

## **WOOTTON ROAD RUNNERS CONSTITUTION**

### **1. Club Name**

The name of the Club is **Wootton Road Runners (WRR)**

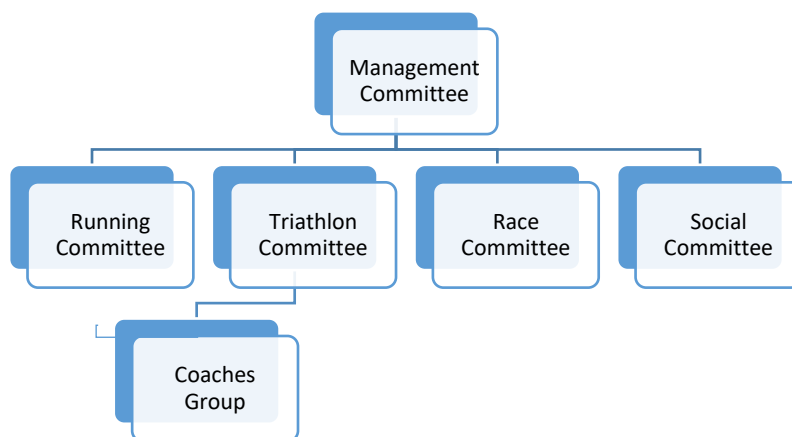
### **2. Club Aims and Objectives**

- a) The aims and objectives of the Club are:
  - i. To offer coaching and competitive opportunities in the sports of running, cycling and triathlon
  - ii. To provide a welcoming and friendly environment to runners and triathletes of all abilities and levels of experience
  - iii. To promote the Club within the local community and area
  - iv. To promote and organise competitive events in running and triathlon
  - v. To ensure a duty of care to all members of the Club
  - vi. To provide all its activities in a way that is fair to everyone
  
- b) Copies of the various Codes of Practices, Policy Statements and Procedures listed below, are held on the Club's website.
  - i. Equality Policy Statement
  - ii. Dealing with Emergencies, Accidents or Incidents
  - iii. Approved Routes and Risk Assessment
  - iv. Club Training Runs
  - v. Club Coaches and Group Leaders Main Duties
  - vi. Code of Conduct Club Officers
  - vii. Health and Safety Policy
  - viii. Club Constitution

### **3. Governing Structure/Management Committee**

The club shall be managed by a Management Committee consisting of the Club Chairperson, Treasurer, Secretary, Membership Secretary, Social Secretary, NAA Representative, Coaching/Performance Lead, Communications/Press Officer, Race Director, Cross Country Secretary, Chairpersons of the Running and Triathlon Operational Committees and the Welfare Officer. Accurate, open records of meetings and process shall be kept and shared promptly with members. The quorum for Management Committee meetings shall be 5.

- a) All Management Committee members shall retire each year but shall be eligible for re-appointment by vote at the AGM subject to clause 3d.
- b) All Management Committee members standing for re-election or standing down and new candidates must declare their intention 1 month prior to AGM. This shall be communicated to all members prior to the AGM with associated nomination summaries.
- c) No Management Committee member may hold a position on more than one Club committee simultaneously.
- d) The maximum continuous term in office is 3 years. This can be extended only if no other member is willing to stand and the incumbent is put to a vote at the AGM.
- e) A Management Committee member who has served 3 years in one office may stand again after one year out of that office.
- f) If a Management Committee member, for any reason, vacates their position mid-term, the existing Committee officers may invite an interim until the next AGM.
- g) The Management Committee may appoint volunteers to perform specific duties on behalf of the Committee. The appointed members shall not be entitled to vote on Management Committee decisions.



#### 4. Operational Committees

- a. **Running Committee** – responsible for the development and delivery of the annual club programme of running, operating under the rules of England Athletics commensurate with maintaining the Club Mark award/standards, including the annual coaching plan and budget. This shall include representing the Club at the local and regional network meetings
- b. **Triathlon Committee** - responsible for the development and delivery of the annual Club programme of triathlon, operating under the rules of England Triathlon commensurate with maintaining the Club Mark award/standards, including the annual coaching plan and budget. In addition the Committee will be responsible for the Cycling and Swimming programmes and appropriate memberships of British Cycling, Triathlon England, and other relevant bodies.
- c. **Race Committee** - responsible for the development and delivery of the annual Club programme of road run races, XC and triathlon, operating under the rules and registration commensurate with maintaining the Club Mark award/standards and compliance to race standards of the respective governing bodies.
- d. **Social Committee** - responsible for the development and delivery of the annual Club programme of social activities within the agreed budget.
- e. The Chair of each Operational Committee shall be nominated and elected by the Club members at the AGM. The remaining posts on the Operational Committees such as Secretary, Development officer, Coaching lead/development, member representative or any other committee-designated post may be invited on an annual basis. Where more than one person wishes to stand, a vote shall be held within the Operational Committee and recorded. An Operational Committee must consist of a minimum of three officers. Each Operational Committee should meet at least 5 times a year and produce accurate, open records of process shared with its members. All Operational Committees are accountable to the Management Committee and Club members, and must work only within the confines of agreed budgets and boundaries of influence ensuring their actions are in members' best interests at all times. Operational Committees shall provide annual budget requests prior to the AGM each year for agreement with the Management Committee and presentation to the AGM.
- f. A non-operational coaches group functions as a forum for coaches' discussion, development and support. This shall be organised by the lead coaches from the Running and Triathlon Committees and meet as required by members.

## **5. Finance**

- a. The financial year of the Club shall end on 31 December.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. Account signatories are the Treasurer and other individuals as agreed by the Management Committee.
- c. The Management Committee shall agree an annual financial budget by 28 February. A quarterly Treasurer's report will reconcile income and expenditure against the agreed budget. This will be reviewed by the Management Committee. Expenditure not included in the agreed budget may only be authorised by the Management Committee.
- d. The Treasurer will prepare an annual report on the Club finances to be circulated by email to Members as soon as practicable and no later than one week prior to the Annual General Meeting or 31 January, whichever is sooner.

## **6. Membership**

- a. Subject to these Rules, each member will be a member of the whole Club and entitled to partake in all activities offered by the Club within the limits of their capabilities, the capacity available and the safeguarding of all Club members and the public.
- b. Membership of the Club is open to anyone aged 18 and over, irrespective of ethnicity, nationality, sexual orientation, religion, beliefs, gender or ability, who is interested in participating, promoting, coaching or volunteering in running and Triathlon. Each applicant for membership must complete the official application form.
- c. Members are expected to conduct themselves in an appropriate manner whilst representing the Club and whilst attending Club races, training or social events.
- d. Any member wishing to resign from the Club must do so in writing or by email to the Club Secretary before the start of the new membership year.
- e. The Management Committee have the power to exclude or suspend any member in contravention of the constitution.
- f. The membership year starts on the 1<sup>st</sup> April and ends on 31<sup>st</sup> March.
- g. As a condition of membership, the member must agree to assist with the organisation in at least one Wootton Road Runners/ Wootton Tri organised event.
- h. Members are expected to provide, and keep updated, a means of contact for Club communications, i.e., email address.
- i. All Members of the Club must abide by the Rules of Competition of UK Athletics, the British Triathlon Federation, British Cycling or any relevant successor, subsidiary or other affiliating or governing body in force and as may apply from time to time.

## **7. Annual General Meeting (AGM)**

- a. An Annual General Meeting shall be held in February each year to receive the committee reports and financial statement, elect officers and committee members and deal with any other business relating to the Club's transactions.
- b. The Club Secretary shall give every member 30 days' notice of the meeting by email.
- c. Notice of any business which a member desires to be placed on the agenda must be given to the Club Secretary at least 14 days prior to the meeting.
- d. The Club Secretary shall distribute the meeting agenda and reports to all members via club email no later than 10 days prior to the meeting.

- e. An Extraordinary General Meeting (EGM) shall be called within 35 days of receipt by the Club Secretary of a request in writing. This request must have been signed by at least 10 club members. The Management Committee also has the right to call an EGM at any time. Procedures for EGMs are the same as for the AGM as detailed above.
- f. Operational (neither Constitutional Change nor Dissolution) decisions taken at an AGM or EGM shall be agreed by majority vote of members present at the meeting.

## **8. Club Discipline**

- a. Complaints regarding the behaviour of members must be submitted, in writing, to the Club Secretary.
- b. The Management Committee shall meet to hear the complaint within 21 days of it being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing shall be notified, in writing within 7 days of the hearing, to the complainant and the complaine.
- c. Either party may appeal following disciplinary action being announced and appeals must be submitted in writing to the Club Secretary. Appeals shall be heard by a 5 member appeal panel consisting of Club members not on the Management Committee. The appeal panel will consider the appeal within 21 days of the Club Secretary receiving the appeal. If the matter is not resolved to the satisfaction of all parties, there is a final right of appeal to England Athletics as per the "Grievance Procedures for Affiliated Members".

## **9. Amendments to the Constitution**

- a. Constitutional change shall only be effected by majority vote of the membership quorum. The quorum (the minimum number of members that must be involved to make a change valid) is 75% of the membership.
- b. Constitutional change can be made at an AGM or EGM if a quorum is present. If insufficient members are present, or the change is proposed to members outside the AGM/EGM process, then member consultation and voting shall take place using either postal or digital processes.

## **10. Dissolution of the Club**

A resolution to dissolve the Club can only be passed at an AGM or EGM, through a majority vote of the membership, with no less than 75% of the membership being present. In the event of dissolution, the Management Committee shall be responsible for the winding-up of any assets or liabilities of the club. Any assets of the Club shall be distributed to another community sports club or charity.