

# **ROMSEY**

## **ROAD RUNNERS**

# **Club Constitution**

### **Club Name and Colours**

The name of the Club is Romsey Road Runners and it was established in 1985. The Club colours shall be royal blue with a gold lower band.

### **Objects of the Club**

The objects of the Club are:

- To facilitate participation in and promotion of recreational and competitive running in the area of Romsey and Hampshire and amongst the community and related sporting and social activities;
- To do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.
- Donate surplus non-membership funds to any charity as nominated and voted for by club members.

### **Membership of the Club**

#### **Membership Application**

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running.

Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time. Applications must be accompanied by the subscription fee.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

#### **Membership Classes**

The Club shall have the different classes of annual membership set out below. Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either "First Claim" or "Second Claim" Members. If a member wishes to change their first or second claim status then UK Athletics procedure must be followed.

#### **Ordinary Members**

Anyone satisfying the general admission criteria can become an Ordinary Member - either as a senior or junior, provided that: they are an amateur as defined from time to time by UK Athletics and that they are over 15 at the time of their application. Ordinary Members (not juniors) shall be entitled to receive notice of, attend and vote at general meetings of the Club.

Anyone under the age of 18 at the date of their application shall join as a Junior Member using the application form, and will require parent/guardian permission to join the Club. Under 16's must be accompanied by a parent/guardian **throughout all training sessions**. 16 or 17 year olds must have a nominated/responsible adult Club member to accompany them **throughout all training sessions**. Junior Members and their accompanying adults must be made known to the session leader prior to the start of each session.

Junior members shall pay half the annual subscription rate.

#### **Social Members**

Social membership may be conferred by the Committee upon individuals who are ex-Romsey Road Runners who are unable to run. Social Members shall pay half of the annual subscription rate and receive a copy of the club newsletter and be able to attend social events. Social Members do have voting rights. Social membership shall end when so determined by the Committee.

### **Honorary Members**

Honorary membership may be conferred by the Committee upon individuals who are active in club affairs. Honorary Members shall have voting rights and shall not pay subscriptions. Honorary membership shall end when so determined by the Committee.

### **Subscriptions**

The Club may, as a condition of membership, require annual or other periodic subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.

Ordinary Members shall pay their subscription fees by 1<sup>st</sup> January, and members should pay their subscriptions by 12<sup>th</sup> February.

Members having arrears of subscriptions of more than eight weeks will have their membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be re-admitted by the Committee.

Members who live outside of the area and so do not attend regular club nights may be entitled to pay half of the annual subscription rate as agreed by the Committee.

Reduced subscription fees will be payable by Junior and Student Members.

### **Cessation of Membership**

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.

Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.

The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for that person to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out in this document.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

### **The Club Committee**

The day-to-day management of the Club shall be deputed to a Committee of up to but not exceeding twelve Committee Members consisting of three core members and nine general members.

### **Committee Members**

The committee members shall consist of:

Core members: Chair, Treasurer, Secretary

General members: Membership Secretary, Session Leader Coordinator, Kit Secretary, Race Secretary, Team Captain, Social Secretary, Webmaster, Press Secretary, Newsletter Editor, Club Welfare Officer.

They shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting. The committee members shall remain in office for a one-year term until the end of the Annual General Meeting in the year after their election and shall be eligible for re-election.

### **Election of Committee**

Any Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the posts of Committee Member by notice in writing (including email) to the Secretary at least two weeks before the date of the Annual General Meeting.

If the number of candidates for election as the Committee Members shall be equal to or less than the number of vacancies, they shall be declared elected unopposed. If the number of candidates is greater than the number of vacancies, votes will be taken at the AGM: every eligible Member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies were filled.

### **Leaving Office**

The office of an elected member of the Committee shall be vacated if he or she:

- a) Resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
- b) Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- c) Is absent from the Committee Meetings for more than two consecutive or one third of Committee meetings without the explicit consent of the Committee, such consent to be recorded in the minutes of the Committee and shall be ineligible to stand for re-election.
- d) Is asked to resign by all the other Committee members, acting together.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Honorary Officers until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings. Any Honorary Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

### **Proceedings of the Committee**

The Committee shall meet at least six times each year in person and as often as may from time to time be necessary. Any additional meetings (above 6) may be held in a manner agreeable to the committee (including by telephone conference call).

The core members shall be required to attend all meetings; the general members are invited to attend all meetings but their attendance is not compulsory provided that enough members attend for the Committee to be quorum.

A minimum of four of the voting members of the Committee shall be the quorum necessary for the transaction of business, to include at least two core members and a further two members of the committee. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below four in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting/ additional vote.

The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record the decisions that it has taken and publicise these to Club Members. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

### **Powers of the Committee**

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

- a) Make Club rules and regulations to allow for the day to day operation of the Club and its activities. Such Club rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.
- b) Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.

- c) Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- d) Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
- e) Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
- f) Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts and deeds in the name of, and on behalf of, the Club as they may consider expedient.
- g) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- h) Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- i) Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them.
- j) Organise Club activities.

The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

### Club General Meetings

The accidental omission to give any such notice to, or the non-receipt by, any person entitled to receive the same shall not invalidate the proceedings at any Annual General Meeting. Every notice calling a meeting shall specify the general nature of the business and type of meeting.

At all such meetings the Chair, or in his or her absence a member of the committee selected by those members of the Committee present, shall take the Chair. At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes the Chair of the meeting shall have a casting vote.

The following rules shall apply to all General Meetings:

- a) The quorum for a General Meeting shall be twenty Members personally present and entitled to vote. No business shall be transacted at any General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.
- b) All resolutions (and amendments thereto) shall be put to the meeting.
- c) Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.
- d) Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.
- e) The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.

During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting.

The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

## **Annual General Meetings**

### **Calling of AGM**

The Annual General Meeting of the Club shall be held within the month of November each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

- To receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year;
- To elect the Committee members;
- To decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

Not less than three weeks notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

### **Special General Meetings**

The Secretary shall, on the requisition in writing (including email) of not less than twenty Members entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting.

Not less than three weeks notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the Members.

### **Accounts**

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Club's Financial Year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September inclusive. The Treasurer shall present accounts for the current Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

### **Property and Facilities**

The property of the Club, other than cash at bank, shall be vested in the Trustees who shall deal with the property as directed by resolution of the Committee.

### **Application of Surplus Funds**

The Club is a non-profit-distributing organisation. All surplus income or profits should be reinvested in the club and used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objects. This may include donations to charity funds as agreed by the committee.

The Club may also in furtherance with the objects of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis.
- Reimburse any Committee Member his/ her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.
- Pay for reasonable hospitality for visiting teams and guests.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

### **Interpretation of Club Constitution and Rules**

The Constitution may be added to, repealed, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the Members present voting thereon.

The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

## **Dissolution of the Club**

If at any special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened special General Meeting. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics as nominated at the Special General Meeting.

## **Disciplinary Procedures**

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting and at which no fewer than eight of the total voting members of the Committee shall be present.

Such Member shall have one month's clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by a relevant organising body as shall be nominated by the Committee. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

## **Notices**

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by announcement at club sessions, publication in the Club's newsletter and on the Club's website.

## **Special Rules**

### **Annual Awards**

The following awards (plus any additional awards agreed by the committee) will be presented at the RRR Annual Presentation Evening.

### **Cross-country race award**

Scoring for the cross-country race award is based on a points system for performance in both the CC6 and Hampshire Cross Country League (HCCL). For each eligible race, 10 points will be awarded for the first Romsey Road Runner in each gender category (male/female) reducing by 1 point for each position. Runners who finish after 10th place will receive 1 point for participation. For the purposes of scoring, the running year for the award will be 1st September to 31st August, and will include the best four CC6 results and best four HCCL results. Awards will be presented in November after the racing year has finished. N.b. Individuals cannot score points in a race organised by their club.

### **Road race award**

Scoring for the 'road' race award is based on a points system for performance in both the RR10 and Hampshire Road Race League (HRRL). For each eligible race, 10 points will be awarded for the first Romsey Road Runner in each gender category (male/female) reducing by 1 point for each position. Runners who



finish after 10th place will receive 1 point for participation. Note that the HRRL consists of paid events ranging from 5 mile to half marathon distances, with the season starting in September and concluding around June. For the purposes of scoring, the running year for the award will be 1st September to 31st August, and will include the best six RR10 results and best six HRRL results. Awards will be presented in November after the racing year has finished. N.b. Individuals cannot score points in a race organised by their club.

### **Pentathlon**

Scoring for this is based on a points system for men's and women's performances in 5 of the 6 race distances that are officially recognised and permitted: 5km, 5 miles, 10km, 10 miles, half marathon and marathon within the UK. The 5km club handicap time trial race is included. Members are allocated points for their best time within RRR over each distance (40 points for fastest, then 37, 34, 32, 30, 29 and then reducing by 1 point for each position). The Pentathlon Award can only be awarded to a first claim member.

### **Pentathlon Veterans Trophy**

This is an extension of the Pentathlon competition but is a single award for men and women that are aged 50 or over on 1st October in the year of the competition. An extract from the results from the main pentathlon of all eligible members are copied to separate tables, one for men and one for women.

Members are allocated points for their best time over each distance in the same way as the main pentathlon award (40 points for fastest, then 37, 34, 32, 30, 29 and then reducing by 1 point for each position). The man or woman with the greatest number of points is awarded the trophy. In the event of a tie for first place the person who is the oldest is awarded the trophy. The Pentathlon Award can only be awarded to a first claim member.

### **Sally Sillence Award**

This award is presented to a member as agreed by the committee based on performance, rather than club duties.

### **Chairperson's Award**

This award is made by the Chairperson to a deserving member.

### **Romsey Road Runner of the Year**

This award is voted for by club members.

The Pentathlon Award can only be awarded to a first claim member. Members belonging to other clubs are eligible for other club awards for events run as members of Romsey Road Runners.

### **Distribution of London Marathon Club Places**

London marathon club places allocated to the club should be distributed as follows;

1. A fully paid up member for 1 year and a current member of England Athletics with a rejection slip who has never run the London Marathon before.
2. A fully paid up member for 1 year and a current member of England Athletics with a rejection slip who did not run the London Marathon the previous year.
3. A fully paid up member for 1 year and a current member of England Athletics with a rejection slip.
4. Winners of a club place should not be eligible for a club place in the subsequent year unless the criteria above fails to award club places.
5. If all applicants have won club places previously then priority will be given to those who won a club place the longest time ago.
6. If all of the criteria above fail to award club places then the awards will be open to all fully paid up members.

For the purposes of distributing London Marathon club places, which is normally undertaken in December, a fully paid up member is one who has paid his/her subscriptions for the current year by 1<sup>st</sup> January of that year.

London Marathon places can only be allocated to first claim member.

The above club Constitution for Romsey Road Runners has been **agreed** at the Annual General Meeting on 12<sup>th</sup> November 2009 with subsequent amendments agreed on the following dates:

- 2<sup>nd</sup> November 2010 (Annual General Meeting)
- 9<sup>th</sup> November 2011 (Annual General Meeting)
- 7<sup>th</sup> November 2012 (Annual General Meeting)
- 5<sup>th</sup> November 2014 (Annual General Meeting)
- 11<sup>th</sup> November 2015 (Annual General Meeting)
- 3<sup>rd</sup> November 2017 (Annual General Meeting)
- 16<sup>th</sup> November 2018 (Annual General Meeting)
- 14<sup>th</sup> January 2019 (Special General Meeting)
- 15<sup>th</sup> November 2019 (Annual General Meeting)
- 24<sup>th</sup> February 2020 (Special General Meeting).