



# NORTH HERTS ROAD RUNNERS

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Established 1986

## CLUB CONSTITUTION AND RULES

**March 2018**

### **1. Name**

The name of the Club is North Herts Road Runners.

### **2. Aims**

The aims of the Club are:

- 2.1 To provide a focal point and facilities for members to run in company of other members.
- 2.2 To share knowledge and experience and encourage newcomers to the sport of running.
- 2.3 To assist members to enter competitive running events, individually and collectively.
- 2.4 To promote and organise, or assist with the organisation of competitive running events.
- 2.5 To engage with the local community

### **3. Ethos:**

- 3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- 3.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 3.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 3.4 All members of the Club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

### **4. Management Committee**

The Club will be managed by a Management Committee comprised of the offices of President, Chairperson, Secretary, Treasurer, Membership Secretary, Social Secretary, Publicity Secretary, Website Secretary, Kit Secretary, Race Director, Men's and Ladies' Team Captains, Cross Country Secretary, Midweek League Secretary, Welfare officer and one Club Coach.

- 4.1 All Committee members will be elected for period of 1 year, except the President who will be elected for a period of 3 years. All Committee members will be unpaid. Election will take place at the Annual General Meeting.
- 4.2 Any members interested in the role of NHRR President should make their interest known to the Committee Secretary in writing, the content of this notification of interest may include reasons behind their wish to hold the post of President. Notification of President Nominees would then be circulated to the members. All members have the opportunity to vote for their favoured President and whoever wins this ballot will become the new NHRR President.

- 4.3 All the positions on the Committee are subject to scrutiny by the rest of the Committee.  
All Committee members can be asked to stand down by the rest of the Committee if they are not upholding the position they hold.

#### **5. *Committee Meetings***

The Management Committee will meet as required but at least once a year at the Annual General Meeting.

- 5.1 The quorum will be at least six members of the Committee, at least 2 of whom must be the Chairperson, Secretary or Treasurer.
- 5.2 The Chairperson will have a casting vote only.
- 5.3 The Management Committee will have the power to co-opt members for specific purposes as and when required.
- 5.4 In the absence of the Chairperson, the Secretary will deputise as Chairperson.

#### **6. *Membership Definition***

Membership of the Club is confined to amateurs as defined by UK Athletics.

#### **7. *Membership Application and Expulsion***

Applications for membership will be accepted by the Membership Secretary, who will maintain a register of members.

- 7.1 Application for membership includes authorisation of the Management Committee to hold personal data on a computer medium, as per the Data Protection Act.
- 7.2 Members will have the right to examine a copy of their record held and may limit the use of personal information to administration purposes only if they so choose.
- 7.3 Membership will generally be restricted to persons aged 18 years and above. However, membership will be considered to boys and girls aged 15 years and above on an individual application basis to participate in general training. If additional training of a youth section is offered, membership will be considered to boys and girls 11 years and above.
- 7.4 The Management Committee, not including the President, has the discretionary power to vet applications for membership and to expel members who are deemed to have acted or behaved in a manner so as to bring the Club into disrepute.
- 7.5 A member so expelled will have right of appeal within 21 days to the Management Committee.
- 7.6 The Management Committee will appoint an Appeals Committee consisting of the President as its head and two other Management Committee members who will hear the appeal and report back to the Management Committee with clear recommendations.
- 7.7 The Management Committee will respond to any such appeal, in writing, within 28 days.

#### **8. *Membership Charges***

Members will pay a subscription on election and thereafter annually on April 1<sup>st</sup>. Existing members will pay the full subscription fee regardless of when they renew their membership. Subscription charges will be determined at the Annual General Meeting.

- 8.1 Members joining on or after October 1<sup>st</sup> in any year will pay no more than 50% of the joining fee. Members joining on or after January 1<sup>st</sup> will pay affiliation to governing bodies only.
- 8.2 Honorary members will pay no obligatory subscriptions to North Herts Road Runners.
- 8.3 Paid up members will be issued with a membership card as proof of membership.
- 8.4 Only members of the Club will be eligible to take part in the cross-country league and mid week league as a representative of the Club, subject to the rules of the league.

- 8.5 Second Claim members will pay a subscription charge that will be reduced by an amount at least equal to any individual affiliation fees paid by the club on a member's behalf where these are to be paid only by the first claim club, e.g. England Athletics affiliation member fee.
- 8.6 Second Claim members will be eligible for Club records and awards only if participating in events as a NHRR member and wearing a NHRR club vest.

### **9. *Annual General Meeting***

An Annual General Meeting of the Club will be held in the first week of March or nearest available date.

- 9.1 All paid up members of the Club will receive more than 28 days written notice of the Annual General Meeting.
- 9.2 The Annual General Meeting will consist of the following business:
- (a) Reports from outgoing members of the Management Committee.
  - (b) Election of the Management Committee for the forthcoming year.
  - (c) Nomination of honorary members.
  - (d) Election of club charity.
  - (e) Determination of subscription charges.
  - (f) Amendments to the Club Constitution and Rules.
  - (g) Motions – limited to those notified to the Management Committee more than 14 days prior to the Annual General Meeting.
  - (h) Any other business.
- 9.3 Only paid up members will be eligible to vote at the Annual General Meeting.
- 9.4 Proxy votes will be allowed at the Annual General Meeting.
- 9.5 In the event of a vote on any subject, a majority vote will be required from those persons present to pass the motion set.

### **10. *Extraordinary General Meeting***

An Extraordinary General Meeting may be called on the written request of the Committee or one tenth of paid up members, stating the purpose of the meeting. All provisions for an Annual General Meeting in this document will apply to an Extraordinary General Meeting, except that the Extraordinary General Meeting will only consider the matters referred to in the notice.

### **11. *Cessation***

In order for the club to permanently disband, this proposal must be made by the Committee and accepted by a majority vote at an Annual General Meeting. That meeting will decide a suitable registered charity to receive any surplus of Club funds, including those from the sale of Club assets.

### **12. *Affiliation***

The Club shall be affiliated to the Hertfordshire County Athletic Association, South of England Amateur Athletic Association and UK Athletics for the purpose of road running, cross country and track and field.

### **13. *Finances and Property***

- 13.1 A bank account shall be opened and maintained in the name of the Club (Club Account). Designated account signatories shall be the Chair, the Secretary and the Treasurer(s). No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.

All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable.

13.2 The Committee shall ensure that any other assets of the Club (other than the cash held in the Club Account; Club Property) is accounted for and is entrusted to a holding corporation of two but not more than 4 persons appointed by the committee (Holding Trustees).

13.3 The Holding Trustees shall hold any Club Property in accordance with these Rules and shall act under the lawful directions of the Committee. Provided that the Holding Trustees so act, they shall not be liable for the acts or omissions of the Committee and shall be indemnified out of the assets of the Club against any expenses and other liabilities incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

13.4 The Club's financial year shall end on the last day of Feb each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

### Document History

Version	Date	Changes	By	Signed off
Pre Annual General Meeting 2005	25/01/05	Original version	Paula Adams	Committee
00.01	10/03/05	3.2 President election 8.2c	Kevin Kirk	Membership
00.02	30/01/07	Various including 9 EGM	Gary Cook	Membership
00.03	29/01/08	7.6 and 7.7 2 <sup>nd</sup> claim membership	Christine Sharp	Membership
00.04	10/02/10	7.1 removed (LCSC fees)	Christine Sharp	Membership
00.05	21/01/11	3 Newsletter Editor removed 7 Change of membership year 8 Change of AGM date 7 Renewal subscription 8(d) Election of club charity	Christine Sharp	
6	March 2018	New subsection (2.5); New Section: Ethos (3); Welfare officer role added (4); Possibility of youth membership added (7.3); Clarification of reduced membership start date (8.1); Section: Finance and Property (13)	Astrid McKeown (Chair) Lindsay Cook (secretary)	Committee and Membership