COLCHESTER HARRIERS ATHLETIC CLUB

CONSTITUTION (effective from 22nd October 2026)

General

1. The Club is known as Colchester Harriers Athletic Club and will be referred to as the Club in this document.

2. The Club is based at Colchester Garrison Athletic Track, Circular Road North, Colchester, Essex.

3. This Constitution can only be changed at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

4. The club will be affiliated to England Athletics.

Our Vision and Aims

1. To encourage and support the enjoyment and participation in track and field athletics, road running, cross country running and allied running activities.

2. To provide high quality coaching and competition to assist Members to maximise their potential.

3. To support and develop other appropriate sporting and recreational activities for Members.

4. To welcome Members of all age (7 years and above), ability, social, gender, sexual orientation, religious and ethnic groups.

5. To positively support the recruitment and development of coaches and officials.

6. To ensure access to athletics facilities and equipment which are appropriate and safe.

7. To publicise and promote activities of the Club and athletic events in Colchester and the surrounding area.

8. To organise events to encourage general participation in athletics.

9. To work with Colchester Borough Council, the Army and other clubs and organisations to organise and develop athletics in Colchester and the surrounding area.

Membership

1. Membership of the Club is open to all individuals over 7 years of age.

2. A person will become a Member, and eligible to compete for the Club, when they are accepted by the Club as a member of the club and the Membership / England Athletics registration fee is paid in full, with the exception of those participating in the monthly membership trial where a direct debit must be in place and the first monthly payment received.

3. A register will be maintained of current members of the club.

4. A Member may only resign from the Club in writing to a coach or committee member, or Secretary, which must then be communicated to both the Secretary and Membership Secretary.. A resignation will not be accepted if the Member is indebted to the Club.

5. Members who fail to pay their annual subscriptions in full by 1st June each year will have deemed to have resigned from the Club. Those participating in the monthly membership trial are deemed to have resigned after two consecutive missed payments.

6. Membership will cease upon death, certain criminal offences, or by resolution of the committee. Members can be suspended from the club by a simple majority of committee members pending further consideration of matters by the committee and subject if applicable to the process outlined in the disciplinary procedure.

7. Honorary Life Membership can be conferred by the Committee to Members who have made a valuable contribution to the Club, typically over a period of at least 10 years.

8. Members will be expected to act within the Rules, Policies, Procedures and Practices of the Club as determined by the Management Committee.

9. Parents and guardians of young athletes are asked to raise any important issues with Committee Members, or coaches.

Membership Fees

1. The Committee of the Club will set Membership fees and changes will be communicated to Members at least three months before they become effective.

3. The annual Membership will run from 1st April to 31st March the following year. Applicants joining after 1st October will pay a reduced amount (excludes those in the monthly membership trial).

4. All Membership information, including fees, will be displayed in the Membership section on the Club website.

Rules, Policies, Procedures and Practices

1. The following Rules, Policies, Procedures and Practices will be developed by the Committee and placed on the Club website unless otherwise stated: -

- Child Protection and Safeguarding Policy
- Health and safety Policy
- Anti-bullying Policy
- Social media Policy
- First Aid Policy
- Emergency and Well-being Policy
- Disabled athletes Policy
- Disciplinary Procedure
- GDPR
- Code of Practice for sub-committees
- Codes of Practice for athletes, coaches, officials, team managers and parents/guardians
- Privacy Policy

2. Additional Rules, Policies, Procedures may be developed as the need arises.

General Meetings

1. An AGM will be held during the autumn every year. 28 days notice will be given of such meeting on the official Club noticeboard in the Clubhouse at Colchester Garrison Athletic Track and also on the Club website and Facebook page. A quorum of at least 25 Members must be present. These members must be fully paid up and over the age of 14 years.

2. Motions for the AGM must be received by the Secretary in writing at least 14 days prior to the meeting. The motion must be proposed and seconded and the proposer and seconder should be at the meeting.

3. An EGM can be called at any time of year by the Management Committee or by any Member of the Club. 28 days notice of the meeting will be given by the Club Secretary. A Club member calling for an EGM must advise the Club Secretary in writing of the reasons for calling the meeting and must have a seconder and the written backing of at least ten other Club Members. A quorum of at least 25 Members must be present. These Members must be fully paid up and over the age of 14 years.

Committee

1. The Management Committee shall comprise Honorary President, Chairperson, Vice Chairperson, Club Secretary, Treasurer and Membership Secretary, with other members being co-opted as required. The Chair can call a Management Committee meeting when exceptional circumstances arise.

2. The Honorary President will not have voting powers.

3. The Committee will be elected at the AGM.

4. A member cannot be elected to the Management Committee or be a subcommittee Chairperson until they have been a fully paid-up member for two complete years. in exceptional circumstances, membership of the management committee will be permitted for members (or parents of members) with less than 2 years club membership, providing the majority of the management committee have been members for at least 2 years. The circumstances envisaged is where no member with 2+ years membership has sought nomination to join the management committee and the role is critical to the functioning of the club.

5. Committee meetings will be held at least once every six weeks and on any other occasions as may be necessary, with at least five days notice being given to all Committee Members.

6. A quorum of at least four Members must be present.

7. There will be two sub-committees; one for Track and Field and one for Endurance (covering Road running and Cross country).

8. The Chairperson of each of the two sub-committees will be elected at the AGM.

9. Membership of each of the sub-committees will be at the discretion of the Chairperson of the Track and Field sub-committee and the Chairperson of the Endurance sub-committee

10. Each sub-committee will consist of a minimum of four Members (a quorum).

11. Each sub-committee will meet at least four times a year and will have an allocated budget.

12. Meeting minutes of the Committee and the two sub-committees will be published on the Club website.

13. Committee and sub-committee decisions will be made by a simple majority of members present at the meeting.

14. Committee and sub-committee members must declare if they have a conflict of interest as soon as it becomes apparent that such a situation exists.

Finance

1. The Treasurer shall maintain records of all Club income and expenditure and shall provide at the AGM, written details of the Club's annual income and expenditure for the previous financial year.

2. The Club accounts will be annually reviewed independently of those producing the accounts.

3. An independent reviewer will be appointed at the AGM.

4. The club may support two charities, and funds from any races hosted may be shared with those charities; the charities can be decided at the AGM.

5. All bank accounts are only to be in the name of the Club.

6. The following may authorise expenditure up to the following limits:

Chairperson:	£500.00 (Five hundred pounds)
Club Secretary:	£250.00 (Two hundred and fifty pounds)
Track Chair:	£250.00 (Two hundred and fifty pounds)
Endurance Chair:	£250.00 (Two hundred and fifty pounds)

Any expenditure above these thresholds needs to be approved by the Committee.

7. All bank payments are to be made by the Treasurer or Chairperson or one other person nominated by the Committee and should be supported by receipts.

8. Online bank details of Club accounts will be available to the Treasurer, Chairperson, and one other person nominated by the Committee.

9. If the Club is dissolved, funds in the accounts shall be donated to our nominated charities at that time after all liabilities have been met. If the Club amalgamates with another club, Colchester Harriers Athletic Club will not be deemed dissolved and all funds will be transferred to the new amalgamated club.