

North Highland Harriers

1. The Club shall be known as North Highland Harriers (NHH).

Objectives

2. The objectives of the club shall be:

- To provide athletics for both male and female athletes as agreed with the NHH committee.
- The club shall promote, cross country, road, trail and hill running events.
- Promote and maintain the highest standards of technical competence and safety in athletics.
- To uphold the rules of the sport as dictated by the governing body.
- Provide equal opportunities for successful participation by all sections of the Caithness Community.

Committee

3. The affairs of the organisation shall be managed by a committee which shall be elected each year at the Annual General Meeting (AGM). The committee shall consist of a minimum of 5 members, 4 of whom shall have been elected office bearers. The committee shall meet regularly to ensure that the club is being run satisfactorily and fulfilling its objectives.

4. The office bearers who shall be known as the Executive Committee, shall consist of Chairperson, Vice Chairperson, Secretary and Treasurer. The office bearers will be elected on an annual basis. In the event of any resignation or vacancy a Club member can be co-opted to that position until ratified at an AGM or Special General Meeting (SGM). Sub committees may be convened to address specific issues as dictated by the Committee.

5. In the event of an emergency arising where time does not allow for a full committee meeting, the Secretary shall have the power to call an Executive Committee meeting to make a decision. Any decision made in this manner shall be presented for ratification at the next committee meeting.

6. In the event of a dispute arising which is not covered by the constitution the committee shall meet to resolve the situation.

7. In the event of a committee member demitting his / her post, for whatever reason, the Executive Committee retain the right to co-opt a replacement onto the committee until the next AGM.

8. The committee reserve the right to refuse membership to anyone the committee regard as inappropriate. No appeal of the committee decision will be entertained.

9. All votes shall be determined by simple majority of those eligible to vote at the meeting.

10. The committee have the power to make, alter or annul any standing orders. Any such changes will need to be ratified at the next AGM/SGM.

11. The committee have the right to expel any member who contravenes the good name of the Club by reason of behavioural or welfare problems, or falls into arrears or fails to pay the annual subscription in line with the Club's Code of Conduct.

Annual General Meeting

12. The AGM shall be held within 12 weeks of the Clubs Financial Year End of each year for the purpose of election of office bearers and committee members. It shall be the responsibility of the Secretary to ensure that adequate notice (14 days) and publicity of the meeting is given to interested parties.

13. All votes shall be determined by simple majority of those eligible to vote who attend the meeting.

Special General Meeting

14. A SGM may be called at any time if deemed necessary by the Executive Committee. Or by a request in writing, addressed to the Secretary, signed by 12 Club members, stating the business to be discussed. It shall be the responsibility of the Secretary to ensure that adequate notice (14 days) and publicity of the SGM is given to interested parties.

15. All votes shall be determined by simple majority of those eligible to vote who attend the meeting.

Finance

16. The funds of the Club shall be lodged in a bank(s) fixed by the committee, the account(s) being in the name of North Highland Harriers. The authorised signatories for banking purposes shall be decided by the committee at the first meeting following the AGM, any two being required to authorise payments or withdrawals.

17. The Treasurer shall undertake to keep up to date accounts of transactions made on behalf of the Club and to report the financial status of the Club to committee meetings.

18. The Treasurer shall prepare an annual account for an inspection prior to the AGM each year and the account inspector having been nominated by the committee at the AGM. For accounting purposes, the Club financial year will run from 1 October to 30 September.

19. Subscription costs will be agreed by the NHH Committee prior to the start of the membership year and ratified at the AGM. The Treasurer has discretion to provide flexibility of payment as deemed in the best interest of the Club membership. New members joining from 1 April will pay a reduced membership fee, this only applies to individuals who were not members in the previous membership year.

Communications

20. All communications should be addressed to the Secretary who shall conduct the correspondence of the Club. The Secretary receiving a requisition signed by at least twelve members of the Club, or on the instruction of a member of the Executive Committee, the Secretary shall convene a special committee meeting or a Special General Meeting as the case demands.

21. In the event of an alteration to the Constitution being deemed necessary, the proposed alteration should be submitted to the Secretary to arrive no later than 14 days prior to the proposed AGM or SGM that the matter is to be discussed. The intention to 'Change the Constitution' should be clearly stated on the agenda for the AGM or SGM.

Membership

22. An individual only becomes a NHH member once the appropriate membership fee for that membership year has been paid. If an individual was a member in the previous they have one month to pay the membership, during this month they retain full NHH membership rights (13 month rule).

23. The membership year runs 1 October - 30 September

24. The membership is categorised as follows:

a) Life member: A member which the NHH committee deem to have sufficient merit will be proposed/elected for life membership at the AGM or at a committee meeting to be ratified at the AGM.

b) Full member: A member aged 14 years or over, either male or female. The membership must be renewed annually in October, and covers the time period from the date joined until 30 September. The membership fee will include Scottish Athletics Limited (SAL) insurance cover. One 14 -18 year old member may be appointed onto the NHH Committee as a Youth Representative but will have no voting rights.

c) Second claim member: Second claim membership is open to second claim athletes and is subject to the aforementioned rules in 22 b. The membership must be renewed annually in October, and covers the time period from the date joined until 30 September. Second claim members do not have voting rights.

d) Associate member: A member which the NHH committee deems will support the club, but whom does not wish to participate as an athlete. An associate member will have full voting rights, is entitled to become a committee member (except as Chair) and with the exception of coaching benefits and entry into ballots for race entries has the same membership benefits as a Full Member. The membership runs for from October to September. An associate member must be re-selected on an annual basis. The membership fee for an associate member will be less than a full member (and can be £0). NHH will cover the cost of providing the member with SAL insurance cover.

25. The Committee reserves the right to introduce new membership categories.

26. NHH shall maintain a list of NHH members for the current membership year. Previous years membership records will be retained in accordance with the NHH Data Protection Policy.

Dissolution

27. The Club may be dissolved only by a resolution submitted to a Special General Meeting convened for that purpose.

28. In the event of such a dissolution, the assets of the organisation net liabilities shall be given to an organisation as agreed by the Executive Committee at time of dissolution; Chairperson, Vice Chairperson, Secretary and Treasurer.

Standing Orders

1. All meetings of the committee shall be held according to the constitution.
2. The NHH Executive Committee posts shall be:
Chairperson, Vice Chairperson, Secretary and Treasurer.
3. The Chairperson, Vice Chairperson, Secretary and Treasurer will be elected on an annual basis or earlier is subject to a post becoming vacant.
4. In the event of the cheque signatories being changed all at once at the AGM then the existing signatories would retain the power to allow for new signatories details to be agreed with the bank.
5. The quorum for a Committee meeting shall be three, one of which must be a non office bearer.
6. The Secretary shall give at least seven days notice to each member for each committee meeting.
7. The agenda for each meeting will be compiled by the Secretary. Order of business shall be as per the agenda, but the Chairperson shall have the power to alter the rotation of the order of business.
8. It shall be the duty of the Chairperson to preserve order and to ensure all in attendance obtain a fair hearing. The Chairperson shall decide the question of priority by calling on the first person observed to speak. All in attendance must speak through the chair.
9. Any motions on subjects not on the agenda will only be discussed if the consent of at least two thirds of members present is obtained.
10. Any proposed motion must be seconded before being regarded as competent.
11. At all meetings, voting shall be by show of hands or unless the Chairperson decides the issue is of a sensitive nature in which a secret ballot will be carried out. The decision will be arrived at by a simple majority vote of those present, each Committee member having one vote. In the event of equality of voting, the Chairperson has the right to use a casting vote.
12. In the event of an amendment being proposed against a motion, the order of procedure shall be to vote on the amendment first and if that fails then the motion. In the event of two or more amendments, the last amendment will be voted upon and if that fails, then the first amendment will be voted upon and if that fails, then the motion. The decision will be recorded in the minutes of the meeting.
13. No motion for suspension of standing orders shall be carried unless supported by at least two thirds of members present.
14. The NHH colours shall consist of a blue vest with a yellow design and lettering. The colour of the shorts are optional but blue is preferred.