****

**Standing Orders**

**Version 1**

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**Sponsor: Secretary**

**1. Introduction**

1.1. The purpose of these Standing Orders is to capture all the enduring decisions made by North Highland Harriers (NHH) and key requirements from Scottish Athletics (SA). It is a compendium of extracts from minutes and other documentation to be used as an easy reference.

1.2. Club Officers shall be able to enact these Standing Orders without needing prior approval from the Committee.

1.3. The Committee shall be entitled to amend any Standing Order upon agreement at a Committee meeting. Historic precedence alone shall not be used to influence future decisions.

1.4. Nothing in the Standing Orders shall overrule anything in the Constitution or any mandatory requirement from Scottish Athletics.

1.5. This document is intended to be regularly updated as new decisions are made, and as a minimum shall be reviewed at least every 3 years.

**2. Memberships**

2.1. Non-runners who dedicate a significant amount of time and effort to the club may be offered free NHH membership. Not only is this a reward for selfless volunteering, but being a Member opens opportunities for the individual to contribute more to the club eg becoming a Club Officer. Each year the Committee shall decide on suitable non-running individuals and invite them to become a Member.[[1]](#footnote-1)

2.2. Membership renewals shall open on 1 September to give members one month to renew before the start of the new membership year on 1 October.[[2]](#footnote-2)

2.3. From 1 May, after the Trail Series has finished, the Committee may reduce the membership fee for new members.[[3]](#footnote-3)

**3. Club Officers[[4]](#footnote-4)**

3.1. At the AGM the club shall elect Club Officers, consisting of both committee positions and non-committee positions.

3.2. Club Officers shall be placed into the following functional groups:

a. **Running Function**. Running, Training, Trail Series, Racing.

b. **Correspondence Function**. Correspondence, Meetings, Memberships, Website, Scottish Athletics Liaison.

c. **Finance Function**. Finance, Budgeting, Fundraising.

d. **Welfare Function**. Welfare, Safeguarding, First Aid, Equality.

3.3. The committee positions shall be:

a. **Chairperson**. To deliver the Running Function. Be the figurehead for the club. Chair Committee/Club meetings. Attend Thurso Sports Hub. In charge of producing and ensuring compliance with the Discipline Policy.

b. **Secretary**. To deliver the Correspondence Function. In charge of producing and ensuring compliance with the Constitution and Standing Orders.

c. **Treasurer**. To deliver the Finance Function. In charge of the club accounts and presenting them at the AGM. Attend Caithness Sports Council. In charge of producing and ensuring compliance with the Conflict of Interest Policy.

d. **Welfare Officer**. To deliver the Welfare Function. In charge of producing and ensuring compliance with the Codes of Conduct, Equality Policy and other welfare related policies. Deputise for the Equality Officer.

e. **Head Coach**. In charge of training, coaching, coaches and coach development. Support the Chairperson.

f. **Scottish Athletics Secretary**. Keep abreast of Scottish Athletics matters. Draft meeting minutes. Support the Secretary.

g. **Equality Officer**. Promote equality within the club. Contribute to and ensure compliance with the Equality Policy. Support the Welfare Officer.

h. **Thurso Representative**. To contribute to and communicate committee business to/from club members at Thurso training sessions.

i. **Wick Representative**. To contribute to and communicate committee business to/from club members at Wick training sessions.

j. **Ordinary Member(s)**. Contribute to committee business. Intended to be a development role. Any number may be elected.

3.4. The non-committee positions shall be:

a. **Trail Series Director**. In charge of organising the NHH Trail Series. Support the Chairperson.

b. **10k/Half Marathon Director(s)**. In charge of organising the 10k/Half Marathon. Support the Chairperson.

c. **Cross Country Captain**. In charge of organising the cross country team. Support the Chairperson.

d. **Website Secretary**. In charge of the NHH website. Support the Secretary.

e. **Press Secretary**. In charge of submitting press articles and advertisement. Support the Secretary.

f. **Social Secretary**. In charge of organising social events. Support the Secretary.

g. **Fundraising Treasurer**. In charge of fundraising and income generation (not membership fees). Support the Treasurer.

h. **Kit Treasurer**. In charge of ordering kit. Support the Treasurer.

i. **Social Media Welfare Officer**. Monitor for inappropriate behaviour on social media. Support the Welfare Officer.

**4. Finance**

4.1. The Financial Year shall be from 1 September to 31 August.[[5]](#footnote-5)

4.2. The club shall maintain reserve funds.[[6]](#footnote-6)

4.3. The pace runners for the Castle of Mey 10k shall not have to pay for their race entry on the proviso that they are not eligible for prizes.[[7]](#footnote-7)

4.4. The club shall contribute £700 to the annual prize-giving event.[[8]](#footnote-8)

**5. Travel & Subsistence Expenses[[9]](#footnote-9)**

5.1. Members who go on courses/meetings on behalf of the club and to the direct benefit of the club shall be paid appropriate reimbursement.

5.2. Motor mileage shall be paid at the recommended HMRC rate (which is currently 45p for petrol/diesel cars). Delegates will be expected to make arrangements to car share when more than one member is going, or alternatively the club will pay reasonable costs for public transport.

5.3. Hotel stays shall be refunded up to £80 per night.

5.4 Food and drink (no alcohol) shall be refunded up to £25 per day.

**6. Junior Running Fund[[10]](#footnote-10)**

6.1. The aim of the Junior Running Fund is to provide financial support to organised running groups in the local community which promote running activities for Under 18s.

6.2. The rules of the fund are:

a. Funding will be awarded at the discretion of the NHH Committee on a case-by-case basis.

b. Funding will only be given to organised groups, not individuals.

c. Funding will only be provided for a specific purpose, not for general expenses or clearing debts.

d. Funding will only be given for Under 18s development.

e. Funding approval will not be given retrospectively.

f. Funding may be withdrawn at any time.

g. There is no obligation to approve any requests for funding.

h. A smaller amount of funding may be approved than requested.

i. There is no maximum or minimum funding limit per application or per year.

j. Precedent is not to be used to justify any new request for funding.

k. The final decision rests with the NHH Committee.

6.3. The procedure for obtaining funding is:

a. Applications for funding are to be submitted in writing (letter or email) to the NHH Committee.

b. Applications are to include: contact details of the running group, description of what the money is for, how many junior runners will benefit and when approval is needed.

c. Applications are to clearly justify why the amount requested is appropriate (eg quotes, catalogue prices).

d. Applications will be considered by the NHH Committee.

e. If the application is successful, the group (or group official) is to purchase the item themselves and then present receipts to NHH.

f. NHH will reimburse the group (or group official) to the value of the receipts.

g. NHH are to be given feedback as to the effectiveness of the purchase in order to optimise future funding.

h. NHH are to be credited in any press or social media relating to the purchase.

**7. Race Ballots[[11]](#footnote-11)**

7.1. NHH often gets allocated club places for national events eg London Marathon. These places will be allocated to club members at random via a ballot. To ensure fairness, the following rules of eligibility apply:

a. You must be an active member of the club in the current and preceding membership years.

b. You must not have previously ran in that event using a NHH club place.

c. You must not already be eligible for a best for age, rollover, or other qualifying category.

d. You must run in your NHH vest.

7.2. NHH shall pay the race entry fee for members who are allocated the club places.[[12]](#footnote-12)

**8. Cross Country**

8.1. The club shall pay the race entry fees for NHH teams entering the North District Cross Country Relay Championships. There shall not be a cap on the number of entrants.[[13]](#footnote-13)

8.2. The club shall pay the race entry fees for NHH members entering North District Cross Country League (NDCCL) events.[[14]](#footnote-14)

1. NHH Committee Meeting held on 28 September 2022. [↑](#footnote-ref-1)
2. NHH Committee Meeting held on 15 June 2022. [↑](#footnote-ref-2)
3. NHH Committee Meeting held on 15 June 2022. [↑](#footnote-ref-3)
4. NHH Committee Meeting held on 28 September 2022. [↑](#footnote-ref-4)
5. NHH Committee Meeting held on 15 June 2022. [↑](#footnote-ref-5)
6. Special General Meeting held on 27 February 2019. [↑](#footnote-ref-6)
7. Special General Meeting held on 27 February 2019. [↑](#footnote-ref-7)
8. Special General Meeting held on 27 February 2019. [↑](#footnote-ref-8)
9. NHH Committee Meeting held on 31 August 2022. [↑](#footnote-ref-9)
10. NHH Committee Meeting held on 9 March 2022. [↑](#footnote-ref-10)
11. NHH Committee Meeting held on 9 March 2022. [↑](#footnote-ref-11)
12. NHH Special General Meeting held on 27 February 2019. [↑](#footnote-ref-12)
13. NHH Annual General Meeting held on 7 December 2016. [↑](#footnote-ref-13)
14. Traditional. [↑](#footnote-ref-14)