

## Appendix A - Proposed Constitution Changes

### Summary and explanation of Proposed Constitution Changes 2016

#### **Club costume**

The present constitution requires members to always wear the club vest when competing in the name of the club. No action is taken when members do not do so. It is proposed to replace the present clause with a requirement for the committee to promote the wearing of the club vest.

#### **Introduction of new posts of Ladies' Captain and Men's Captain**

In the past there was a post of Club Captain, held by Roger Brewster as he was then the club's fastest runner. The proposed new posts of Ladies' Captain and Men's Captain will enable us to give recognition to two of our most able members. These posts will, like the post of President, not have any particular responsibility.

With the proposed introduction of Ladies' Captain and Men's Captain as positions of honour, it is intended to name all posts that have responsibility for selecting and managing teams as 'Team Managers', instead of 'Captains'.

#### **A committee of 11 posts to replace the present committee of 17 posts**

Due to modern communication methods (website, facebook and so on) the committee is no longer needed as a 'catch up' on what is going on in our club. Although the committee has an important role in making appointments and managing change, that role is separate from many of the posts that currently have committee membership. For example, the success and progress of our men this year has been achieved without Dave Motley and Christopher Holdsworth being regular attendees at committee meetings.

It is therefore proposed to remove committee membership from a number of posts and increase the number of Committee Member posts to three. This more flexible structure will give post holders (including the President, Ladies' Captain and Men's Captain) the opportunity to combine their posts with membership of the committee if they wish.

The proposed committee is:

- Chair, Secretary and Treasurer
- Membership Secretary (Membership is an item at every meeting)
- Junior Organiser (to represent the Juniors)
- Ladies' Team Manager (to represent the Ladies)
- Men's Team Manager (to represent the Men)
- Race Promotions Co-ordinator (to represent our Race Organisers)
- Three Committee Member posts

The committee has already appointed several Team Managers. It is intended to have more Team Managers than the present six Captains, enabling us to better serve particularly our veteran men. It is expected that each of the proposed committee Team Manager posts will be filled by one of these Team Managers.

Members who have not previously served on the committee are encouraged to stand for the Committee Member posts, one of which is not available to members who have served on the committee in 2014-15 and 2015-16.

#### **Giving the committee authority to appoint non-members to posts**

At present only members can be appointed to posts by the committee. Our club needs more help; this proposed change will enable non-members (such as parents of members) to be appointed by the committee to posts.

### **Allowing senior members of other local clubs to join us as 2<sup>nd</sup> claim members**

Senior members of other local clubs are currently unable to join us as 2<sup>nd</sup> claim members. Although there is no evidence of demand for 2<sup>nd</sup> claim membership, this proposed change will allow us to admit senior 2<sup>nd</sup> claim members.

### **AGM notice period**

Nominations for posts elected at the AGM open two months before the meeting. This proposed change increases the notice of the AGM given to members from 21 days to two months. As notice of the meeting is now only given on the website, rather than by email or post, it is proposed to remove the requirement to give 'every member' notice of the meeting.

### **Minimum age for voting and for posts appointed by the AGM**

At present there is no age restriction on voting or on posts elected by the AGM. A minimum age of 16 for voting is proposed. A minimum age of 18 for nominations to an AGM-elected post is proposed.

### **Introduction of proxy voting at an AGM**

Typically only around 10% of our members attend an AGM. This proposed change will allow more members to have a say in the decisions made at an AGM. It is proposed that a member unable to attend an AGM will be able to allow his or her vote to be used by a member who is able to attend.

## Clayton-le-Moors Harriers Proposed Constitution Changes 2016

<b>Existing</b>	<b>Proposed</b>	<b>Explanation</b>
<p><b>4. CLUB COSTUME</b> b) All members whenever competing in the name of the Club, including races confined to members, shall wear the official Club costume.</p>	<p><b>4. CLUB COSTUME</b> b) <u>The Committee shall encourage members, when competing in the name of the club, to wear the official club costume.</u></p>	<p>This clause is ignored by many members and no action is taken. The proposed clause is the committee's current practice.</p>
<p><b>5. MANAGEMENT</b> (a) The Club shall elect annually from its membership a President, who shall preside over Club affairs. The President will be an ex-officio member of all Club Committees, and will have full voting rights at all meetings. At any Annual General Meeting the President may "chair" that meeting or may delegate this function to the elected Chair of the Club. The Club shall elect annually from its membership the following "Officers of the Club": Chair, Secretary and Treasurer. The Club shall elect annually from its membership a Committee comprising of: The Officers of the Club and the following post holders: Membership Secretary, Media Manager, Social Secretary, Junior Organiser (two posts), Ladies' Road and Trail Captain, Ladies' Cross Country Captain, Ladies' Fell Captain, Men's Road and Trail Captain, Men's Cross Country Captain, Men's Fell Captain, Race Promotions Co-ordinator, and one other person who has not served on the committee in both of the preceding two years. The Club shall elect annually an Auditor who need not be a member. Any member may hold more than one position if the Annual General Meeting so decides. The Committee may elect annually members to assist in the day-to-day running of the Club, with responsibility for a specific aspect of Club affairs: e.g. Race Organisers, Statisticians, Trophy Custodian etc.</p>	<p><b>5. MANAGEMENT</b> (a) The Club shall elect annually from its membership a President, <u>Ladies' Captain and Men's Captain.</u> The Club shall elect annually from its membership the following "Officers of the Club": Chair, Secretary and Treasurer. The Club shall elect annually from its membership a Committee comprising of: The Officers of the Club and the following post holders: <u>Membership Secretary, Junior Organiser, Ladies' Team Manager, Men's Team Manager, Race Promotions Co-ordinator, one person who has not served on the committee in both of the preceding two years, and two other persons.</u> The Club shall elect annually an Auditor who need not be a member. Any member may hold more than one position if the Annual General Meeting so decides. The Committee may elect annually <u>persons who need not be members</u> to assist in the day-to-day running of the Club, with responsibility for a specific aspect of Club affairs: e.g. Race Organisers, Statisticians, Trophy Custodian etc.</p>	<p>1. Establishes the posts of Ladies' Captain and Men's Captain. These posts do not carry any particular responsibility and enable the club to give recognition to two of our best runners.</p> <p>2. Changes the committee size from 17 posts to 11.</p> <p>The reduction in committee size is proposed for two reasons: i) Including committee membership as part of the responsibilities of a post makes that post harder to fill. Many posts are successfully discharged without committee membership eg Senior Kit Manager. Additional non-committee appointments have already been made eg Senior Men's Fell Team Manager. ii) A smaller committee is expected to have better attendance and promote contributions from all committee members in discussions.</p> <p>The proposed committee has three Committee Member posts. These posts give members the opportunity to combine a non-committee role with membership of the committee.</p> <p>3. Allows non-members (for example, parents) to be appointed by the committee.</p>
<p><b>6. MEMBERSHIP</b> (d) A Full membership application shall not be accepted from any person aged over 17 years who, because of membership of another athletic club existing within a radius of twenty miles from Clayton-le-Moors, is not eligible for first claim or additional first claim membership of the Club. First claim eligibility is defined by UK Athletics Rules.</p>	<p>Clause removed.</p>	<p>This clause prevents senior members of other local clubs from joining us as 2<sup>nd</sup> claim members. Whilst there is no evidence of demand for 2<sup>nd</sup> claim membership, removal of this clause will allow senior members of other local clubs who wish to join us 2<sup>nd</sup> claim to do so.</p>

<p><b><u>9. ANNUAL GENERAL MEETING</u></b>  (a) A General Meeting shall be held during the month of September each year to receive the Committee’s Report and Financial Statements, to elect the Officers and Committee members for the following year, and to deal with any other matter specified on the agenda. The Secretary must give every member twenty-one days’ notice of the meeting.</p> <p>(b) A quorum for the AGM shall consist of twelve members.</p>	<p><b><u>9. ANNUAL GENERAL MEETING</u></b>  (a) A General Meeting shall be held during the month of September each year to receive the Committee’s Report and Financial Statements, to elect the <u>post holders specified in Item 5(a) for the following year, and to deal with any other matter on the agenda. The Secretary must give two months’ notice of the meeting.</u></p> <p>(b) A quorum for the AGM shall consist of twelve members <u>present in person.</u></p>	<p>Clarification as the President, Ladies’ Captain, Men’s Captain and Auditor (which are not Officer or Committee posts) are now appointed by the AGM.</p> <p>Removes the requirement for the Secretary to give every member notice of the meeting, and increases the notice given to two months.</p> <p>Clarification as clause 11(g) provides for proxy voting.</p>
<p><b><u>10. SPECIAL GENERAL MEETINGS</u></b>  (b) A quorum for a Special General Meeting shall consist of twelve members.</p>	<p><b><u>10. SPECIAL GENERAL MEETINGS</u></b>  (b) A quorum for a Special General Meeting shall consist of twelve members <u>present in person.</u></p>	<p>Clarification as clause 11(g) provides for proxy voting.</p>
<p><b><u>11. NOMINATIONS AND VOTING</u></b>  (a) Nominations for all posts elected at an AGM shall open two months before and close fourteen days before the meeting. Nominations must be proposed and seconded. Nominations shall be made to the secretary either verbally in the presence of both the proposer and seconder or in writing. If more than one valid nomination is received for a post, the Secretary shall inform the nominees concerned in writing at least seven days before the meeting. Nominations for a post shall only be accepted at an AGM if no valid nomination has been received beforehand.</p> <p>(c) Except as provided for under Item 8(e), all members have equal voting rights at an AGM or SGM.</p> <p>(g) No voting will be accepted by proxy.</p>	<p><b><u>11. NOMINATIONS AND VOTING</u></b>  (a) Nominations for all posts elected at an AGM shall open two months before and close fourteen days before the meeting. Nominations must be proposed and seconded <u>by members aged at least 16 years.</u> Nominations shall be made to the secretary either verbally in the presence of both the proposer and seconder or in writing. If more than one valid nomination is received for a post, the Secretary shall inform the nominees concerned in writing at least seven days before the meeting. Nominations for a post shall only be accepted at an AGM if no valid nomination has been received beforehand. <u>All nominees for posts elected at an AGM must be aged at least 18 years as at the date of the election.</u></p> <p>(c) Except as provided for under Items 8(e) and 8(g), all members <u>aged at least 16 years</u> have equal voting rights at an AGM or SGM. <u>Members aged under 16 years do not have the right to vote at an AGM or SGM.</u></p> <p><u>(g) Proxy voting is allowed at an AGM or SGM. A member may appoint a proxy, who must be a member entitled to vote, by informing the Secretary in writing at least 72 hours before the commencement of the meeting. All proxy votes held by a member and that member’s own vote must be cast in the same direction, or not cast at all.</u></p> <p><u>(h) Proxy voting is not allowed at Committee meetings.</u></p>	<p>Removes voting rights from members aged under 16, and requires all AGM elected postholders to be aged at least 18.</p> <p>Allows proxy voting at an AGM or SGM.</p>