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# Reading Roadrunners Club Constitution

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## 1. General

- 1.1 The Club, known as Reading Roadrunners, hereinafter referred to as “the Club”, is headquartered at Palmer Park Stadium, Wokingham Rd, Reading, RG6 1LF. It is an Athletic, Sport and Social club, predominantly focused on the sports of road and off-road running.

## 2. Effective date

- 2.1 The principles laid out herein were adopted as the Constitution of the Club by a vote of all members present at the AGM held on 21Mar17.

## 3. Purpose of the Club

- 3.1 The purpose of the Club is:
- To provide members of all abilities with the opportunity to participate in, promote, develop, and enjoy running and associated activities within an inclusive, safe and supportive environment.
  - To provide structured coaching designed to support members who wish to improve their running ability and take part in races of any distance.
  - To affiliate with a recognised athletic sport’s governing body and its subsidiary organisations governing athletics in the Reading area.
  - To organise regular road and off-road races open to the public and/or other sports clubs.

## 4. Club policies

### 4.1 Membership

- The Club shall be democratic and impartial, affording equal rights and opportunities to all members, regardless of sporting ability.
- Membership of the Club shall be open to anyone on application, regardless of sex, age, disability, sexual orientation, religion, other beliefs or sporting ability. However, the Club may limit membership according to available facilities on a non-discriminatory basis or if the Committee is aware of factors that supersede the policy of being open to all.
- Membership shall be open only to those persons who satisfy the criteria for amateur status, as defined by the sport governing body, and who have not been suspended or expelled from another club.
- The Club does not target any particular size of membership and does not seek specifically to grow or reduce the size the Club.
- The Club does not include a junior section, believing that juniors are better served by joining an athletics club rather than one that is predominantly focused on endurance running. Adult members may join their children as junior members on the proviso that they are responsible for their behaviour at any training, race and Club events that they attend.
- Acceptance of an application for or renewal of membership is contingent upon the implicit agreement of the member to allow the Club to process his or her personal details online and to enter his or her details into the computer system operated by the sport governing body to which the Club is affiliated.
- Members shall conduct themselves at all times in accordance with the Club Rules.

### 4.2 Membership subscription fees

- a. The Club seeks to retain membership subscription fees at a level that should not pose a significant obstacle to people participating.
- b. Membership fees shall be determined by the Committee, with due regard to the forecast outgoings of the Club, and be reported to the AGM.

### 4.3 Sport governing body

- a. The Club shall affiliate with a recognised sport governing body. Whilst it is not mandatory for members to affiliate as athletes with the governing body, the Club will encourage members to do so.
- b. The Club shall comply with the policies of the sport governing body with which it affiliates.

### 4.4 Organisation

- a. The Club shall provide coaching for all of its members, regardless of athletic ability. The Club shall sponsor volunteers to become coaches to obtain coaching qualifications recognised by the sport governing body and ensure that coaches officiate at only those coaching sessions for which they hold a current, recognised qualification.
- b. The Club aspires to provide a safe and respectful environment in which all members may enjoy their sport and the facilities and activities provided by the Club.
- c. Management of the affairs of the Club shall be vested in a Committee of volunteer members, the actions and decisions of which shall be reported to the whole membership. Membership of the Committee shall be decided annually by a ballot held at the AGM.
- d. Minutes of Committee meetings shall be published so as to be accessible to members.
- e. The Club shall have no branches outside its headquarters.

## 5. Management

5.1 The management and administration of the Club shall be entrusted to members who have been democratically elected to the Committee in accordance with the Club Rules. The Executive Officers of the Club shall comprise:

- a. **Chairperson.** The Chairperson shall direct the business of the Committee, including convening each month a Committee meeting. The Chairperson shall preside over General Meetings and act as official spokesperson for the Club. In the event of any poll or referendum ending in a tie, the Chair shall have the casting vote.
- b. **Treasurer.** The Treasurer shall conduct the financial affairs of the Club. The Treasurer's duties shall include attending the monthly Committee meeting to report on and seek approval for the day-to-day running of Club finances.  

The Treasurer shall prepare and present to the Annual General Meeting a report on the preceding year's business that shall include a statement showing all income and expenditure, which shall be verified and approved by an independent auditor appointed by the Committee and ratified by the membership.
- c. **General Secretary.** The General Secretary shall record the Club's business, keeping the minutes of the Committee and General Meetings. The Secretary shall deputise for the Chairperson when necessary.

5.2 **Executive Officers' other duties.** In addition to those responsibilities already declared, the three executive post-holders (Chair, Treasurer, Secretary) shall each be a joint signatory to the current bank account of the Club.

The three executive officers shall perform all other duties required of them in the best interests of the Club and in accordance with the Club Rules.

- 5.3 **Committee.** The Committee shall comprise the three executive officers and other Committee members, each of whom shall be elected at the AGM and serve as a Committee member until the following AGM. It is expected but not required that the ideal complement for the Committee will be ten members in total.

Committee members shall not be junior members.

Decisions shall be taken by the Committee in accordance with a majority vote of Committee members, either by a show of hands at a Committee meeting or by email at other times. A quorum of five members shall be required to take a binding decision.

The Committee shall have the delegated authority to co-opt additional members onto the Committee, either to substitute for an elected member who resigns mid-term, or becomes unavailable for a substantial period, or to supplement the skills and capacity available within the elected Committee.

Following its election, a new Committee shall meet to decide upon the organisational structure it will adopt to discharge its duties for the coming year. The exact structure they adopt will be influenced by the skills and availability of the elected members and the likely issues that the Committee expects to confront. The Committee structure will typically be chosen to optimise discharge of packages of responsibilities. As an example, a typical Committee structure may comprise:

- a. Membership Secretary. Keeping records of members' details, collecting subscriptions, processing membership applications, issuing receipts and membership cards;
- b. Social Secretary. Coordinating all social functions and events approved by the Committee;
- c. Coaching Co-ordinator. Co-ordinating training and coaching within the Club, as approved by the Committee;
- d. Media Liaison Officer. Making available by the Club notice board, website content, social media or other means, all information relevant to the membership; dealing with information on Club activities suitable for publication in external media, as authorised by the Committee;
- e. IT Services Manager. Making available IT services needed to administer the Club in accordance with the Rules, to provide the Club's social media services, and to manage the Club's website. The Media Liaison Officer manages the content of the website and social media, whereas the IT Services Manager procures, secures and maintains the services, and ensures that the Club operates in accordance with the Data Protection Act and any other prevailing legislation affecting the provision of IT services.
- f. Performing duties other than those above to enable the Club to function.

## 6. Membership subscription fees

- 6.1 The Club operates a financial year running from 1 March to 28/29 February. The membership fee for each year comprises two components:
- a. The Club membership subscription fee
  - b. The sport governing body's membership subscription fee
- 6.2 The Club has no control over the fees levied by the sport governing body and passes the fee to affiliated members without mark-up in the year that the fee is changed.

### **7. Dissolution of the Club**

- 7.1 In the event that the Club intends to cease operation permanently, an Extraordinary General Meeting shall be called by the Chairperson to present to the members the rationale for dissolution. If it is agreed that dissolution cannot be avoided, all assets material and pecuniary owned by the Club shall, at the discretion of the EGM, be donated to the club charity and/or other charities and/or to other local sports clubs, as agreed by a majority vote of the members present.