



## Caerleon Running Club Club Constitution

This document sets out the basic constitution for our club, and refers to the Welsh Athletics Welfare policy.

### 1. Name

The club will be called Caerleon Running Club and will be affiliated to Welsh Athletics. The club colours will be purple with blue, white and red trim.

### 2. Aims and objectives

The aims and objectives of the club are to:

- Provide opportunities for running in Caerleon, South Wales and the surrounding area.
- Create a supportive, welcoming, inclusive atmosphere with an emphasis on the enjoyment, social and health benefits of running.
- Offer regular sessions for club members.
- Encourage participation in local & team running events.
- Promote running within the wider local community.
- Ensure a duty of care to all members of the club, and provide services in a way that is fair to everyone.

### 3. Club Equity Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sports Council Equality Group definition of sports equity, as derived in conjunction with UK Sport, Sport Northern Ireland, Sport Wales, Sport England & Sport Scotland:

***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.***

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

#### **4. Membership**

Membership will consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted. Members take part in all activities at their own risk.

#### **5. Membership fees**

Membership fees will be set annually and agreed by the Club Committee or determined at the Annual General Meeting. See the club membermojo page for current fee structure.

Fees will be paid annually by direct bank transfer.

Those not paying their membership fees by 30<sup>th</sup> June of any calendar year will have their membership terminated and will no longer be able to participate in club activities. Additionally they will be removed from all members only social media groups.

Prospective new members are encouraged to try up to a month of the regular club training sessions as a non-member. Thereafter they will be required to join in order to participate in club activities and receive the full benefits of membership.

#### **6. Officers of the club**

The officers of the club will include the following positions:

- Chair Person
- Secretary
- Treasurer / Membership Secretary
- Female Welfare Officer
- Male Welfare Officer
- Female Team Captain
- Male Team Captain
- Coaching Officer
- Communications Officer
- Social Secretary
- Kit Officer

Officers will be elected annually at the Annual General Meeting. The exception to this rule is for the positions of Chair Person, Secretary and Treasurer / Membership Secretary, which are 3 year fixed term positions. In the case of an officer standing down during the course of the year, the committee will seek to appoint a replacement officer for formal appointment at the next available AGM.

## **7. Club Committee**

- The club will be managed through the Club Committee consisting of the above officer positions.
- Only officers of the club will have the right to vote at meetings of the Club Committee.
- The Club Committee meetings will be convened by the Secretary of the club and held no less than 4 times per year.
- Any officer missing 3 committee meetings in a row will be considered as standing down from their post at the next AGM, if the committee so decides.
- The quorum required for business to be agreed at Club Committee meetings will be 50% of appointed committee positions + 1. Decisions will be taken based on a majority vote of those present.
- The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Committee, from the general membership, as necessary to fulfil its business.
- The Club Committee will be responsible for disciplinary hearings of members who infringe the club constitution or code of conduct. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **8. Finance**

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any electronic bank transfers or cheques drawn against club funds should hold the signatures of two approved club officers.

## **9. Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary for the AGM to be held in April. Not less than 21 clear days notice to be given to all members.

Nominations for officers of the Club Committee will be sent to the Secretary or Chairman at least 24 hours prior to the AGM.

An agenda will be circulated at least 7 days in advance of the AGM, with a note of those standing down as officers and those seeking election/re-election. Elections of officers are to take place at the AGM.

The AGM will receive a report from the Chair Person of the Club and a statement of the club accounts.

All members have the right to vote at the AGM. The quorum for AGMs will be 20% of the club's membership.

The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **10. Discipline and appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of members will be recorded and responded to swiftly and appropriately in accordance with Welsh Athletics' Safeguarding Welfare Policy. The club Welfare Officers are the lead contact for all members in the event of any safeguarding concerns.

All members are expected to follow the rules of this constitution and the codes of conduct of the club.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officers and Chairman.

The Club Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Club Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **11. Race Entries / Ballots**

Any places allocated to the club for the London Marathon (or other similar events), will be allocated to members by way of a ballot. Each member wishing to be considered for a place must meet the following criteria.

- Must have entered the London Marathon for that year AND have the relative rejection slip/email.
- Must be a paid up full member for a minimum of a continuous 24-month period.
- Must not have taken part in the London Marathon in the last 5 years.
- Must be an active member of the club as determined by the committee.

## **12. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Welsh Athletics.

## **13. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **14. Declaration**

Caerleon Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Date: 8<sup>th</sup> March 2022

Name: Matt Tooby

Position: Club Chair Person

Date: 8<sup>th</sup> March 2022

Name: Charlotte Moran

Position: Club Secretary