

**COBRA RUNNING AND TRIATHLON CLUB CONSTITUTION  
(Amended April 2009)**

**1. Name**

This shall be COBRA Running and Triathlon Club (hereinafter “the Club”).

**2. Objectives**

The object of the Club shall be to promote amateur athletics.

**3. Equal Opportunities**

Cobra Running and Triathlon Club will make every effort in creating and publicising equality of opportunity in order to ensure that the club is accessible and fair to everyone. Every person has the right to be treated fairly, regardless of race, gender, sexuality, disability, age, culture, religion, nationality or caring responsibilities.

**4. Membership**

- (a) The Club shall consist of amateurs, according to the UK Athletics (UKA) definition of an amateur.
- (b) Application for membership shall be made in writing to the Club Secretary and approved by a majority of the Management Committee.
- (c) Each member shall pay a subscription decided at the Annual General Meeting (AGM).
- (d) Subscriptions must be paid for the current year (Jan –Dec inclusive) before the member can compete for the Club, except where the Club wish to waive this rule.
- (e) To resign, a member must inform the Club Secretary in writing.
- (f) Any member guilty of misconduct (ie. behaviour contrary to the constitution) may be cautioned once, or expelled from the Club by a majority decision of the management committee. Upon a second offence the member will be automatically expelled. Any person expelled will have the right to appeal to a management committee meeting called at his/her request not later than 2 weeks after expulsion.
- (g) UKA Rule 3(12) - Club Membership.
  - (i) The Management Committee of an affiliated Club shall have the power to expel any member whose membership subscription is twelve months in arrears, provided that a month’s notice in writing shall have been sent to the member’s last known address by recorded delivery service giving information of the proposed action of the Committee.
  - (ii) The name and address of any person so expelled from a Club shall be sent to the Honorary Secretary of the appropriate Territorial or National Association who shall enter the name in a book to be called “The Suspension Book” kept for that purpose. Every person whose name has been entered in the Suspension Book shall be suspended from competing at any meeting or event held under UKA Rules until the liability causing the expulsion, which shall not exceed one year’s membership subscription, shall have been discharged.
  - (iii) A Club Secretary sending a name for inclusion in the Suspension Book must send the Post Office receipt for the recorded delivery letter to the Club member concerned, or the name will not be entered.

## **5. Management**

- (a) The Management Committee shall consist of Chairperson, Club Secretary, Club Treasurer, plus other elected and co-opted members. For details see Section 6 – Main Committee Structure.
- (b) Unless otherwise agreed, a committee member will hold his/her post for three years. A committee member may continue to hold the same post for more than three years on re-election to the committee.
- (c) The Management Committee shall meet at least 4 times a year.
- (d) A quorum for the Management Committee shall be two-thirds of which 2 members shall be committee Officers.
- (e) All decisions will be made by a majority vote. The Chairperson shall have the casting vote in the event of a tie.
- (f) The Management Committee has the power to co-opt extra members up to a limit of three, to create trustees, and to form sub-committees as and when considered necessary.
- (g) An auditor who must not be a committee member must be elected annually at the Annual General Meeting (AGM).
- (h) Minutes will be kept of all AGMs, Extraordinary General Meetings (EGMs) and committee meetings. Copy of minutes to be available to any club member upon request to the Club Secretary.

### **Management of Club Accounts**

- (a) There are 2 club bank accounts:
  - (i) Main Account for main club expenditure and Cobra Classic expenditure. The account will be maintained and managed by the Treasurer who will be the signatory for all expenditure previously authorised by the Management Committee and co-signed by either the Secretary or Chairperson or Classic Director
  - (ii) A separate account for Triathlon activities will be maintained and managed by the Triathlon Rep who will be the authorised signatory for all expenditure previously authorised by the Management Committee and co-signed by either the Treasurer, the Secretary or the Chairperson.
- (b) Both accounts must be audited annually and in time for the AGM

## **6. Main Committee Structure**

- (a) Committee members shall be voted in to all posts, with the following exception. Up to three members can be co-opted by the Committee into:
  - (i) new positions (as needed), or
  - (ii) as replacement members in the event that a resignation occurs part-way through the year – see 6(g) for further details.

Any appointment will be ratified at the next AGM.

- (b) Nominations for posts must be submitted to the Club Secretary at least 14 days before the AGM. Nominations must contain three signatures i.e.
  - (i) Nominee
  - (ii) Proposer
  - (iii) Secunder

- (c) The committee structure shall comprise of:
- (i) 3 Officers: Chairperson, Secretary and Treasurer
  - (ii) 9 other members with specific roles:
    - Vice-Chairperson
    - Social Secretary
    - Press/Publicity Officer
    - Race Co-ordinator
    - Classic Director
    - Ladies' Rep
    - Men's Cross-Country Rep
    - Ladies' Cross-Country Rep
    - Triathlon Rep
  - (iii) Up to 3 other non-executive members of a mixed gender
  - (iv) Up to 3 co-opted members, as required (see 6(a))
- (d) The duties of the Vice-Chairperson shall be to chair committee meetings in the event that the Chairperson is absent, and to become Acting-Chairperson in the event that the Chairperson resigns his/her position part-way through the year.
- (e) It is noted that:
- (i) The maximum committee size to be 15
  - (ii) Other sub-committees may be set up in the future to cover the Cobra Classic, triathlon, track, and cross-country
- (f) At the end of three years as Chairperson (or at the end of a longer period as Chairperson), on stepping down the Chairperson shall become Club President for three years (or at the end of a longer period where the Chairperson continues as Chair). Former Presidents shall become Honorary Vice-Presidents of the Club. The President is required to Chair the AGM. The President and Vice-Presidents may be called upon to give advice to the Management Committee but have no voting rights. If the Chairperson resigns his/her position before the end of the 3 year term then he/she shall not become President, unless agreed otherwise by a two-thirds majority vote at the relevant AGM. In the event of a resignation where the Chairperson does not become President then the new President shall be agreed by a motion at the relevant AGM.
- (g) In the event that an executive committee member (ie Officer or member with specific role) other than the Chairperson resigns their position part-way through the year then the Management Committee shall decide whether to:
- (i) call an EGM to vote in a replacement, or
  - (ii) co-opt a replacement, to be ratified at the next AGM.

## **7. Annual General Meeting**

- (a) The AGM will be held during January and the following business
- (i) The reports will be read and discussed
  - (ii) The audited accounts will be presented
  - (iii) The committee will be elected
- (b) Motions to be discussed must be submitted in writing to the Club Secretary at least 1 month before the meeting.
- (c) Standing orders or rules may be changed by a two-thirds majority decision of those attending the AGM, including proxy votes to the Chairperson.
- (d) One-third of all paid up members will constitute a quorum.
- (e) Only members will be eligible to vote.
- (f) The AGM will be Chaired by the President.
- (g) The Chairperson shall have the casting vote.

## **8. Club Colours**

- (a) The colours of the club shall be yellow vests printed with COBRA in black on the front and rear.
- (b) Club colours must be worn by all competitors representing the Club at every competitive meeting.

## **9. Amendments**

- (a) The management committee, by a two-thirds majority at a quorate meeting, may propose amendments to the constitution. The changes may be made only at the AGM or an EGM called for that purpose. Four weeks notice must be given for an EGM. A quorum consists of one-third of the membership. If the motion is passed by a two-thirds majority attending, the amendment to the constitution will be adopted.
- (b) Alternatively, 3 ordinary paid up and voting members may petition the Secretary in writing, to call an EGM in which the conditions in 8(a) will apply with respect to calling the meeting and voting at it. (Postal or proxy voting will be allowed if the member finds it impossible to attend the meeting.)

## **10. Dissolution**

- (a) The management committee, by a two-thirds majority at a quorate meeting may decide to dissolve the Club. They then must call an EGM giving 4 weeks notice to all Club members. If the motion is passed by a two-thirds majority, the Club is then dissolved.
- (b) Alternatively, 3 ordinary paid up and voting members may petition the Secretary in writing, to call an EGM in which the conditions in 9(a) will apply with respect to calling the meeting and voting at it.
- (c) Voting rights as at the AGM pertain.
- (d) Upon dissolution, any funds remaining after all debts have been met the remaining funds will be donated to the Midland Counties Athletics Association to be used in the furtherance of amateur athletics in the county.

## **11. Selection of Club members for guaranteed Club places in London Marathon.**

- (a) All members wishing to be considered for inclusion in the above selection process must:
  - (i) be a bona-fide, fully paid up first claim member at time of selection, and have been so for at least the last 12 months (see 11(d));
  - (ii) have been refused individual entry by personal application method to the race in question; and (see 11(e));
  - (iii) have not been awarded a Club place in the previous 5 years.
  - (iv) Renew club membership for the year of the race entry being applied for (renewal payments to be paid at the time of award)
- (b) Members satisfying conditions 11(a)(i)-(iii) shall be called Qualifying Applicants (with Qualifying Applications).
- (c) The draw shall take place on the same date as the Club's Christmas Cracker race in December of each year.

- (d) To satisfy the condition of being a fully paid up member for at least the last 12 months, a person must either:
  - (i) have been a fully paid up member in the previous year and fully renewed in the current year, or
  - (ii) be a new member who joined the Club and paid their subs no later than 31 January of the current year.
- (e) Applicants must be in possession of the London Marathon refusal letter and magazine in their name.
- (f) In the event that there are Club places still available after the receipt of all Qualifying Applications, then:
  - (i) newer members who have been with the club for less than 12 months, and
  - (ii) existing members who have had a Club place in the previous 5 years,shall be eligible to enter a separate draw for these spare places.

**This constitution was adopted at a meeting held on:**

<b>Date:</b>	<b>Signed:</b>	<b>Chairperson</b>
<b>Date:</b>	<b>Signed:</b>	<b>Secretary</b>

**April 2009**