



Newburgh Dunes Running Club

Constitution

The Club Constitution is intended to set out a formal structure for the governance of the Club and also to protect the Club ethos: that we welcome members of all abilities and from all backgrounds, and that we will ensure that members can train in a supportive and harassment-free environment, providing a local running identify for all types of running.

1. Club Name

1.1 The Club shall be called “Newburgh Dunes Running Club”.

2. Affiliation and Additional Policies

2.1 The Club is affiliated to Scottish Athletics and as such has an obligation to follow and comply with applicable Scottish Athletics policies and procedures.

2.2 The constitution is supported by a series of additional policies and guidelines which are listed in Section 12 and available on the Club’s website. They should be read in conjunction with this document.

3. Membership

3.1 The Club shall consist of amateur athletes aged 11 and over.

3.2 Application for membership shall be made in writing (using our standard form), along with the Club annual subscription fee, to the Membership Secretary. This shall be returned if membership is refused.

3.3 The subscription fee must be paid for the current season before a member can compete for the Club.

3.4 To resign a member must inform the Membership Secretary in writing.

3.5 The Club and all members shall agree to abide by the Scottish Athletics Codes of Conduct which is available on the Club’s website.

3.6 Any member guilty of misconduct (i.e. behaviour contrary to this Constitution or the standard set by the Scottish Athletics Codes of Conduct) may undergo investigation in accordance with the Club’s Disciplinary Policy and Procedures which is available on the Club’s website.

4. Welfare and Safeguarding

4.1 Members have the right to train in an environment free from humiliation, or behaviour that creates feelings of unease or distress such as sexist, racist or sectarian language, unwelcome remarks or touching, physical violence or the threat of physical violence.

4.2 The Club will not permit or condone any form of harassment or bullying, whether at the Club, races, via the internet or at any other times.

4.3 The Club has adopted Scottish Athletics Adult Safeguarding Policy, Child Safeguarding Policy and Equality Policy as part of the Club Constitution. Copies of these Policies can be found on the Club website. In line with these Policies, there must be no unfair discrimination on the grounds of gender, marital status, race, ethnic origin, sexual orientation, disability, age or religious belief.

4.4 Any member who commits a serious violation of any of these policies will be subject to the Club's Disciplinary Policy and Procedures which may result in a penalty or expulsion from the Club.

4.5 Every member has the right to complain about breaches of the above policies. Complaints will be dealt with seriously, confidentially and quickly. In the first instance, complaints should be directed to the Club Secretary.

5. Club Colours

5.1 The Club's colours shall be Orange with a Blue band (horizontal), with the Club name – 'Newburgh Dunes Running Club' (or RC) in small print front and a larger 'NDRC' print on the back.

6. Annual Subscription

6.1 The annual subscription fees, set annually by the members at the AGM, shall be due on the 1st November. Half-year fees (50% of full membership) can be paid if joining from 1st May onwards. Members joining after 1st September each year can join for no fee, on a free trial basis, but will be asked to pay annual fees through the membership renewal cycle on 1st November if they wish to remain members. Fees for the following year will be agreed at the Annual General Meeting by a majority vote.

7. Management

7.1 The Committee responsible for management of the Club shall consist of:

- Chairperson
- Vice Chairperson
- Club Secretary
- Membership Secretary
- Treasurer
- Training Coordinator
- Kit Coordinator
- Events Coordinator
- Welfare Officer
- Ordinary Members

7.2 No person should be elected to an office bearer role on the Committee until they have been a member of the Club for at least one year. Office bearers are Chairperson, Vice Chairperson, Club Secretary and Treasurer.

7.3 The Committee aims to have a turnover of 25% of its members each year, unless insufficient new candidates are willing to stand. It is envisaged that no more than 50% of members of the Committee would retire in any given year to ensure continuity of the Committee. The Committee should manage this on a year to year basis.

7.4 Ideally committee members will serve for a period of 2 years in a main role; however circumstances may dictate that they serve for longer than this e.g. for continuity within the role or committee. A balance of committee/club experience from longer serving members and fresh ideas from new members needs maintained.

7.5 Each Committee post shall be put forward for election each year except where the post is to be held for 2 years. Nominations should be submitted to the Club Secretary by email from four weeks in advance of the AGM. Nominations will close one week in advance of the AGM.

7.6 Any decisions agreed at the AGM or an EGM shall come into operation with immediate effect, unless explicitly stated, when agreed at these meetings.

7.7 Each Club member may only nominate one individual for election to the Committee.

7.8 The Committee shall hold a meeting at least every 3 months, meeting a minimum of 3 times per year.

7.9 All decisions will be by a majority vote: the Chairperson shall have the casting vote in the event of a tie.

7.10 A quorum for a Committee meeting shall be fifty per cent plus one.

7.11 The Committee shall make no decision contrary to the AGM. No single Committee member can overturn a Committee decision.

7.12 Committee meetings and decisions shall be as transparent and open to Club members as possible. Minutes shall be taken at each meeting and shall present an accurate reflection of both the discussion and decisions taken at that meeting. Minutes shall then be posted on the Club Notice Board or be sent to members by email if they 'opt-in' to receive notifications. If Club members have any queries regarding the contents of these minutes, a Committee member should seek to answer these queries or shall bring them to the attention of the next Committee meeting.

7.13 There are only two instances in which discussions of the Committee shall be confidential. Firstly, if an individual member of the Club is accused of harassment, under the Club's Disciplinary Policy and Procedures and an investigation is ongoing. Secondly, if discussions centre around legal proceedings against a Club member, and we are advised that circulating details of these discussions would not be in the best interests of the Club.

7.14 A Committee member who wishes to resign from the Committee must do so in writing, to the Club Secretary.

7.15 Where a Committee member resigns from their post during the year, the committee may choose to replace the outgoing Committee member. Where this is deemed necessary, the committee will agree by consensus a suitable individual, and approach them to take on the role on a temporary basis. This post would then be subject to re-election at the AGM.

7.16 The Club Secretary is authorised to call a meeting at any time.

8. Annual General Meeting

8.1 The AGM will be held during September each year and the following business undertaken:

- The Chairperson's report
- The Treasurer's report
- Election of Office Bearers and Committee members following which any other business will be discussed.

8.2 Motions (any changes to the Constitution etc.) must be put in writing to the Club Secretary two weeks before the meeting. Only fully paid-up members will be eligible to vote.

8.3 All members are welcome and invited to attend, at a venue selected suitable for the Club's age range.

9. Review

9.1 The Club Constitution will be reviewed every 3 years by a person nominated by the Committee. Any proposed amendments will be voted on by the club members at the next AGM or at an EGM

10. Dissolution

10.1 The Committee, by a two-thirds majority, may decide to dissolve the Club. They must then call an extraordinary meeting, giving four weeks' notice to all Club Members. If the motion is passed by a two-thirds majority the club is then dissolved. Upon dissolution any funds remaining after all debts have been met will be donated to charity or Scottish Athletics; the decision to be taken by a majority vote of the membership.

11. Liability

11.1 Newburgh Dunes Running Club' liability for any losses arising out of any negligence or wilful misconduct on the part of Newburgh Dunes Running Club, shall be limited to Newburgh Dunes Running Club' subscriptions for the current financial year.

12. Reference Documents

The following policies apply to all Club members and officials.

12.1 Club Welfare Policies

- Data Privacy Policy
- Terms and Conditions of Membership
- Social Media Policy
- Disciplinary Policy and Procedures
- Conflict of Interest Policy

12.2 Scottish Athletics Welfare Policies

As we are a Scottish Athletics affiliated club, several of our policies are adopted from SA

- Scottish Athletics Codes of Conduct
- Scottish Athletics Adult Safeguarding Policy
- Scottish Athletics Child Safeguarding Policy
- Scottish Athletics Equality Policy
- Scottish Athletics Safe Recruitment and Management of Volunteers in Athletic Clubs
- Scottish Athletics Policy on Referrals to Disclosure Scotland under the PVG Act

All these documents are available for review or download on the Club's website.