

## **CLUB CONSTITUTION**

### **WITHAM RUNNING CLUB**

#### **NAME OF CLUB**

The name of the club shall be 'Witham Running Club' (the Club), hereinafter referred to as the Club.

The object of the Club shall be the enjoyment and improvement of running for its paid up members, *hereinafter referred to as members*.

#### **COMMITTEE**

Management of the Club shall be vested in a Committee consisting of a Chairman, Treasurer, Secretary and other elected members.

A Quorum for a Committee meeting shall consist of more than half of the Committee, and there should be a minimum of six meetings during the year.

Minutes of such meetings shall be made available to all members of the Club following verification. Any outstanding items from these minutes shall be included in the Agenda of the next meeting.

The Chairman, Secretary, Treasurer and other Committee members as required shall be nominated and elected annually at the Annual General Meeting (AGM).

Nominations, duly seconded shall be submitted either in writing or verbally to the Secretary at the AGM. Only members entitled to attend and vote at the AGM can propose or second nominations. Only members willing to serve shall be nominated. Vacancies occurring between AGMs shall be filled at the discretion of the Committee.

Term of office for Committee members shall be one year to the next AGM, when they shall automatically retire but be eligible for re-election.

#### **MEETINGS**

The AGM shall be held in January of each year or, in exceptional circumstances, and with Committee approval, as soon as possible thereafter. Presented at the AGM shall be a Chairman's report, which will cover the year's fixtures and social events. The Treasurer's report will include a presentation of the most recent ended year statement of accounts. Only fully paid up and first claim, *adult* members shall be entitled to vote at the AGM. Members entitled to attend and vote at the AGM shall be those Members on the membership list on 1 December immediately preceding the AGM. The quorum for an AGM shall be one quarter of the membership.

Notice of the AGM, with the agenda shall be given to all members at least fourteen days before the date of the meeting. A Member may propose any matter for discussion at the AGM under 'any other businesses provided notice is given to the Secretary, at least verbally, prior to the commencement of the meeting.

The committee can call an Extraordinary General Meeting (EGM) at any time subject to 4 weeks notice. A member can call an EGM at any time subject to 4 weeks notice. That member must submit this to the Club Secretary the proposed agenda for the EGM with supporting signatures from at least 10 voting members including the proposing member.

### **ACCOUNTS**

The financial year end of the Club shall be the twelve months ended 31 December. Financial affairs shall be the responsibility of the Treasurer.

### **BANK ACCOUNT**

An account shall be kept in the name of the Club, at a bank approved by the Committee. This account will be used to hold money received by the Club and also to facilitate payments due by the Club.

The Club Secretary, Treasurer and three other Committee members shall be authorized to sign cheques drawn on the Club's account, and such cheques shall be signed by any two of the authorised signatories.

### **MEMBERSHIP AND SUBSCRIPTIONS**

Membership policy will be established by the Committee. Membership of the Club shall be at the discretion of the Committee.

The subscription period shall cover the 12 months from 1 March on which date subscriptions are immediately due.

Subscriptions, and the basis thereof, shall be determined by the Committee immediately following the AGM for the forthcoming membership year.

Application for membership may be made by existing and prospective new Members. New Members will normally be expected to apply for membership after a familiarization period not expected to exceed 1 month. Members may join the Club on a second claim basis.

Second claim members shall enjoy the same membership entitlement as first claim members but with the following exceptions:

1. Club records may only be set if the member has entered the race as a Club Member and wears club colours.
  2. Second claim club members do not qualify for Club London Marathon places since these are allocated by the organisers pro rata the number of first claim members in the Club.
  3. Second claim members shall not be entitled to vote at the AGM or any EGM.
- No refund of any subscription shall be made for any reason whatsoever including, but not limited to, injury, termination of membership or retirement from the Club. The Committee shall be permitted to withdraw membership from any Member.

## **GRIEVANCE PROCEDURE**

If a Club Member has a complaint regarding another Club Member then he/she should make that complaint known to a committee member in writing. Action will be decided upon and any taken against a Club Member, found to have brought the club or the sport into disrepute, will include, but will not be limited to: a hearing in front of a club disciplinary panel; termination of membership; reporting to UK Athletics, Police or Social Services.

## **CLUB COLOURS**

The colours of the Club shall be Old Gold and Black (or as close to these colours as changes to available fabric permits), and as per the rules of affiliation shall be worn when members participate in any event on behalf of the Club under any relevant athletic rules applicable to the Club. To be eligible for club records and any club competition, a Member must have entered an event as a Club Member and wear Club kit/colours.

## **THE LONDON MARATHON – BALLOT/ALLOCATION OF CLUB PLACES**

### Overriding Qualification Criteria

To be eligible to participate in the ballot for Club places, a person must be a paid up first claim Member of the Club in the qualifying year<sup>1</sup> (i.e. the year prior to the Marathon), must have entered for the London Marathon have the relative rejection slip and be registered by the Club/licensed with England Athletics/UK Athletics.

### Additional Criteria

Points are allocated as follows:

1 point for each 53-12 xc plus 1 bonus point for doing all 6 (also includes marshalling at WRC XC and taking part in all others)

1 point for each distance at Summer Champs plus 1 bonus point for all 5 distances. At the 5k only, the point can be awarded for marshalling.

1 point for each of the following

Essex XC Champs

Essex Road Relays

Marshalling at an Essex event

Ekiden

Essex Way (running or marshalling)

BD5 (marshalling)

1. The Member must be a paid up member BY 31st March of qualifying year.
2. The Member must have been an active Member of the Club in the qualifying year, as considered by the Committee.
3. The Member must not have had a club draw place for the marathon in the previous 2 years.

*In exceptional circumstances the committee may modify these criteria.*

### If there are not enough Qualifying Members

In the event of there still being ballot places available and no other qualifying members, there will be an open ballot for the remaining places, subject to the Overriding Qualification Criteria being met. If these Criteria are not met, the Club will not take up its allocation of places.

### **CHANGES IN CLUB CONSTITUTION**

If a need arises the Committee may propose interim changes in the rules of the club. These would be subject to ratification at the next AGM or EGM.

*Interim changes to the constitution will be indicated like this.*

A Club Member may formally propose a change to the Constitution by calling an EGM in accordance with the procedure provided herein. The Member would then propose the change to the EGM and the change would be decided by a simple majority of those attending the EGM, provided that a Quorum exists on the same basis for AGM requirements.

### **DATA PROTECTION ACT**

Under the provisions of the Data Protection Act, all members are advised that personal membership data is held on computer records. Individual objections to these arrangements must be made known to the Secretary.

### **CHILD PROTECTION POLICY**

Refer to the Club Child Protection Policy document on the club website – under Club Documents or available from the Junior Head Coach.

### **INFORMATION RULES FOR JUNIORS**

Refer to the Club website – Information for Juniors page or available from the Junior Head Coach.

**As updated and agreed at the AGM of Witham Running Club 27th February 2017**