



Club Constitution 2025

1. Name and legal status

1.1. The name of the organisation shall be PH Racing Club Ltd, hereinafter referred to as 'PH Racing Club' or simply 'the Club'. PH Racing Club Ltd is a private company limited by guarantee, incorporated 3 February 2023. In the event of any conflict or contradiction, the articles of association of PH Racing Club Ltd will take precedence over this Club constitution.

2. Objectives

2.1. PH Racing Club is a running club in West Fife who welcome runners of all abilities. We focus on athlete development and have the following objectives:

- To provide quality inclusive training in a welcoming environment
- To help those with a desire to improve performance on all levels
- To promote running in a positive manner
- To provide an environment for people to achieve their goals

3. Affiliation

3.1. The Club shall be affiliated to Scottish Athletics Limited as the recognised National Governing Body of sport for running in Scotland.

4. Membership

4.1. All members are subject to the Constitution of the Club and the regulations of the National Governing Body. By joining this club it is deemed they accept these regulations and the codes of conduct that the Club has adopted.

4.2. Membership of the club is open to all individuals provided they comply with this Constitution and subject to clause 4.4.

4.3. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.

4.4. Junior members are welcome however, due to the coaching capacity of the Club, junior members must be aged 16 to 19. Once 20 years old members will be considered seniors

4.5. All applications for membership shall be accompanied by the appropriate membership fee.

4.6. Each fully paid up member shall be entitled to attend and vote at all General Meetings.

4.7. Individuals who have been fully paid up members for at least 12 months may be elected and serve on the Management Committee.

4.8. All members will be directed to view the Club Constitution, Safeguarding, Equality and Disciplinary Policies on the Club website. Copies can be made available for members as required.

4.9 Members shall be enrolled on one of the following categories:

- Adult Member (20 or over)
- Junior Member (16 to 19)
- Long Distance Member (based 20 miles or more away)

5. Membership Fees

5.1. Membership Fees will be set annually and recommended by the Management Committee. These must be approved by the members at the Annual General Meeting (AGM).

5.2. Fees will be paid annually and due in the month following the AGM. The responsibility for collecting the fees lies with the Treasurer assisted by all members of the Management Committee.

6. Management of the Club

6.1. Responsibility for the management of the Club shall be vested in the Management Committee as delegated by the directors of PH Racing Club Ltd who may themselves also serve on the Management Committee.

6.2. The Management Committee shall meet in person or virtually as deemed necessary. The private committee Facebook group, email and/or other electronic means of communication will be used for any important discussion between meetings. The Management Committee shall consist of the following Officers:

- Club President
- Secretary
- Treasurer
- Child Protection and Welfare Officer

The Management Committee may also consist of the following optional officers:

- Mens and ladies captains
- Up to two general members

6.3. The Management Committee has the responsibility to produce and update the relevant policies and codes of conduct for the operational management of the Club. These do not require formal approval by members but good practice would encourage the Management Committee to seek approval of members for these documents at General Meetings.

6.4. The policies and codes of practice should be updated as required to reflect the changing needs of the Club, the governing body of the sport and society in general.

6.5. It is recommended that such policies and codes of practice are brought to the attention of members through the regular communication channels.

7. Election of the Management Committee

7.1. The members of the management committee shall be drawn from the club membership, as defined in clause 4.7 of this constitution.

7.2. All nominations of candidates for election must be made by a fully paid-up club member and seconded by another member. The candidate must have the consent of the nominee.

Nominations shall be received by the Secretary not less than fourteen days before the AGM.

Members will be informed of the list of candidates at least seven days prior to the AGM.

7.3. However, if there have been insufficient nominations for all vacant posts the fourteen days notice can be waived at the discretion of the President. In this case nominations can be made at the AGM providing the candidate agrees to the nomination and 50% of the members present at the AGM agree to allow the candidate to be nominated. If two such nominations are made for the same post by this method, a normal vote between these candidates will take place in accordance with the voting rules in clauses 9.3.3 and 9.3.4 below.

7.4. Candidates are required to have been fully paid up members of the Club for a minimum period of 12 months, with the exception of Men's and Ladies Captains, if invited by vote of Management Committee, and if no other nominated candidates at time of AGM with a minimum of 12 months as a fully paid member.

7.5. Candidates shall be elected by a vote using a show of hands at the AGM. A simple majority is required. In the event of there being more than one candidate for a post, or in the case of general members, more candidates than the total number of posts available, candidates shall be elected by completion of ballot papers issued on the night.

7.6. The full list of the Management Committee will be posted on the Club website as soon as practicable after the AGM.

7.7. If there are vacant positions on the Management Committee, they may co-opt any member to any unfilled post until the next AGM.

7.8. The number of co-opted members shall not exceed one third of the total number of persons serving on the committee at that time.

7.9. The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee. Such Committees are to be established for a specific piece of work and an operational time period should be set for this work. They remain answerable to the Management Committee and may be dissolved by the Management Committee when the work is complete or it is deemed they have exceeded their remit.

8. Rules for the Management Committee

8.1. The President shall chair the meetings of the Management Committee, or in his/her absence the Secretary or a nominee from the committee.

8.2. Fourteen days notice of any meeting of the Management Committee shall be given by the Secretary, except when:

- the date of the meeting has been agreed at a previous meeting, in which case seven days notice shall be given; or
- in the case of an emergency the President may call a meeting at three days notice. This notice period may be waived in exceptional circumstances.

8.3. The quorum shall be four members that must include either the President, the Secretary or the Treasurer.

8.4. A member of the Management Committee shall be nominated to keep the minutes of the meetings and record all proceedings and resolutions.

8.5. All members of the Management Committee, including the President and co-opted members shall be entitled to vote.

8.6. All votes shall be determined by a simple majority. In the event of a tied vote, the President may exercise a casting vote in addition to their normal vote.

9. General Meetings

9.1. Annual General Meetings (AGM)

9.1.1. The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

9.1.2. The Annual General Meeting will be held not later than three calendar months after the end of the financial year. A minimum of twenty one days notice shall be given to all members by email.

9.1.3. At each AGM the following business shall be conducted:

- receive and confirm the minutes of the previous AGM;
- presentation of the club's financial accounts for the year;
- presentation of club's projected financial situation for the forthcoming year, and the setting of all fees;
- presentation of President's report;
- election of officers to the Management Committee;
- any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM; and
- any other business deemed relevant by the President raised at the meeting.

9.1.4. A quorum for an AGM shall be 10 members or 10% of the current membership, whichever is the greater.

9.2. Extraordinary General Meetings (EGM)

9.2.1. An EGM may be called upon the written demand of:

- any fifteen members, or
- the President, or
- a two thirds majority of the Management Committee.

9.2.2. Notice for an EGM shall be of a minimum of twenty one days notice, and should state the object of the meeting, the business to be discussed and any resolutions which it is intending to propose.

9.2.3. A quorum for an EGM shall be 10 members or 10% of the current membership, whichever is the greater.

9.3. Rules for all General Meetings

9.3.1. The President, or in his/her absence a member selected by the meeting, will take the Chair.

9.3.2. All members shall register their attendance with the Secretary prior to the start of the meeting.

9.3.3. Each member shall have one vote except the President (or the person acting as Chair). The President will not normally vote, but in the case of a tied vote may exercise a casting vote.

9.3.4. All votes shall be determined by a simple majority. (Notwithstanding clause 7.3 above when nominating in which case 50% of those present are required to agree to such a nomination).

9.3.5. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions. This task may be delegated.

9.3.6. The minutes of all General Meetings will be made available to all Club members.

10. Finance

- 10.1. The income and property of the club, however derived, shall be applied solely towards the Objectives of the Club as set out at Clause 2 of this constitution.
- 10.2. The club shall have the power to raise money by means of yearly membership fees and other fundraising activities as determined by the Management Committee and at the Annual General Meeting.
- 10.3. All monies shall be lodged in a bank account in the name of the Club.
- 10.4. The Treasurer and Secretary plus, where possible, one other nominated member of the General Committee shall be authorised signatories to sign cheques on behalf of the club. Two signatures shall be needed, except where the value of the cheque is less than £50 in which case a single signature will suffice.
- 10.5. For purchases of over £300 approval of the Management Committee is required and this approval must be noted in the minutes of the meeting.
- 10.6. The financial year of the club shall run from 1st April to 31st March each year.
- 10.7. The Treasurer shall keep proper books of accounts in accordance with good professional practices. A report will be presented to the Management Committee at each meeting and the books shall be open for inspection to any member of the Management Committee.
- 10.8. An independently audited statement of annual accounts will be presented by the Treasurer at the AGM. This will include a statement of asset and liabilities of the Club as at 31st March.
- 10.9 Any surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

11. Suspension, Refusal or Termination of Membership

11.1. The Management Committee shall be entitled to:

- refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out at Clause 2 of this constitution; and
- for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership, and;
- refuse, suspend or terminate membership of any person who has breached the current anti-doping rules of UK Athletics. The period of disqualification shall be in accordance with the UK Athletics ruling current at the time and at the discretion of the Club Committee.

11.2. A right of appeal exists, the decision of which is binding and final.

11.3. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at General Meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.

11.4. Payment of membership fees may be waived under special circumstances. A member wishing to request a waiver should write to the Secretary. The President, the Secretary and the Treasurer have the authority to grant such a waiver and should respect the sensitivity of such circumstances.

11.5. Any member under suspension shall be barred from taking part in any event under the control of the club or representing the club.

11.6. The Management Committee shall inform the member in writing of any decision to terminate their membership.

11.7. Notification of the termination of a membership will be forwarded to Scottish Athletics Limited, the Governing Body of the sport in Scotland.

11.8. Full details are contained within the Club's disciplinary and appeals procedures and are to be referred to when carrying out any of the above actions.

12. Dissolution of the Club.

12.1. Any resolution to dissolve the Club must be discussed at a General Meeting.

12.2. Any resolution to dissolve the Club may be passed provided that:

- the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward; and that
- at least twenty eight days of the proposed resolution shall be given in writing by the Secretary to all members; and that
- such a resolution shall receive the agreement of two thirds of those present and entitled to vote.

12.3. Upon dissolution of the club, after all debts and liabilities have been cleared, all remaining financial and material assets shall be given or transferred to another organisation whose aims and objectives closely match those of the Club. This decision shall be determined by the meeting.

13. Amendments to the Constitution

13.1. This Constitution may only be amended by a proposal tabled at an Annual or Extraordinary General Meeting. Such a proposal must be received by the Secretary in writing at least twenty one days before the General Meeting. Providing the meeting is quorate the proposal must be passed by a simple majority of members present who are entitled to vote.

13.2. Such amendments must be noted in the table at Clause 16 at the end of this Constitution document.

14. Update and relevance

14.1. It is the responsibility of the Management Committee to review this Constitution on a regular basis and at least once a year. This review should be noted within the minutes of the Management Committee.

15. Declaration

This constitution was presented to and agreed by the Club Membership at their AGM on [date]