



Club Constitution

1. Name

- a) The name of the club shall be PACE Running Club (hereinafter referred to as ‘the Club’).

2. Objectives

- a) PACE is an acronym for **P**articipation, **A**ctivity, **C**hallenge and **E**njoyment. The objectives of the Club are therefore to:
 - I. Promote and encourage running as a healthy and enjoyable form of exercise.
 - II. Provide opportunities for members to participate in training sessions, social runs, and competitive events.
 - III. Foster friendship, support, and community among members.
 - IV. Encourage safe and responsible participation in running activities.
 - V. Operate on an amateur, non-profit basis for the benefit of its members.
 - VI. To nurture and develop members to match their aspirations and abilities
 - VII. Commit to continuous improvement of the Club’s activities, governance, and member experience by actively seeking, valuing, and responding to member feedback.

3. Affiliation

- a) The club shall be affiliated to Athletics Northern Ireland (ANI) and will abide by their rules, policies and procedures.

4. Membership

4.1. General

- a) Membership is open to all individuals aged 18 years and over, regardless of gender, background, sexual orientation, religion, ethnic origin or ability, who support the objectives of the Club.
- b) Participation is conditional upon the Club’s capacity to make reasonable adjustments to provide a safe, suitable, and appropriately resourced environment to ensure the safety and welfare of all participants.



- c) Membership is divided into the following classes:
- I. Full Member: any person over 18 years of age who pays the annual membership and subscribes to the constitution of the club.
 - II. Honorary Member: Honorary membership is awarded by decision of the Committee in recognition of members who have made a significant and lengthy contribution to the club and is a lifelong award. Honorary members will have the same rights and privileges as full members. Honorary membership is a lifelong award unless it is agreed by the Committee that the member has brought the club into disrepute and may then be terminated.
- d) Members are subject to the constitution of the Club, its Code of Conduct and associated policies, and the regulations of ANI (available on the ANI website). When joining the club, members acknowledge they have read and accepted these requirements.
- e) All applications for membership shall be made to the Secretary and accompanied by the appropriate annual membership fee.
- f) Club membership does not confer any financial or material benefits from the Club's funds or assets.

4.2. Membership Fees

- a) Annual membership fees shall be determined by the Committee and approved at the Annual General Meeting (AGM) or the Extraordinary General Meeting (EGM).
- b) Membership fees will be set at a level that will not pose a significant obstacle to people participating. Fees will be set to consider the financial needs and sustainability of the club.
- c) Subscriptions will be requested annually from February, with the membership year running from 1st April- 31st March to align with ANI membership.

4.3. Suspension, Refusal or Termination of Membership

- a) The club management committee shall be entitled to:
 - I. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of the constitution, or for conduct or character likely to bring the club into disrepute.
 - II. Terminate or refuse renewal of any existing membership only for good cause such as conduct or character likely to bring the club into disrepute. A member shall have the right to be heard by the Committee before a final decision is made. Any persons whose membership is refused or removed will be told the reasons in writing and have a right of appeal.



5. Club Management

5.1. Club Committee

- a) The management of the Club shall be vested in a Committee consisting of the Club Chairperson, Vice Chairperson, Secretary, Treasurer, and Welfare Officer(s), who shall be Officers of the Club, together with additional non-Officer members, such that the total number of Committee members does not exceed ten.
- b) The Committee exists to manage the affairs of the club, make decisions in the best interests of members, and to ensure the club operates safely, legally and financially responsibly.
- c) Nominations for Officer and non-officer posts on the Committee must be proposed, seconded in writing, and submitted to the Club Secretary at least two weeks before the AGM, stating which post the nomination is for.
- d) Committee Officers and non-Officers shall be elected for a term of one year for a maximum continuous period of five years, provided no other eligible person is nominated and elected to the position.
- e) Notwithstanding the maximum term limits set out in this Constitution, where no alternative nomination is received for an Officer position, an Officer who has reached the maximum permitted term may continue in that role only with the explicit approval of the members at the Annual General Meeting (AGM). Such approval shall be given by a simple majority vote of the members present and voting and shall be renewed annually.
- f) All Committee members must be current, active members of the club in good standing and are expected to actively participate in the activities of the club at a level consistent with their role and ability. Active engagement helps ensure the Committee remains connected to the membership and understands the specific needs of the club.
- g) No more than one member from the same household may hold an Officer or Committee position at the same time, unless approved by a majority of the Club membership.
- h) If more than one nomination has been received for an Officer post, the election of the Officer position will be conducted by anonymous ballot at the AGM. Only members (as defined in 4.1c) who attend the AGM are eligible to vote.
- i) If more nominations than positions have been received for the non-officer posts, the election will be conducted by a multi-seat anonymous ballot at the AGM. Only members (as defined in 4.1c) who attend the AGM are eligible to vote.



5.2. Committee Meetings

- a) Committee meetings shall be called as and when the Committee feels necessary but not less than six per year.
- b) Committee meetings shall consist of a quorum of four members.
- c) The exception to paragraph 5.2 (b) shall be on any occasion where membership is being considered for refusal or removal. In such cases, a committee quorum must be a minimum of 6 members.
- d) The Chairperson shall preside at all Committee meetings. In the absence of the Chairperson, the Vice Chairperson shall preside. If both are absent, the Committee members present shall elect one of their number to chair the meeting.
- e) Decisions may be made by simple majority. In the event of a tie, the Chairperson shall have the casting vote.
- f) To support effective governance and decision-making, all Committee members are expected to attend at least 50% of all scheduled Committee meetings in any 12-month period. Absences may be excused in cases of illness, family emergency, work or study commitments, or other circumstances deemed reasonable by the committee. Persistent failure to meet this attendance requirement may result in review of the Committee member's position.
- g) The Committee may invite non-voting attendees, including sub-committee convenors or advisors, to attend meetings for specific purposes. Non-voting attendees shall not be counted toward quorum and shall not vote on any matter.

6. General Meetings

6.1. Annual General Meeting (AGM)

- a) The AGM shall be held each year at a time and place determined by the Committee but no more than fifteen months after the date of the previous AGM.
- b) The quorum for the AGM shall be 20% of the Club membership. If a quorum is not present within 15 minutes of the scheduled start time, the meeting shall be adjourned to a date set by the committee.
- c) Members must be given at least 21 days' notice of the AGM
- d) The business of the AGM shall include:
 - I. Presentation of the Chair and Secretary reports
 - II. Presentation of the Club's financial accounts by the Treasurer



- III. Election of officers and other Committee members
 - IV. Determination of membership fees
 - V. Consideration of any amendment to the Constitution of which due notice has been given to all members. Any proposed change to the Constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
 - VI. Consideration of any other business brought before the meeting, which has been submitted in writing to the Secretary no less than 14 days prior to the AGM.
- e) At the time of the AGM, only members (as defined in 4.1c) shall be entitled to vote. In the event of a tied vote, the Chairperson shall have the casting vote.

6.2. Extraordinary General Meeting (EGM)

- a) An Extraordinary General Meeting (EGM) may be convened to address urgent or significant matters that cannot wait until the next Annual General Meeting (AGM), including but not limited to constitutional amendments, midterm election of Officer roles, or major financial decisions.
- b) An EGM may be called by the Chairperson, with support of the committee; or a written request signed by at least 33% of the registered club members. Names of the club members supporting the motion must be included so these can be verified.
- c) Members must be given at least 21 days' notice of the EGM.
- d) The quorum for the EGM shall be 20% of the membership. If a quorum is not present within 15 minutes of the scheduled start time, the meeting shall be adjourned and rescheduled within 14 days.
- e) At the time of the AGM, only members (as defined in 4.1c) shall be entitled to vote. In the event of a tied vote, the Chairperson shall have the casting vote.

7. Finance and Assets

- a) The club financial year shall run from April 1st to March 31st.
- b) The club shall maintain a bank account in its name.
- c) The Club's bank account and any purchase card(s) shall be operated by authorised signatories, appointed by the Committee and recorded with the bank.
- d) All club funds shall be used solely to further the objectives of the club, as set out in this Constitution. No part of the income or property of the club shall be paid or transferred directly or indirectly to any member, except as reasonably permitted under this Constitution.



- e) The Treasurer shall keep full and accurate accounts of all income and expenditure. All transactions must be recorded in the club accounts and shall be presented at Committee meetings and at the Club AGM.
- f) The Treasurer may approve routine, day to day payments up to £250 without requiring full Committee approval. Any single transaction over £250 must be approved by the committee.
- g) No member or committee member shall receive any payment for services rendered to the club, other than:
 - I. Reimbursement for reasonable out-of-pocket expenses incurred on behalf of the club (e.g., equipment purchase, travel for club events), supported by receipts and approved by the committee.
 - II. Legitimate payments for professional services where the member is not a committee officer and the arrangement is approved in advance by the committee, documented, and in the club's best interest
- h) Any committee member or member who has a personal or financial interest in a matter being considered by the committee must:
 - I. Declare the interest before discussion or vote.
 - II. Withdraw from any decision-making or voting relating to that matter.
- i) An independent examiner or auditor may be appointed to review the club's finances.
- j) Any equipment purchased by the club must have a named custodian with a record retained by the Treasurer. A list of equipment and custodians will be reported by the Treasurer at the AGM.
- k) Custodians of equipment must undertake to take reasonable care of the equipment and report any loss, damage or change of custodian to a member of the committee as soon as possible. Custodians will not be held financially liable for damage or loss of club equipment unless it was purposefully or wilfully done.

8. Amendments to the Constitution

- a) Amendments to this Constitution may be made at an AGM or EGM, provided:
 - I. Written notice of the proposed amendment is submitted at least 14 days before the meeting.
 - II. The amendment is approved by at least two-thirds of members present.

9. Dissolution

- a) The Club may be dissolved by a two-thirds majority of members at an AGM or EGM.
- b) Any remaining assets, after settlement of debts, shall be donated to a local running or sports charity, as determined by a majority vote at the AGM or EGM.



10. Adoption

This Constitution was adopted by the members of PACE Running Club on: 02 March 2026

Chairperson: *Ricky Mason*

Secretary: *Claire Lewis*