

DOVER ROADRUNNERS A/C

CONSTITUTION

(1st March 2021)

1. Title

a) The name of the club shall be **Dover RoadRunners AC** (Athletics Club) incorporating Dover RoadRunners AC Juniors.

2. Headquarters

a) The club headquarters will be Fuller Life PT – Elizabeth Street, Dover, Kent CT17 9FE – Juniors, Green Park School, Buckland Estate, Dover, Kent.

3. Club aims

a) We exist primarily to encourage running at any standard, either with a view to competing in races or simply for exercise and fun. Juniors to promote Health and Wellbeing in children via Athletics 365 Running Jumping Throwing and Physical Preparation.

b) The club shall be run on a not-for-profit basis

4. Child Protection and Safety Policies

a) The club will make its Child Protection Policy document available to all existing and prospective club members.

b) The welfare of under 17's is the responsibility of ALL club members at ALL times

c) The Club shall appoint a Young Person's Welfare Officer.

d) Any and all reports of abuse of under 17's will be dealt with in accordance with the Club's Child Protection Policy.

e) The Club will make its Health and Safety Policy and its Guidance to Runners documents available to all existing and prospective Club members.

f) All Club Members must be aware of and act on the Club's policies, 4a-4e

g) A hi-viz top in bright colours with highly reflective properties will be worn for training from mid sept to mid-April on club run nights (Thursdays) and Tuesday sessions.

5. Club colours

a) The Club colours shall be:

1) a white top with black shorts or leggings or skirts. The name of the Club will in black text on the front & rear of the top;

2) a pink top with black shorts or skirts. The name of the club will be in black text on the front & rear of the vest.

3) Juniors - a white t-shirt and black shorts. The name of the club will in black text on the front & rear of the vest.

6. Management

a) Management of the club shall be vested in a Committee consisting of the Executive Officers and Ordinary Officers, subject always to this Constitution & any Club Bylaws.

b) The Executive Officers shall be the Chairman, the President, and the Secretary.

c) The Ordinary Officers shall be the Captain and Vice-Captain for both Men's & Women's teams, the Head Coaches, the Membership Secretary, the Young Persons Protection officers, and the Social Secretary.

d) The Executive Officers may co-opt additional members with specialist expertise or experience as may be required from time to time.

e) All Executive Officers shall be elected annually by a simple majority vote at an Annual General meeting (AGM).

f) All Ordinary Officers shall be elected annually by a simple majority vote at the AGM if more than one candidate is forthcoming. Otherwise Ordinary Officers may be appointed by the Executive Officers.

g) Committee meetings shall be scheduled Quarterly as and when required.

h) The agenda for Committee Meetings shall be distributed at the start of the meeting, but all committee members may ask for business to be included in Any Other Business (AOB)

i) The Club Constitution may be amended only at an AGM or EGM, by majority vote

j) A minimum of 5 members of the Committee including at least 2 members of the Executive Committee shall constitute a quorum;

k) Any bank account of the club shall require 2 signatories.

l) **No Conflict of Interest.** During their period in office, Executives shall not, directly or indirectly, render service, or undertake any employment or consulting agreement with another similar entity without the express written consent of the Club

7. Membership

a) Membership of the Club is confined to amateurs as defined by UK Athletics, and consists of Full Members, Junior Members, Social Members and Honorary Members.

b) Any candidate for membership must apply using the prescribed application form and sign the Declaration. Applicants under 18 years of age should get a parent or guardian to sign this.

c) Any subscription fees must be paid at the time of application to join

d) The minimum age for Club Full, Social and Honorary membership is 16 unless accompanied by a parent at all times.

e) The minimum age for Junior membership is 5 paid by weekly subscriptions.

f) The membership year shall commence on the 1st of April and end on the last day of March the following year

g) Honorary & Associate Members may be nominated by the Executive and are not required to pay the annual subscription.

h) Honorary & Associate Members shall have no voting rights at Club meetings, shall not be eligible for Club allocated London Marathon places nor shall not be appointed as committee members. Honorary & Associate Members shall not be eligible for subsidised races entries.

i) The amount of Membership Fees for the following year will be fixed at the Club's AGM and advised to all Members by 15th March. This amount should be paid by 15th April failing which a reminder will be sent by email. The Committee will have authority to cancel Membership of any Member who has not paid by 30th April by sending notice by email to the Member's address listed in the Club's current membership records."

j) The Youth Coach, together with the management committee of Chairman reserve the right by majority vote to withdraw Junior Membership, without notice to any individual Junior member or Members.

8. Junior Members

a) Juniors shall be permitted to become members of the Club at the discretion of the Youth Coach.

b) Junior Members are not permitted to train with the Club unless the Youth Coach or their nominated replacement is present

c) Junior Members shall not be permitted to compete in Club colours without the permission of the Youth Coach.

d) Race distances for Juniors shall comply with UKA limits.

e) Junior Members will not be permitted access to the Club Web Forum until they become Full Members.

9. Subscriptions

a) Subscriptions will be payable on application, and thereafter annually on the 1st of April each year.

b) The annual subscription shall be set at a level recommended by the Committee and ratified at the AGM.

c) New members joining after 1st December shall pay 80% of the current annual subscription, including EA affiliation, for that current year or £20 after 1st January.

10. Resignation

a) A member choosing to resign shall be required to give notice in writing to the Membership Secretary and membership will be deemed to have terminated on the date of receipt of the resignation letter

11. Misconduct

The Club reserves the right to discipline, or expel from the club, any member whose conduct is not conducive to the aims or interests of the club or its members, or whose behaviour is likely to bring the Club into disrepute. These rights shall be exercised by the duly elected Club Executive Officers.

Disciplinary Procedures

1. A coach or Leader In Running should address any misconduct at the time and, if fully justified, has the right to exclude any individual from the activity.

2. When the code of conduct is contravened the matter should be reported to the Chairperson followed by a written report of the incident. The complainant will be encouraged to resolve the issue informally with the person complained about unless a reasonable reason is given that this is not possible or this has already failed.

3. When necessary the Executive Officers will be asked to investigate the incident and a decision made as to the seriousness of the behaviour and a recommendation regarding action will be made to the main committee.

4. Action taken can be -

Stage 1 – Verbal warning

Stage 2 – Written warning and advice regarding future conduct

Stage 3 – A final warning and if appropriate a short-term ban

Stage 4 – Notice to leave the club and withdrawal of club membership should the situation/incident be of a serious nature then the Executive Committee may recommend stage 4 action is instigated without the requirement to initiate any other stages.

Appeal

1. Any appeal against the outcome must be submitted to the Chairperson in writing within seven days
2. The appeal will be dealt with by the full Committee, Executive and Ordinary Office

Coaches

All coaches and Leaders In Running are appointed by, and report to, the Club Executive Officers. Should the Executive Officers feel that the coaches code of conduct has not been of the standard expected by the Club then the Executive Committee have the right to issue a warning and, if necessary, remove the coach from their position.

The Executive Committee may relieve any member of their coaching role if they consider that this is in the best interests of the Club.

12. Welfare of Members.

a) The Club shall not tolerate the physical or mental abuse or harassment, nor discrimination or defamation, of any of its members before, during or subsequent to Club events.

b) Reported incidents of such abuse shall be investigated by the Club Executive, and if substantiated may be dealt with under the Misconduct rules.

13. Financial Accounts

a) The Club financial year shall commence on the 1st January and end on the last day of December the same year.

b) The Club Treasurer will prepare annual accounts and submit said accounts to the AGM each year.

14. Annual General Meeting (AGM)

a) A General Meeting will be held in February/ March each year. The business of the meeting will be to receive Executive Officers reports and financial accounting; to elect officers for the ensuing year and to deal with such other matters that are specified on the meeting agenda.

b) The Club Secretary shall post notice of the AGM at least 14 days prior to the scheduled date.

c) Members wishing to have business included on the agenda should notify the Executive in writing at least 7 days before the meeting.

d) A minimum of 10 Club Members plus at least 2 members of the Executive Committee shall constitute a quorum.

15. Extraordinary General Meeting

a) An Extraordinary General Meeting (EGM) may be called on the order of either 10 paid up members or a majority of the Executive Officers. The Club Secretary, on receipt of such an order, shall within 21 days convene an EGM dealing only with that business detailed in the order.

b) The Club Secretary will post notice of an EGM at least 14 days prior to the scheduled date.

c) A minimum of 10 Club Members plus at least 2 members of the Executive Committee shall constitute a quorum.

16. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a charitable institution or institutions having objects similar to the objects of the Club as the members of the Club may determine or failing that shall be applied for some other charitable purpose.

17. The General Data Protection Regulation (GDPR)

The Club will comply with General Data Protection Regulations.

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(1st March 2021)

