



CLUB CONSTITUTION AND RULES

March 2023

1. Name

The name of the Club is North Herts Road Runners (NHRR).

2. Aims

The aims of the Club are:

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

3. Ethos:

- 3.1 The Club is open to anyone over 18 years old interested in running. 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 a 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 the 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 1st.

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 New members joining on or after January 1st will pay fee affiliation to governing bodies plus a small administration charge to the Club.

8.2 Honorary members will pay no obligatory subscriptions to North Herts Road Runners.

8.3 Concessionary rates will be offered for the retired (state pension age), job seekers, students and social members.

8.4 If somebody is genuinely unable to afford the fees (whether renewing member or new applicant), the club will be prepared to waive the fees on a case by case basis.

8.5 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.

8.6 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.

8.7 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 generally be held in the third week of March when the Club Accounts are available, 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. Upon dissolution of the Club, any remaining assets shall be given or transferred to a registered Community Amateur Sports Club (CASC), a registered charity, or the amateur athletics sports governing body for use by them in community sports.

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 one 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(s) and deposited in the Club Account as soon as is reasonably practicable.
- 13.2 The club accounts shall be available online to all committee members on a read only basis, to ensure sufficient scrutiny. And presented to members at the annual general meeting in summary format.
- 13.3 The club is a 'Not for Profit' association for the benefit of its members and chosen charities. Any surplus income or profits generated in a year will be reinvested in the Club, or placed into Club reserves and held over for subsequent years against uneven or unpredictable income or spending, or used for local charity donations as decided by the Committee.
- 13.4 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).
- 13.5 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.
- 13.6 The Club's financial year shall end on the last day of February 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 nd 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	
00.06	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
00.07	Dec 2019	(13.1) 2 signatories deleted changed to one.(13.2) extra scrutiny inserted for accounts, (13.3) Not for profit status made more explicit.(13.2, 13.3, 13.4) Renumbered	Geoff Murray Rochard (Co Treasurer)	Committee and Membership
00.08	March 2023	Updated sections 2 (2.1, 2.2, 2.3) for clarity of club purpose; 3.1 inclusivity statement added; 8 (8.1 8.3, 8.4) to update membership fees policies; 9 AGM date amended; 11 to clarify charitable distribution of assets upon cessation and 13.3 to emphasise use of surplus as re-investment, charitable or reserves. General formatting improvements	Russell Hagan (Club Secretary)	Committee and Membership