

1. TITLE

- a. The title of The Club shall be Manchester Frontrunners.
- b. The postal address of The Club shall be the current Club Secretary's address.
- c. The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve The Club's activities. No profit or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of The Club.

2. OBJECTIVES

- a. To encourage and promote running among: lesbian, gay, bisexual and transgendered people (LGBT) regardless of race, religion, sex, age or disability.
- b. To combat discrimination and homophobia in sport, and to encourage LGBT involvement in the sporting and local community.
- c. To provide coaching for the members and to organise competitions and social events.
- d. In pursuit of these objectives The Club will promote equal opportunities and encourage gender parity.

3. MEMBERSHIP

- a. Membership shall be open to anyone with an interest in running, and who supports the objectives of The Club.
- b. Members and guests must adhere to The Club's Health & Safety Policy (Appendix 3).
- c. Members and guests must abide by The Club's Code of Conduct (Appendix 1).

4. MANAGEMENT

- a. The management of The Club will be by a Committee consisting of two Co-Chairs (one male, one female), a Club Secretary (incorporating the Treasurer role), and other such officers as the membership may decide to appoint at the Annual General Meeting (AGM); the current roles descriptions are detailed in Appendix 2. All of the foregoing shall be elected at the AGM.

- b. The Committee officers shall be elected by a majority of the membership at the AGM, subject to a quorum of 20% of the current paid-up membership. An election officer will be selected jointly by the two Co-Chairs, whose sole responsibility will be to oversee the election process at the AGM.
- c. Committee officers shall serve a term of one year, renewable if re-elected at the following AGM.

5. ANNUAL GENERAL MEETING

- a. The AGM will take place by the end of May, or as soon thereafter as the Committee can arrange it.
- b. The AGM shall be held for the purpose of:
 - i. Receiving the Annual Reports of the Committee
 - ii. Receiving the Statement of Accounts and the Balance Sheet
 - iii. Electing the Committee officers for the ensuing year
 - iv. Considering any amendments of the Constitution, of which due notice has been given to all members. Any proposed changes to the Constitution must be received by a Co-Chair or the Club Secretary at least twenty-one days prior to the AGM, in order that all members shall have sufficient notice of the proposal.
- c. At least fourteen days notice shall be given to members of the date, venue and agenda items of the AGM. Notification shall be by email, website, newsletter advertisement or by post.
- d. Each fully paid-up member present at the AGM shall have one vote.

6. EXTRAORDINARY GENERAL MEETING

- a. An Extraordinary General Meeting shall be called by the Committee either of its own initiative, or on receipt of a written request from 20% of the club membership.
- b. Notification and voting rules at Extraordinary General Meetings are as at AGMs.
- c. No other business shall be conducted at such a meeting.

7. AFFILIATION

- a. The Club shall be a member of International Front Runners, and support communications between Frontrunner Clubs.
- b. The Club shall seek to affiliate to the North of England Athletic Association in order to carry out the objectives of The Club.

8. COMMITTEE MEETINGS

- a. The Committee shall meet at times and places agreed by its members to discuss the business of The Club.
- b. The quorum for a Committee meeting shall be half of the current Committee, of whom at least one must be a Co-Chair or the Club Secretary.
- c. Each Committee position shall have one vote. The Chair of the meeting will have a deliberative, as well as a casting vote. No proxy voting will be allowed.
- d. Committee posts falling vacant during the course of the year may be filled by election by a majority of the existing Committee officers.
- e. The Committee may co-opt members to specific positions throughout the year; however such persons will not have voting power.
- f. The Committee shall review The Club's health and safety policy (appendix 3) at least annually and shall have the right to amend the policy as and when necessary in accordance with, controls arising from the risk assessments, legislation or recommendations from UKA.

9. FINANCE

- a. Any club expenditure over £25 requires the consent of one Co-Chair, not including the person making the expenditure.
- b. Any club expenditure over £100 requires Committee approval of at least one Co-Chair and the Club Secretary, or both Co-Chairs; not including the person making the expenditure.
- c. Auditable records in the form of invoices and/or receipts must be available to the Treasurer for all and any club expenditure.

- d. Cheques drawn on the club account may be signed by the Club Secretary or either Co-Chair.
- e. New signature cards, which are the responsibility of the Club Secretary, must be completed within one month of the AGM, if required.
- f. The Club Secretary shall report the club's financial position at each Committee meeting.

10. SUBSCRIPTION

- a. Members shall pay an annual subscription fee at the commencement of the club year (1st April).
- b. Except for the provision in 10.b.i, the level of fees shall only be reconfirmed or changed at the AGM by a majority of the members present, subject to a quorum of 20% of the membership.
 - i. Increases in the England Athletics licence fee will be automatically passed onto members receiving such licences through a direct increase in applicable MFR membership fees.
- c. The membership fee shall apply to all club members, except that it shall be a nominal reduced fee for unwaged members, or for other reasons at the discretion of the Committee.
- d. The Committee may terminate the membership of any member, without refund of subscription, if it resolves that they are in breach of the Code of Conduct and having considered any explanation provided by the member.

11. RESIGNATIONS

- a. Any member wishing to resign part way through the club year must do so in writing to a Co-Chair or the Club Secretary.
- b. Resignations shall be considered by the Committee within one calendar month of receipt, and will be held as effective on the date of tendering.
- c. Resignations will not be accepted if the member is financially indebted to The Club, and acceptance will be withheld until the debt is discharged.
- d. Any member that fails to renew their membership within three months of the commencement of The Club year shall be deemed to have submitted their resignation.

12. CONSTITUTION AMENDMENTS

- a. The Committee must at all times adhere to this Constitution.
- b. No Constitution rule may be altered, added to, or deleted except at an AGM, or an Extraordinary General Meeting called for that purpose; and then only by a two thirds majority of those present and voting.

13. REVISION HISTORY

- a. This Constitution dated 20th April 2016 was formally accepted at the AGM held on 5th May 2016 and replaces the previous Constitution dated 10th August 2015.

ISSUE	DATE OF ISSUE	SUMMARY OF CHANGES
1.0	MAY 2005	New document
2.0	MAY 2012	Minor wording amendments
3.0	MAY 2013	Incorporation of Appendix 1 (Code of Conduct) & Appendix 2 (Role Descriptions)
4.0	AUGUST 2015	Minor wording amendments; incorporation of Appendix 3 (Health and Safety Policy); change to fees policy 10.b (agreed at April 2015 AGM); change of role from Volunteer Coordinator to Welfare Officer (Appendix 2 updated)
5.0	MAY 2016	Amendments to 4.a and Section 9 due to Treasurer responsibilities becoming incorporated into Club Secretary role; creation of the new role Race Secretary; Training Support Officer role renamed Coaching Coordinator; all Role Descriptions substantially rewritten (Appendix 2 updated)