

Constitution of the Edinburgh Frontrunners

1. Title

- a) The title of the club is Edinburgh Frontrunners (the "Club").
- b) The Club is a not-for-profit organisation. Any profits or surpluses will be used to maintain or improve the club's activities. Profits or surpluses may only be distributed to registered Scottish charities that support one or more of the objects of the club.

2. Objects

- a) The objects of the Club are:
- to promote health and well-being through running among lesbian, gay, bisexual, transgender and intersex (LGBTI) adults, regardless of race, religion, age, nationality, sex, gender, gender assignment, gender identity and expression, sexual orientation, physical ability, disability, marriage or civil partnership status, or political or other opinion, except where expression of that opinion incites discrimination, hatred, or violence;
 - to combat discrimination, homophobia and transphobia in sport, and to encourage LGBTI involvement in the sporting and local community; and
 - to organise members' participation in running competitions and social activities.
- b) In pursuit of these objects, the Club will promote equal opportunities and encourage gender parity, as far as reasonably practicable given the not-for-profit, voluntary nature of the club.

3. Affiliation

- a) The Club will seek and maintain affiliation to International Front Runners and will support communications between Front Runners Clubs.
- b) The Club will seek and maintain affiliation to JogScotland in order to carry out the objects of the Club.

4. Membership

- a) Membership is open to anyone who:
- is aged 18 or over;
 - has an interest in running;
 - supports the objects of the Club;
 - is an "amateur", as defined by the UK Athletics Rules for Competition;
 - is a member of JogScotland, or agrees to become a member of JogScotland;
- b) Application for membership must be made in writing in the form prescribed by the Committee. If the application is accepted, the applicant becomes a Member upon paying the Membership Fee, as

set by a majority of votes at a General Meeting.

c) Non-Members may attend Club activities as guests, subject to such restrictions as event organisers or the Committee deem appropriate for that event.

d) All Members must adhere to this Constitution, the Club's Code of Conduct (Appendix 2) and the UK Athletics Rules for Competition.

5. General Meetings

a) A "General Meeting" is a meeting to which all Members of the Club are invited to discuss Club business and vote on the adoption of Motions. Except as otherwise stated in this Constitution, Motions supported by a majority of votes at a General Meeting are adopted.

b) To be eligible for adoption, a Motion must be submitted in writing to the Club Secretary at least fifteen days before a General Meeting. The Club Secretary must list all proper motions on the agenda.

c) The Club Secretary must give to all Members at least fourteen days' notice of a General Meeting. The notice must include the meeting's date, time, venue and agenda. Notification of the meeting must be sent to all Members by email and posted on the Club's website.

d) Quorum for a General Meeting is either 20% of all fully paid-up Members or ten Members, whichever number is smaller.

e) Each fully paid-up Member may vote once on each Motion. The President will vote only in the event of a tie.

f) The Committee may, by a majority decision with the President voting only in the event of a tie, call a General Meeting.

g) The Committee must call a General Meeting if requested to do so in writing by at least 20% of the Members of the Club, through receipt of such notice by the President or Secretary on behalf of the Committee. The Committee must call this meeting on a date no sooner than 3 weeks and no later than 6 weeks after receipt of such notice.

6. Annual General Meeting

a) One General Meeting each calendar year will be designated by the Club Secretary on the agenda as the Annual General Meeting ("AGM"). The AGM will take place in October, or as soon thereafter as the committee can arrange it.

b) The agenda of the AGM must include at least the following items:

- receiving the President's Annual Report;
- receiving the statement of Accounts and Balance Sheet;
- approving the annual Membership Fee; and
- electing the Committee members for the ensuing year.

c) Notwithstanding anything else in this Constitution:

- the meeting at which the Club is formed and this Constitution is first adopted (the "Inaugural Meeting") is deemed to be an AGM; and
- anyone attending the Inaugural Meeting and agreeing to pay the Membership Fee is deemed to have been a fully paid-up Member at the time of the Inaugural Meeting.

7. Management

a) The business and operations of the Club will be managed by the "Committee" and "Sub-Committee", consisting of the following positions, whose roles are described in Appendix 1:

- President
- Vice President
- Treasurer
- Club Secretary
- Social Secretary
- Communications Officer
- Learn to Run Officer

- Sub-Committee:
 - Race Committee

b) Quorum for decisions of the Committee will be four Committee members, or two-thirds of the members of Committee, whichever number is smaller.

c) In between AGM's, the Committee may, by a majority decision, appoint Members to vacant positions on the Committee. Any appointments made by the Committee under will automatically terminate at the start of the next AGM.

d) Committee members will be elected by a majority of the membership at the AGM. The Club Secretary or another Member selected by the Committee will act as election officer, whose responsibility it will be to oversee the election process at the AGM.

e) Each Committee member will serve from the time of election or appointment until the next AGM. Committee members may stand for re-election at the AGM.

f) The Committee will meet at least four times per year, as and when agreed by the Committee, to discuss and direct the business of the Club.

g) All Committee decisions are by majority vote. The President may vote only in the event of a tie.

8. Amendments to the Constitution

a) The Constitution may only be amended at an AGM, or at a General Meeting called for that purpose.

b) A Motion to amend the Constitution may only appear on the agenda of a General Meeting if:

- the amendment proposed by at least two-thirds of the members of the Committee, or is requested in writing by at least 20% of the paid-up Members of the Club; and
- at least 14 days before the meeting, full details of the proposed amendment are sent by the Club Secretary to all Members by email and posted on the Club's website.

c) To be adopted, a Motion to amend the Constitution must be supported by at least two-thirds of the Members present.

9. Dissolution

a) A Motion to wind up or dissolve the Club is deemed to be a Motion to amend the Constitution, and procedures described in Section 8 should be followed.

b) A Meeting to discuss a Motion of dissolution of the Club is deemed to be a General Meeting as described in Section 8a, and procedures described in Section 5 should be followed.

c) If, upon winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, it may only be given or transferred to other organisations or registered Scottish Charities that support one or more of the objects of the Club.

d) The organisations or Charities described in 9c are to be determined by the Members of the Club by majority resolution at a General Meeting at or before the time of the dissolution.

10. Finance and Annual Accounts

a) The Treasurer will:

- keep true accounts of the income and expenditure of the Club;
- maintain and operate the Club's bank accounts; and
- conduct all financial operations in the best interest of the Club.

b) The Club's accounting period runs from 1 October to 30 September each year.

c) The Committee will appoint at least two Committee members to have signing authority over the Club's bank accounts. Only Committee members may have signing authority over a Club bank account.

d) Once per quarter, the Treasurer will provide the Committee with financial statements and up-to-date reconciled bank statements.

e) Any Club expenditure over £25 requires the approval of the President. Any Club expenditure over £100 requires the approval of both the President and one of either the Treasurer or the Club Secretary (but not including the person making the expenditure).

11. Membership Fee

a) Members must pay an annual Membership Fee. Members who are students or unwaged may pay the Concession rate.

b) The membership year runs from 1 January to 31 December. Members joining part-way through the year will pay the membership fee in full. Members joining between 1st July and 31st December of a given year will be deemed also to have paid the membership fee for the subsequent year.

c) The Membership Fee will be as follows:

- Regular Membership: £15
- Concession (students/unwaged): £5
- Hardship (at the discretion of Committee): £0

12. Membership Cancellations

a) A Member wishing to cancel their membership must do so in writing to the Club Secretary. Membership Fees are non-refundable.

b) Membership cancellation is effective on the date the notice is delivered, except if the Member is financially indebted to the Club, in which case cancellation is only effective once the debt is discharged to the satisfaction of the Committee.

13. Club Colours

a) The Club colours will be Blue, Red and White.

b) Club vest design(s) will be selected by a majority vote of the Committee, and subject to the approval of ScottishAthletics Limited.

Appendix 1: Committee Member Roles

All **Committee members** will:

- Be responsible for the governance of the club
- Participate in strategic development
- Welcome and support runners of all abilities
- Regularly attend Club runs, social events and races
- Adhere to club Policies and Procedures

The **PRESIDENT's** functions:

- Chair Committee meetings
- First point of contact for all new members contacting EFR
- Responsible for representing EFR to external organisations, including International Front Runners and other LGBTI community and sport organisations
- Ensure the culture of the Club reflects the aims and objectives of the membership
- Co-ordinate the activities of the committee and give leadership on new initiatives for the club
- Manage the strategic development of the Club
- Report to the AGM

The **VICE PRESIDENT's** functions:

- Assist the President in fulfilling the President's duties
- Assume the role of acting President if the President resigns before the subsequent AGM, or if the President is unable to carry out their role for a period of time that, in the reasonable opinion of the majority of the Committee, makes it necessary to appoint an interim replacement
- Organise club participation in races and other community events, including investigating potential events, constructing annual events programme, ensuring appropriate representation of EFR and participation by EFR members
- Organise joint events with other Frontrunner clubs across the UK and the world
- Ensure that all racing and other events are communicated to the full Membership

The **TREASURER's** functions:

- Maintenance of accounts
- Payments and deposits
- Financial reports for Committee
- Annual financial statement for AGM
- Ensure proper financial procedures are followed and funds are spent, in accordance with the Constitution, to promote the objects of the Club
- Manage, together with the Club Secretary, the procurement of Club merchandise and its sale to Members

The **CLUB SECRETARY's** functions:

- Administration of membership of the Club, including collecting annual fees and maintaining an up-to-date membership list
- Maintaining an up-to-date list of Members' email addresses
- For Committee meetings, General Meetings and AGMs:
 - prepare and distribute agendas and documents for discussion
 - prepare minutes of the meeting
 - oversee and manage the process of electing the new Committee
- Maintain the Club's Constitution, policies and procedures, including preserving historical versions
- Maintain the Club membership and attendance records
- Liaise with official bodies and maintain Club registrations, e.g. Scottish Athletics, Pride Events
- Manage, together with the Treasurer, the procurement of Club merchandise and its sale to Members

The **SOCIAL SECRETARY's** functions:

- Organise Club social events, such as after races and for annual events, such as Pride
- Establish links with other sport clubs and Frontrunners clubs for possible activities
- Ensure that the Club has access to suitable venues for food after its regular runs
- Ensure that social activities are affordable to all Members and brought in at cost
- Ensure that all social events are communicated to the full membership

The **COMMUNICATIONS OFFICER's** functions:

- Arrange robust and prudent web-hosting arrangements and secure the Club's ownership of the domain name edinburghfrontrunners.org
- Identify and update content suitable for the Club's website, Facebook page and Twitter account
- Identify electronic and other options for promoting the Club across Edinburgh and the UK
- Responsible for producing an EFR monthly newsletter
- Ensure all the club's activities (races/socials) are communicated to the full membership
- Co-ordinate the annual Member satisfaction survey

The **LEARN TO RUN OFFICER's** functions

- Design and monitor the Learn to Run Programme and sessions
- Devise suitable training routes for Learn to Run sessions
- Organise Risk Assessments for regular running routes

The **RACE COMMITTEE:**

Consisting of at least three members, one of whom shall also sit on the main Committee.

- Organise the EFR Pride Run, including reviewing the previous year's event
- Design the race course and format, timing systems, and entry categories

- Coordinate the marshalls, setting up and dismantling of the race
- Publicise the event and organise race entries
- Organise prize categories and medals

Appendix 2: EFR Code of Conduct

Our Club aims to embrace diversity and be inclusive by ensuring we attract, develop, support and retain as wide a range of Members as possible

Our Code of Conduct supports this through:

- Promoting a culture of tolerance and mutual respect between Members and also towards those outside the Club
- Treating Members fairly regardless of their personal differences and athletic abilities
- Not tolerating bullying, harassment, discrimination or victimisation of any kind
- Dealing with any concerns in a fair and robust manner

Our Members must agree to:

- Ensure that they have read and understood this Code of Conduct
- Treat Members and others outside the Club with dignity, respect and fairness
- Help promote a culture of diversity and inclusivity within the Club
- Be open and honest in dealings with others and respect their confidentiality
- Abide by the Code of Conduct when representing the Club at events including Club races, holidays and social events, as well as when using social media and other forms of communication associated with the Club
- Raise issues of concern in an appropriate and timely way, using the EFR Code of Conduct Complaints Process (Appendix 3).

Glossary

Bullying is offensive, intimidating, malicious or insulting behaviour. Bullying may be an abuse or misuse of power through means that undermine, humiliate, denigrate or injure an individual or group of individuals.

Harassment is unwanted conduct affecting the dignity of people or any other club-related environment or situation. It may be related to a 'protected characteristic' (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), or any personal characteristic of the individual, and may be persistent or an isolated incident. The impact on an individual may be unintended, but nevertheless be unwelcome and cause offence.

Discrimination is where an individual is treated less favourably because of a 'protected characteristic' (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Victimisation occurs when an individual is treated less favourably because they have made a complaint or allegation, intend to complain or have given evidence or information about a situation involving discrimination.

Appendix 3: EFR Code of Conduct Complaints Process

Members need to be able to raise any genuine concerns knowing they will be dealt with promptly, sensitively and fairly.

Informal resolution

If a Member believes they are being treated inappropriately, it may be best to try and resolve the situation informally. Raising an issue at the outset may prevent it from escalating or may prevent a repeat occurrence. In many cases the person will be unaware that their behaviour is offensive and asking them to stop may be sufficient to resolve the situation.

In some cases, an incident relating to bullying and harassment may be so serious that it is inappropriate to attempt to resolve it informally. If this is the case, members should raise the issue formally with any member of the Committee.

Formal process

A Member may initiate the formal complaints process by raising the issue of concern with a Committee member. The following procedure then applies:

- Once raised, the Committee member will discuss the issue with the President (or, if the President is implicated in the complaint, the Club Secretary), as appropriate to the nature of the complaint.
- Confidentiality is an important part of this policy. Everyone involved in this policy - whether making a complaint or involved in an investigation - is responsible for maintaining the high level of confidentiality required.
- Details of the investigation and the names of the person making the complaint and the person being complained about must only be disclosed on a 'need to know' basis.
- The Committee member would normally conduct the investigation unless they are in some way implicated. In these circumstances, the President will carry out the investigation. The investigation will be thorough, impartial and objective and carried out with sensitivity to the rights of all involved. The investigation will be undertaken in a confidential manner.
- Consideration will be given to whether individuals could be temporarily suspended from attending any EFR runs / races / social events until the process has concluded.
- Members who deliberately provide false information or raise issues maliciously will themselves be in violation of the Code of Conduct.
- Members who make complaints or who participate in good faith in any investigation must not suffer any type of victimisation or retaliation as a result.
- Members who retaliate against or victimise someone for making a complaint, or for assisting in good faith with an investigation under this policy, will themselves be in violation of the Code of Conduct.
- The findings of the investigation will be discussed with the Member who made the complaint and any actions deemed necessary will be carried out by the President. This will usually be a first warning, after which any further instances could lead to expulsion from the club. In extreme cases a member may be expelled from the Club without receiving a first warning.