



## **ALTON RUNNERS**

### **CONSTITUTION & CLUB RULES**

**1. Title:** The name of the club is Alton Runners.

**2. Headquarters:** N/A

**3. Object:** The object of the Club is to promote running within the local community with the following aims:

- a) To provide basic instruction in running.
- b) To assist those runners who wish to compete in officially sanctioned competition.
- c) To provide a sociable environment for its members.
- d) To organise local races for competition and enjoyment.

**4. Management:**

4.1 The management of the Club is vested in a committee consisting of the Chairperson, Secretary, Treasurer, Membership Secretary, Press and Publicity Officer, Web Site Manager, Men's Team Captain, Women's Team Captain, Cross Country Captain, Coach Co-ordinator, Social Secretary, Lead Welfare Officer, Welfare Officer, Kit Officer and Race Director.

4.2 Committee Members should be Adult or Young Members of the club (see Membership). A member may hold more than 1 position on the committee but the positions of Chairperson, Secretary and Treasurer must be held by different people. In the event of 1 person holding more than 1 post, they shall only be entitled to 1 vote on the committee.

4.3 Committee Members shall remain in office for a one-year term until the end of the Annual General Meeting in the year after their election and shall be eligible for re-election.

## **5. Membership:**

5.1 The club supports three categories of membership – Adult members, Young member and Junior members. Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running, regardless of sex, age (subject to a minimum age of 18 for Adult Members, between the ages of 16 and 17 for Young Members and between the ages of 12 and 15 for Junior Members), disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs. It is recognised however that some events and activities may not necessarily be suited to persons with particular disabilities.

5.2 Junior members will only be able to join the club if they are ‘sponsored’ by a Responsible Adult. A second person may also be nominated as a Responsible Adult. The Responsible Adults shall be paid up members of the Club.

5.3 The management, Coaching and behavioral expectations of Junior members and Young members is contained in the Junior and Young members Guidance and shall be reviewed annually by the Committee.

5.4 Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time. Applications for Junior Membership shall be submitted by the proposed Junior Members’ Responsible Adult. Applications must be accompanied by the correct subscription fee.

5.5 By becoming a member of the Club, every member agrees to abide by the Club’s Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

5.6 Adult Members personal details may be shared with other Adult club members for the purposes of promoting club activities and events. All communications with Junior Members will be through their Responsible Adults(s). The Club will not share contact details of Junior Members or Young Members.

5.7 Membership of the Club may only be refused as described in the club disciplinary process, section 1 refusal of admission.

## **6. Subscription:**

6.1 The annual subscription will be decided each year at the Annual General Meeting. Subscriptions are due for payment on 1<sup>st</sup> April each year.

6.2 Members having arrears of subscriptions of more than twelve weeks will have their membership terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted.

## **7. Resignation:**

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.

## **8. Termination of Membership**

Membership of the Club shall terminate if the member is removed from membership as described in the club disciplinary process, section 2 Termination of Membership.

**9. Disciplinary Procedures:** Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with the club disciplinary process section 3 Club discipline.

## **10. Welfare Policy:**

10.1 The Club aims to create an environment where members feel safe, secure and are able to participate and enjoy club events without being subject to any form of harassment, bullying, verbal or physical abuse or pressure.

10.2 All members are to adopt the principle that everyone within the club should be safe and protected, and each member is responsible for ensuring individuals are afforded the highest standard of care by adopting and promoting good practices as laid out in the following UK Athletics/England Athletics welfare policies:

- a) UKA and HCAF Adult Safeguarding Policy April 21.
- b) UKA and HCAF Adult Safeguarding Procedures April 21.
- c) UKA and HCAF Child Safeguarding Policy April 21.
- d) UKA and HCAF Child Safeguarding Procedures April 21.
- e) UKA and HCAF Safeguarding Regulations April 21.
- f) UKA and HCAF Codes of conduct booklet 2021.

10.3 The Welfare Officer(s) will support members with issues that may arise and will endeavor to help with their individual needs and well-being. Members with any queries or concerns are encouraged to contact the Welfare Officer(s) directly to discuss concerns or to seek help and advice.

## **11. Accounts:**

11.1 The Treasurer will ensure proper accounts are kept in accordance with the policies and guidelines approved by the committee and shall provide Committee Members with financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

11.2 The Club's Financial Year shall run from 1st January to 31st December inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

## **12. Club Championship:**

12.1 Each Road Racing season (Refer to HRRL calendar), the club enters Men's and Women's teams in the Hampshire Road Race League (HRRL). These races plus any others agreed by the committee are used to determine the Club Champions in the various age and gender categories. To qualify for the club championships, members must be fully paid up and must compete in the required number of races in the relevant road race season. The scoring system for the club championship shall be in a format approved by the committee and shall be managed by a club member appointed by the committee.

12.2 During the winter the club also enters Men's and Women's teams in the Southern Cross Country Championships. The results of these races will also determine the Club's Men's and Women's Cross Country Champions. The award of these championships shall be based upon the number of events taken part in by each member and the improvement achieved by individuals through the season as determined by the Cross Country Captain.

## **13. London Marathon:**

13.1 As an England Athletics affiliated club, Alton Runners is allocated a number of entries to the London Marathon. In addition to this, the baggage handling team is also allocated a number of places. If there are any places left over after all members of the baggage handling team who are aged 18 or over have been given the opportunity to enter, the places are made available to the Club Secretary. The Secretary shall pool the Club allocated places and any surplus from the baggage handling team.

13.2 All Adult Club Members who are aged 18 or over who have applied for a place in the London Marathon but have been rejected will be given priority in the allocation of places. They may therefore, apply to the Club Secretary for a place in that year's London Marathon and must provide evidence of their rejection. If there are more applicants than places then priority shall be given to those who have participated in the most races for the club during the previous 12 months (January to December) or have helped out as a volunteer in one of our host races. The qualifying races for the club are league fixtures where the club has entered, i.e. Hampshire Road Race League, Hampshire Cross Country League and Southern Cross Country League.

13.3 In the event that the allocation of the London Marathon places cannot be determined using the above criteria, lots shall be drawn to decide which of the applicants the places will be issued to. If there are still places available after the above selection criteria have been applied, other Adult Club Members who are aged 18 or over may apply to the Club Secretary for a place. The volunteering and entering races criteria will then be applied again if necessary.

13.4 Adult Club Members who are aged 18 or over who qualify for the London Marathon in the 'good for age' categories must apply for a 'good for age' place before being considered for a club place. It is also recommended that those within ten minutes of the cut off also apply to the normal ballot as well as per London Marathon suggestion.

13.5 A Club Member who is allocated a club place will not be allowed to apply for a club place in the following year.

#### **14. Annual General Meeting:**

14.1 The Annual General Meeting of the Club shall be held within the month of February each year, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes:

- a) To receive from the treasurer an Annual Report, balance sheet and statement of accounts for the preceding financial year.
- b) To receive other reports from committee members on the club's activities during the preceding year and to allow members to ask questions about those reports.
- c) To elect the Committee.
- d) To decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

14.2 Not less than three weeks' notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to eligible Members. Only fully paid up Adult and Young members are entitled to attend and vote at General Meetings or nominate prospective committee members. Junior members are permitted to attend General Meetings but are not entitled to vote.

14.3 Nominations to the committee shall be made by a proposer and seconder preferably in writing or by email. At the discretion of the chairperson however, nominations may be made verbally at the AGM and recorded in the minutes.

#### **15. Special General Meetings:**

15.1 Not less than three weeks' notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the eligible Members.

15.2 The Secretary shall, on the requisition in writing (including email) of not less than twenty eligible Members entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting.

#### **16. Dissolution:**

16.1 A resolution to dissolve the club can only be passed by a two thirds majority at an Annual General Meeting or Special General Meeting.

16.2 Upon dissolution of the club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports after repaying any unspent grant to a grant-making body where this was a condition of it being made.

16.3 The nomination of the recipient of any remaining assets shall be determined by a majority vote at the same AGM/SGM that voted in favour of dissolution.

Alton Runners Constitution and Club Rules Approved by AGM 24<sup>th</sup> February 2014. Amended at AGMs 16<sup>th</sup> Feb 2015, 29<sup>th</sup> Feb 2016, 27<sup>th</sup> Feb 2017, 25<sup>th</sup> February 2019, ballot 8<sup>th</sup> July 2020, AGM 28<sup>th</sup> February 2022, 20<sup>th</sup> Feb 2023, AGM 19<sup>th</sup> Feb 2024. AGM 24<sup>th</sup> Feb 2025.

## **17. Alteration and interpretation of and Rules/Constitution:**

17.1 The Constitution may be added to, repealed, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the Members voting thereon.

17.2 The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

### Amendments:

16/02/15 Assistant Welfare Officer and Kit Officer added

29/02/16: Provision made for Club Championship races to be outside the HRRL.

27/02/17 Section 5 Membership – last paragraph added.

Section 7. Renamed – renamed Termination of Membership and the method by which the club can terminate membership

25/02/19: Junior Membership (12 to 15) added.

08/07/20: Dissolution Clause added

28/02/22: For approval by AGM: Proposed disciplinary procedure added. Minor amendments and numbering.

20/02/23: Club Championship year refers to HRRL calendar. London Marathon eligibility updated.

19/02/24: Category of membership "Young Member" aged 16 to 17 added,

24/02/25: Welfare Officer and Assistant Welfare Officer changed to Lead Welfare Officer and Welfare Officer.