasonable hospitality for visiting teams and guests.
5. No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

Interpretation of Club Constitution & Rules

1. The Constitution may be added to, repealed, or amended by resolution at any AGM or special General Meeting carried by a majority of at least two-thirds of the Members voting thereon.
2. The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules.
3. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a special General Meeting or AGM.
4. The Club Constitution shall have precedence over the Club Rules.

Dissolution of The Club

1. If at any special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special 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.
2. The Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened special General Meeting.
3. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.
4. Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports Club for road running or athletics, or to a charitable organisation having similar objects and affiliations, as nominated at the special General Meeting.

Grievance and Disciplinary Procedures

1. All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to another elected committee member. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.
2. Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

3. On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage. If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.
4. The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved. The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to future conduct;
- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.

Appeal Process:

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal. The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged. The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

5.1. The Club Secretary, shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself. The Club Secretary shall inform all parties concerned of the composition of the Appeal

Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Secretary of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel. The Club Secretary, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- the composition of the Panel has changed, in which case the Club Secretary shall provide details of the new Appeal Panel; or
- the composition of the Panel has not changed, in which case the Club Secretary shall give reasons why it has not accepted the Objection. Within fourteen calendar days from the date the Club Secretary responds to the Objection above (as appropriate), the Club Secretary shall give such directions to all parties that include;
- the date and place at which the Appeal Panel will meet to determine the Appeal.
- whether the appeal will proceed by way of written submissions or an oral hearing; and
- whether the parties should be required to submit statements of their evidence and/ or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

Powers of the Appeal Panel:

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate. Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision;
- Confirm the original findings
- Request that the case be reheard (re-trial)
- Increase the original sanction;
- Abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority. A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.

Records of Hearings and Appeals:

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA;

- Disciplinary Hearing – details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

- Appeal Panel – details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

England Athletics Club Discipline and Appeals Process

Co-operation of All Parties

The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain. When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details on 0121 347 6543).

Notices

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or address of the Member as appropriate or by publication on the Club's website.

Paula Lawton-Archer [Chair]

Abigail Baker [Club Secretary]

Ann Reed [Treasurer]