

**ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

**THE CONSTITUTION OF THE EDINBURGH UNIVERSITY HARE AND HOUNDS RUNNING CLUB**

**1. NAME**

- 1.1 The name of the Club shall be Edinburgh University Hare and Hounds (the "**CLUB**").

**2. OBJECT**

- 2.1 The object of the Club shall be to encourage the sports of cross-country, road and hill-running to runners of all abilities.
- 2.2 The Club shall affiliate to Scottish Athletics Ltd and shall operate under the rules and regulations of that organisation.

**3. MEMBERSHIP**

- 3.1 The qualification to be a '**MEMBER**' shall be:
- 3.1.1 Membership of the Edinburgh University Sports Union.
- 3.1.2 The payment of any Club membership fee along with the return of a membership form.

**4. RELATIONSHIP WITH E.U.S.U.**

- 4.1 The Club shall form a Club under the Jurisdiction of E.U.S.U. The Club shall send a representative to each meeting of the General Committee of E.U.S.U and may nominate candidates for its officers and its Executive Committee.

**5. CLUB OFFICIALS**

- 5.1 The officials of the Club, together the "**EXECUTIVE COMMITTEE**", to be elected at the AGM, with the exception of 5.1.11, shall be:
- 5.1.1. Men's Captain
- 5.1.2. Ladies' Captain
- 5.1.3. Secretary
- 5.1.4. Treasurer
- 5.1.5. Race Organiser and Safety Officer
- 5.1.6. Social Secretary
- 5.1.7. Community and Alumni Officer
- 5.1.8. Publicity, Alumni and Sponsorship Officer
- 5.1.9. Webmaster and Kit Secretary
- 5.1.10. Jogging Secretary
- 5.1.11. Fresher's Representative
- 5.1.12. Ordinary Member x 2
- 5.2 Duties of Executive Committee members are set out in Appendix 1.
- 5.3 A Freshers' Representative shall be co-opted to the Committee in December each year.
- 5.4 The roles of Men's and Ladies' Captain, Secretary and Treasurer form the "**MANAGEMENT COMMITTEE**" of the club.
- 5.5 The Club may, by a majority vote at its A.G.M., appoint an Hon. President and up to 5 Honorary Vice-Presidents. These honorary positions shall be awarded for lifetime services to the Club and/or the sport of Cross Country, Hill or Road Running.

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

- 5.5.1 The Honorary Officials of the Club shall be entitled to attend and vote at the E. U. H. & H. A.G.M., and shall be invited to all major Club functions and social events.
- 5.5.2 The current Honorary Officials are:
  - 5.5.2.1 Robin Thomas (Hon. President)
  - 5.5.2.1 James Williamson (Hon. Vice-President)
  - 5.5.2.2 James Jarvis (Hon. Vice-President)
- 5.6 The roles of Community and Alumni Officer, Publicity and Sponsorship Officer, Webmaster and Kit Secretary, and Jogging Secretary may be held by other members of the Club Committee in addition to their office, if agreed by the A.G.M.
- 5.7 Individuals may not share any Committee position named in 5.4, the Management Committee positions. Furthermore, no member of the Management Committee may take on any other position.
- 5.8 It is suggested that, where possible, no member shall sit on the Club Committee for longer than two years.

## **6 GENERAL MEETINGS**

- 6.1 Annual General Meeting (the '**AGM**').
  - 6.1.1 The Club shall hold a yearly AGM, during term time, and at least 2 weeks before the A.G.M. of E.U.S.U.
  - 6.1.2 The Executive Committee shall be elected at the Club's A.G.M, but the outgoing Committee shall remain in their posts until the end of the academic year. It is the responsibility of the out-going Committee member to make his/her successor fully aware of their duties.
  - 6.1.3 The notice period for an AGM is at least 7 days before the date proposed for the meeting. Notice may be given by any means customarily used by the club.
  - 6.1.4 Notice must be intimated to the E.U.S.U.

### **The quorum needed for an AGM to take place?**

- 6.2 Extraordinary General Meeting (an '**EGM**').
  - 6.2.1 An EGM may be called by any of the three executive committee members or by five members.
  - 6.2.2 The notice period for and EGM is the same as for an AGM under 6.1.3.
  - 6.2.3 If required under the rules or constitution of the E.U.S.U, any relevant decision must be intimated.
- 6.3 AGM and EGM voting procedure:
  - 6.3.1. Every member of the Club has one vote.
  - 6.3.2. Every person nominated for any position on the Executive Committee must have a Proposer and Seconder. Once nominated the person shall give a speech detailing why they should be voted to the position.

For the Men's and Ladies' Captaincies, any person nominated shall have a

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

speech made by their Proposer prior to the nominated persons speech.

Should the nominating person also be nominated for the role, they may designate an alternate person to make the proposition speech.

- 6.3.3. After the conclusion of the speeches, the nominated parties shall depart the room and an anonymous vote of the members shall take place.
- 6.3.4. The nominated person that obtains a simple majority shall be duly elected to the position.
- 6.3.5. In the event of a tie in the election of officials, the current positions holder shall gain an extra deciding vote, or, a casting vote can be made collectively by the captains and secretary.

### **7. EXECUTIVE COMMITTEE DUTIES AND POWERS**

- 7.1 The affairs of the Club shall be managed by the Executive Committee set out in 5.1.
- 7.2 The Executive Committee of the club may make any decision by simple majority except for any named in 7.3.
- 7.3 A written resolution of the Executive Committee, passed by two-thirds majority, shall be required to approve:
  - 7.3.1 The payment of any sum over £3000 out of the club's funds.
  - 7.3.2 The entering into any sponsorship agreement that leads to the club receiving over £3,000.
  - 7.3.3 The removal of any member of the Executive Committee.

Any other decision may be made in accordance with 7.2.

- 7.4 When a vote under 7.2 or 7.3 is conducted:
  - 7.4.1 Every member of the Executive Committee shall have one vote.
  - 7.4.2 In the event of a tie in the number of votes, the motion shall fall.
- 7.5 The Committee shall have the power to fill vacancies that arise, appoint sub-Committees and to co-opt to its number with the exception of any position vacant in the Management Committee.
- 7.6 Should any position in the Management Committee become vacant, unless the AGM is due within six weeks of the position becoming vacant, an EGM shall be called and a new member shall be elected in accordance with the procedures set out in 6.3.
- 7.7 Should the position on the Management Committee become vacant within six weeks of the usual time an AGM would be called, the Committee may exercise its power under 7.5 and appoint an interim replacement.
- 7.8 The Management Committee Members are to maintain a handbook during the year, to help with the hand-over of Committee positions after the AGM. It is also recommended that all members of the Executive Committee maintain handbooks.

### **8. ROLE OF EXECUTIVE COMMITTEE**

- 8.1 The Committee shall meet at least once per month and as often as it seems appropriate. A quorum for a meeting of the Committee shall be three.

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

- 8.2 The business of the Committee shall be to consider race and team selection, training opportunities, Club motivation and recruitment, fixture planning and other such matters as it considers appropriate.
- 8.3 The annual Estimates shall be prepared by the Treasurer and at least one other official but shall be examined by the Committee prior to forwarding to the Treasurer to the E.U.S.U.

Such items of expenditure in these Estimates as receive approval by the Finance Committee of E.U.S.U. shall be administered to the Club by E.U.S.U.

- 8.4 The Committee shall be responsible for holding annually or whenever possible:
- 8.4.1 The Braid Hills Cross Country Races, incorporating the Club Championship.
- 8.4.1.1 An individual may be both Novice and Club Champion in the same academic year.
- 8.4.1.2 All winners shall have their names engraved on the Club Championship Trophy, Ye Old Crocks Shield.
- 8.4.2 Champions will be considered as follows:
- 8.4.2.1 The Men's Club Champion shall be considered to be the first E. U. H. & H. male Member to finish the **Braid Hills Cross Country 10km Race**
- 8.4.2.2 The Women's Club Champion shall be considered to be the first E. U. H. & H. female Member to finish the **Braid Hills Cross Country 5km Race**.
- 8.4.2.3 The Men's Novice Champion shall be considered to be the first E. U. H. & H. Male Fresher (i.e. first year undergraduate student) to finish the **Braid Hills Cross Country 10km Race**.
- 8.4.2.4 The Women's Novice Champion shall be considered to be the first E. U. H. & H. Female Fresher (i.e. first year undergraduate student) to finish the **Braid Hills Cross Country 5km Race**.
- 8.4.3 The King's Buildings 5 and/or 10 Mile Road Races
- 8.4.3.1 The Winning Team of the King's Buildings 10 Mile Road Race (when held) shall be engraved on the Eva Coventry King's Buildings 10 Mile Road Race Trophy.
- 8.4.4 The Summer Handicap Races, open only to Club Members and incorporating the Club Handicaps Championship.
- 8.4.4.1 The Club Handicaps Series will consist of three races around a set course, with handicaps set by the Club Captains based on individuals' performances over the year. The Club Handicaps Champion shall be the member with the lowest total from their two best results over the series.
- 8.5 The Club shall host the **Scottish Student Sport Cross Country Championships** in alphabetic rotation with other member institutions of **Scottish Student Sport**, or as advised by the relevant Scottish Universities Sports Development Coordinator. In addition, the Club may apply, through E.U.S.U., to host the **British Universities & Colleges Sport (B.U.C.S.) Cross Country Championships**.
- 8.6 The Committee may appoint a coach or coaches as they see fit and in accordance with the regulations laid down by E.U.S.U.

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

8.7 The Club may open a bank account in its name, subject to its having first obtained the approval of the general Committee of E.U.S.U.

8.8 The Executive Committee may seek and enter into sponsorship agreements with other parties. Any such agreement must:

8.8.1 Be supported by a written resolution of the Executive Committee if it exceeds £3,000 under 7.3.2.

8.8.2 Be intimated to the E.U.S.U.

### **9. DROPOUT POLICY**

9.1 Upon a member of the club signing up for a race, event, social or other such trip they will be deemed to be attending unless the club is otherwise clearly informed. Upon signing up, that member of the club is immediately liable for the full costs of such trip unless a 'dropout' deadline is set by the club when sign-up is first offered. In a situation where a dropout date is set, full liability for costs is incurred from such drop-out date. The Captains may halve such costs in exceptional circumstance but are under no obligation to do so.

### **10. AUDITOR**

10.1 The auditor to the Club shall be the Hon. Treasurer to E.U.S.U.

### **11. FINANCIAL YEAR**

11.1 The financial year of the Club shall end on 31st July in each year.

### **12. SUBSCRIPTION FUNDS**

12.1 The Club may charge such subscriptions as its Committee sees fit, from time to time, subject to the rate of any such subscription being approved by the General Committee of E.U.S.U., and raise funds for its own use in such other ways as it sees fit. Funds raised in these ways shall be under the control of the Club and not the Sports Union, but proper accounts shall be kept by the Club Treasurer. Should the Club terminate for any reason, its funds shall fall to the general account of E.U.S.U.

### **13. CLUB COLOURS**

13.1 The colours of the Club vest shall be green body with a white side panel.

13.2 The Club tie shall be bottle green with a white and emerald green stripe, and shall also feature the Club crest. Members are encouraged to wear the Club tie at important Club events and Championship races.

### **14. BLUES AWARDS**

14.1 The criteria are contained within the separate Blues and Half Blues Constitution.

14.2 Nominations are considered at the meetings of the E.U.S.U. Blues and Colours Committee as advised by E.U.S.U. Blues medals and Half Blue certificates will be presented at the Blues and Colours Dinner at the end of the academic year.

14.3 The Club Committee shall decide whether to nominate members for Blue or Half Blue Awards.

### **15. ALTERATION OF CONSTITUTION**

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

- 15.1 This constitution may be altered by a majority of those present at any EGM or AGM of the Club, but subject to ratification by the General Committee of E.U.S.U. and the next subsequent A.G.M. of E.U.S.U.

### **16. INTERPRETATION**

- 16.1 In the case of a conflict of interpretation between the provisions of this constitution and that of E.U.S.U. or its Bye-laws, the provisions of the E.U.S.U. Constitution and Bye-laws shall prevail.

## **APPENDIX 1**

### **DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

#### **CAPTAINS**

In addition to such duties as are consistent with the term Captain in the sport of running, the Captains are Co-Presidents of the Club. The Captains will chair Committee meetings and general meetings of the Club alternately. At the Club A.G.M., one of the Captains, as elected by the meeting, shall take the Chair. If both Captains are unable to fulfil any of these roles on any one occasion, the Secretary should act as a temporary replacement. It is suggested that, where possible, the Club Captains ought to have served on the Committee in the previous academic year.

#### **SECRETARY**

The Secretary shall be responsible for communication within the Club. The Secretary shall keep the minutes and other records of the Club including an accurate and detailed membership list. The Secretary shall prepare an agenda for Committee and general meetings. The Secretary shall represent the Club at general meetings of S.A.L. and shall be the first point of contact for S.A.L. within the Club. The Secretary is responsible for all correspondence with S.A.L., all race and league entries and the organisation of appropriate transport to away fixtures. The Secretary shall also be the main point of contact for E.U.S.U.

#### **TREASURER**

The Club Treasurer shall keep the accounts of the Club, if any, in a secure place, and shall attend to such claims for reimbursement from Sports Union funds that the Club may have. The Treasurer shall also ensure that all monies, including membership fees, owing from Club members are collected promptly.

The Club Treasurer shall also be responsible for collecting any monies, subscriptions and the like due by the Club to the Sports Union and to the timeous remitting of them to the Sports Union Treasurer. The Treasurer shall prepare an annual summary of the Club and E.U.S.U.

#### **RACE ORGANISER and SAFETY OFFICER**

The Race Organiser is responsible for organising the Club's races (8.4 and 8.5). He or she is also ultimately responsible for all matters arising from any race organised by the Club. In their capacity as Safety Officer they shall hold, or be trained in, the relevant first aid qualifications. The Safety Officer shall also ensure that suitable medical assistance is

## **ADOPTED UNANIMOUSLY BY AN AGM OF THE CLUB – 29 MARCH 2017**

available to members and at any races hosted by the Club.

### **SOCIAL SECRETARY**

The Social Secretary is responsible for building and maintaining a relationship with the Club's sponsors, if any. The Social Secretary shall be in charge of the Club's Freshers' Week events and any other social events throughout the year.

### **COMMUNITY AND ALUMNI OFFICER**

The Community and Alumni Officer shall be responsible for maintaining and improving relations between the Club and its surrounding community. This duty is purposefully open to interpretation, but should ideally include organising opportunities for members of the Club to fundraise for charity, and volunteer their services for other good causes. The Community and Alumni Officer shall also be responsible for maintaining and improving relations with alumni of the Club. This shall include liaising with the Club's alumni club, Hunters Bog Trotters, to promote inter-club events

### **PUBLICITY AND SPONSORSHIP OFFICER**

The Officer shall be responsible for publicising the Club, its activities, fixtures and results to the student body at large, E.U.S.U., and the student, regional and/or national press. The Publicity Officer shall maintain good relations with the E.U.S.U. Publicity Officer. They shall maintain relations with the Alumni club 'Hunters Bog Trotters' and promote inter-club events.

In their capacity as Sponsorship officer, they shall have the capacity to negotiate and sign any sponsorship agreement for the club in accordance with 7.3.2 and 8.8.

### **WEBMASTER AND KIT SECRETARY**

The Webmaster shall hold responsibility for the Club's website, and ensure that it is updated regularly. The Webmaster will also maintain the Club's mailing lists. They may be required to assist the Race Organiser with the sign-up of runners, and production of results at the Club's races. Where possible, they shall organise the Club's fantasy running league in Semester 2.

In their role as Kit Secretary, they are responsible for ensuring the production and sale of Club kit, and any other Club merchandise

### **JOGGING SECRETARY**

The Jogging secretary shall represent and promote the interest of the joggers within the Club. They shall also take the jogging group during the designated jogging sessions usually on Thursday evenings, however, this may be varied by the Executive Committee. In this capacity, they should promote running and the Club as being open to all abilities, and encourage members new to the sport

### **FRESHERS' REPRESENTATIVE**

The Freshers' Representative shall provide a voice and promote the interests of the new members of the club. They should provide feedback and advice for subsequent years. The Freshers' Representative shall be co-opted to the Executive Committee (as per rule 7.5) at the end of the first semester, with the final decision being announced at the Club's annual Christmas meal. In advance of this, the Captains shall make club members aware of the position, and ask for first year students who are interested in the role to nominate themselves.

### **ORDINARY MEMBER X 2**

The ordinary members of the club shall be elected to reward extended service to the club and should not be filled by new members. The role of the ordinary members shall be to assist the other members of the committee as and when required as well as providing feedback, knowledge and ideas that older members of the club may have.

**APPENDIX 2**

WRITTEN RESOLUTION OF THE EXECUTIVE COMMITTEE

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**RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE EDINBURGH  
UNIVERSITY HARE AND HOUNDS RUNNING CLUB  
(the “CLUB”)**

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE CLUB PASSED ON  
[•]<sup>TH</sup> [•] 20[•]

The Executive Committee of the Club hereby resolves, pursuant to Article 12.1 of the Clubs Constitution and by majority vote of ... in favour and ... against that:

(1) [•]

(2) [•]

*e.g.*

*[(1) The club enter into the sponsorship agreement with [•] for the sum of [•].*

*(2) [•] and [•] are authorised to sign and execute and documents necessary to give effect to (1) for and on behalf of the club.]*

*[This resolution is to be intimated to the Edinburgh University Sports Union and the Committee must [•] in accordance with the Club’s and E.U.S.U. constitutions.]*

**OR**

*[The resolution is binding upon the club without any further action.]*

.....  
Men’s Captain

.....  
Ladies’ Captain

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