

**IPSWICH HARRIERS CONSTITUTION & CODE OF CONDUCT
WITH EFFECT FROM 11 MARCH 2024**

The following abbreviations (and plurals of) are used in this document:

Committee or committee means Ipswich Harriers Committee

Club or club means Ipswich Harriers and / or an authorised representative

Member or member means all grades of membership unless otherwise stated

AGM means Annual General Meeting

EGM means Extraordinary General Meeting

Ref.	Constitution Article
1.0	Club name
1.1	The name of the club will be Ipswich Harriers and the objective of the club is the promotion of all disciplines of competitive athletics under the laws of the sport's governing bodies.
2.0	Club colours
2.1	Club colours will be dark blue vests with 2 light blue bands and dark blue or black shorts. Female athletes may wear dark blue or black athletic knickers. Bermuda shorts are not acceptable for competitions. Crop-tops or leotards in club colours may be worn by female athletes, providing these are approved by the committee and are acceptable to the modesty rules laid down by the sport's governing bodies.
3.0	Club and Sponsorship identity
3.1	The only permissible wording or logo to appear on club member's competition kit will be Ipswich or Ipswich Harriers, and the logo, name or corporate identity of any individual, business, organisation or authority that may, from time to time, sponsor the Club. All wording and logos will be subject to the approval of the committee and conform to the guidelines and restrictions of the sport's governing bodies.
4.0	Leagues and competitions
4.1	The committee will determine which athletics leagues, competitions and events and disciplines will be entered.
5.0	Management of the Club
5.1	The management of the club will be vested in a committee elected by the membership at the AGM or an EGM, and will comprise of Members of Associate Members of the club. No members under the age of 13 will be permitted to hold a post on the committee. The committee will meet on at least eight occasions during the club's financial year. (1 October – 30 September).
5.2	The committee will consist of a maximum of 16 members and comprise of: <ul style="list-style-type: none"> • President (ex-officio) • Chairperson • General Secretary • Treasurer • Membership Secretary • Minute Secretary (ex-officio) • Cross Country Secretary • Road Running Secretary • Track Secretary • Coaching Secretary • Official's Secretary • Plus no more than five other members of the club.

Ref.	Constitution Article
	<p>In the event of a member being elected to fill more than one of the above mentioned posts, that member will only be entitled to one vote at the AGM, an EGM or committee meetings. No additional appointments will be made. The committee will have the power to fill any vacancies that may arise. Seven committee members will be required to form a quorum.</p>
5.3	<p>The following will also be elected at the AGM or an EGM:</p> <ul style="list-style-type: none"> • Vice Presidents • Captains and Managers of the athletics sections operating at the time. • One male and one female Child Protection Officer.
	<p>6.0 Membership</p>
6.1	<p>Membership will be confined to amateurs as defined by the laws of the sport's governing bodies. Applicants for membership must be 11 years old by midnight on the 31 August at the end of the competition year, and must apply on an application form.</p>
6.2	<p>Payment of the appropriate subscription or an agreement to commit to other methods of payment at the appropriate time or times will enable the applicant to compete for the club immediately. Applications for membership will be considered for approval at the subsequent Committee meeting. If the committee decides to refuse the application any prepaid membership fee will be reimbursed.</p>
6.3	<p>In the case of applicants who are below the age of 18 the application form must be countersigned by a parent or guardian at the time of the application.</p>
6.4	<p>In the case of an application who is under the age of 18 a parent or guardian must also complete an In Loco Parentis (“in the place of a parent”) consent form at the time of the application. Completion of this form will delegate care of the applicant to an official of the club in the event of an emergency, including need for medical attention.</p>
	<p>7.0 Categories of Membership</p>
7.1	<p><i>Full Members</i> Full Members will have full use of and be permitted to participate in all club facilities, activities and competitions and will be subject to Articles 8.1 and 8.2 of this Constitution.</p>
7.2	<p><i>Associate Members</i> Associate Members are not eligible to use the Club's facilities for training or athletic competition. Access to the track or field will only be available to Associate members who are club or competition officials, or who are bona fide coaches, or acting in conjunction with a coach in a coaching capacity.</p>
7.3	<p><i>Vacation Members</i> Vacation Members will still be in full time education and resident at or in the vicinity of a campus which is outside of Suffolk, or be members of HM Forces based outside of Suffolk.</p>
7.4	<p><i>Family Membership</i> Family Membership is available when 3 or more individuals from one family wish to be members of the club as defined in paragraphs 7.1 to 7.3 inclusive. The total subscription for these will be subject to a 10% discount.</p>
7.5	<p><i>Second Claim Members</i> Second Claim Members will be allowed to join the club at the discretion of the committee.</p>

Ref.	Constitution Article
7.6	<i>Honorary Members</i> The award of Honorary Membership will be at the discretion of the Committee.
7.7	<i>Vice Presidents</i> Vice Presidents qualify by being continuous club members for a period of at least 25years.
8.0	Commitment to competitions
8.1	By completing and signing the application form members acknowledge they are joining a competitive athletics club and will be expected to compete when asked by a club official.
8.2	Apart for reasons of injury or illness or for other reasons considered acceptable by the committee, any refusal to compete may result in disciplinary action being taken by the committee via the Membership Review procedure. The Membership Review may result in non-selection, suspension or expulsion from the Club. Should the latter be necessary, no refund of fees will be made.
9.0	First Claim and change of club
9.1	Any athlete is eligible to represent another club at any discipline not available at the athletes First Claim Club, subject to the approval of the Committee and the appropriate governing bodies.
9.2	Schools will always have first claim on athletes, irrespective of any other claim on them.
9.3	Under 13 and Under 15 athletes are permitted to change clubs once only whilst they are in each age group. The operative date for such a change will be the first day of the month following the registration of the change with the appropriate governing body.
9.4	Athletes who resign membership of a club without claiming hardship exemption (moving to another area) are not eligible to represent their next claim club in any Open Team Competition which is restricted to first claim members, until the first day of the month preceding the expiration of nine months from the date of registration. All changes must be registered with the appropriate governing body.
10	Child Protection Policy
10.1	The parent(s) or guardian(s) of an under 18 applicant will be given a document produced by the club relating to the Child Protection Policy for Athletics, as issued by the sports governing body. The contents of the document will be binding on both parent(s) or guardian(s), and the club. It is the responsibility of each parent(s) or guardian(s) to ensure they read the document and fully understand all the Clauses.
11	Subscriptions
11.1	Each member will pay an annual subscription, the value of which will be determined at the AGM or an EGM. New membership subscription rates will be effective from the day following the determining meeting.
11.2	The method of payment of the membership subscription will be agreed between the member of parent(s) or guardian(s) and the club, at the application for membership and subsequently become due for renewal on the anniversary of such application. The committee will consider applications for alternative methods of payment of membership subscriptions under the club Hardship Policy.

Ref.	Constitution Article
11.3	New members, or lapsed members re-joining, will be required to pay a registration fee to be agreed annually at the AGM or at an EGM.
11.4	The notice of the AGM (or EGM if appropriate) will include the membership subscription rates recommended by the committee.
11.5	A prospective member will be able to pay a non-returnable registration and insurance fee which will enable them to try the club facilities for a set number of training sessions. The amount of the fees and the number of training sessions will be determined, from time to time, by the Committee. If, after the completion of the set number of training sessions, a prospective athlete decides to join the club, the balance of the appropriate annual membership subscription will become due immediately subject to Article 11.2 above.
11.6	Any Member, whose subscription is in arrears by more than 28 days, will receive written notice that they are not permitted to use any of the club's facilities or take part in any training or competitions organised or promoted by the club. The member will also refrain from registering as a member of the club when competing in any competitions, and from wearing colours which identify him or her as a member of the club. If the member does not abide by the article the Committee will decide what action to take against the offending member.
11.7	The committee reserves the right to expel any member whose subscription is 60 days in arrears. The member will receive written notice of the intended expulsion, which will be delivered by hand by an official of the club or by recorded delivery to the address of the member held by the Membership Secretary. The name of the person expelled will be sent to the sport's governing bodies, for recording in the Suspension book.
12.0	The Annual General Meeting (AGM)
12.1	The AGM will take place in October on a date determined by the committee.
12.2	All members will receive preliminary notification of the AGM at least 8 weeks before the meeting. The notification will give details of the venue, date and start time for the AGM and will invite motions for the agenda.
12.3	Any motion for consideration at the AGM must be submitted by a Proposer and Seconder to reach the Secretary at least 4 weeks prior to the AGM.
12.4	All members will receive final notification of the AGM at least 2 weeks before the meeting. The notification will include: <ul style="list-style-type: none"> • The agenda for the AGM • The proposed membership fees for the coming year. • The minutes of the previous year's AGM. • Invitation for members to nominate individuals for specific posts.
13.0	Extraordinary General Meeting (EGM)
13.1	The Club Secretary will notify the membership of the date of an EGM within 21 days of receipt of a requisition in writing, signed by at least 10 members, stating the business to be brought before such a meeting. The EGM will be held no more than 6 weeks from the date of receipt of the written requisition.

Ref.	Constitution Article
13.2	<p>The notification will include:</p> <ul style="list-style-type: none"> • Details of the venue date and start time for the EGM • The requisition and list of signatories • The Agenda including the business to be brought before the EGM
13.3	<p>The EGM will not proceed if less than 50% of signatories of the requisition do not attend.</p>
14.0	<p>Voting Rites</p> <p>Providing they are 13 years old or more at the time, and have paid their annual subscription, all members, including Honorary Members, who are exempt from paying an annual subscription, are entitled to:</p> <ul style="list-style-type: none"> • vote at any AGM or EGM or any ballot conducted by the club. • Place a motion before the AGM • be a signatory to a requisition for an EGM • nominate individuals for specific posts at an AGM or EGM • propose or second any motion or nomination or any other business at an AGM or EGM
15.0	<p>Effective date</p>
15.1	<p>The effective date of resolutions, motions, appointments or changes in policy passed by an AGM or EGM will be the day after the meeting, or any date approved by the AGM or EGM.</p>
16.0	<p>Code of Conduct</p>
16.1	<p>The Ipswich Harriers Code of Conduct (below) forms an integral part of this Constitution.</p>
16.2	<p>Following the membership Review process, the committee may expel any member from the club whom the review finds to be in breach of the Code of Conduct.</p>
17.0	<p>Changes to the Constitution and Code of Conduct</p>
17.1	<p>No amendment may be made to the Constitution or the Code of Conduct except at the AGM or an EGM, and only then with the approval of at least two thirds of those members in attendance at the meeting.</p>
18.0	<p>Dissolution of the club</p>
18.1	<p>In the event that the Club (Ipswich Harriers) should cease, all outstanding monies due to creditors shall be paid and the remaining assets distributed to the Suffolk County Athletic Association and other likewise Clubs in Ipswich. In the event of liabilities, these shall be borne by members.</p>