**1. CLUB NAME & COLOURS**

The Name of the Club is "Uttoxeter Road Runners" (“The Club”) and The Club

Colours shall be a Red vest with Black horizontal name stripe across the chest with “UTTOXETER ROAD RUNNERS” in black.

**2. OBJECTIVES OF THE CLUB**

The Objectives of the Club are to facilitate the participation in and the promotion of recreational and competitive running in the area of Uttoxeter, Staffs and District to provide ordinary benefits of an amateur sports club and to do all such things as the Committee thinks fit to further the interests of the club.

**3. MEMBERSHIP OF THE CLUB**

**3.1 MEMBERSHIP APPLICATION**

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running.

Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee & accompanied by the subscription fee.

Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

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).

Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either “First Claim” or “Second Claim” Members.

Anyone satisfying the general admission criteria as determined by the Committee can become a Member provided that they are an amateur as defined by UK Athletics and they are aged from 16 years of age at the date of their application.

**3.2 SUBSCRIPTIONS**

The Club requires, as a condition of membership, annual subscription fees to be paid by Members of the Club.

The Fee shall be fixed by members at the AGM.

The Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.

**3.3 CLUB RUN**

The use of IPODS/HEADPHONES is NOT permitted under any circumstances during a Club Run.

Hi-Viz Vests should be worn during the Autumn/Winter Club Runs during a run taking place when it is dusk, dark or poor weather/visibility. Any member who does not abide to this will be advised not to run.

**3.4 CESSATION OF MEMBERSHIP**

Members may resign from membership at any time by notice given to The Committee. A member who resigns shall not be entitled to any refund of subscriptions.

The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

**4. THE CLUB COMMITTEE**

The day to day management of the Club shall be deputed to a Committee consisting of eleven Honorary Officers and unlimited Ordinary Committee Members.

**4.1 HONORARY OFFICERS**

The Honorary Officers of the Club shall be:

The Chair

Vice Chair

The Treasurer

The Secretary

The Press/Communications Officer

Membership Officer

The Kit Officer

The Men’s Team Captain

The Ladies’ Team Captain

Festival of Running Race Director

Festival of Running Secretary

All Honorary Officers shall be nominated in accordance with the procedure entitled “Election of Committee” set out below and elected by the Members at the Annual General Meeting.

The Honorary Officers shall remain in office for a term of one year after their election until the end of the Annual General Meeting in the first year after their election. All Honorary Officers shall be eligible for re-election. These Officers may delegate and assign tasks to other members of the Committee and Club.

**4.2 ORDINARY COMMITTEE MEMBERS**

The Ordinary Committee Members shall present themselves by attending monthly club meetings and by volunteering to assist with club duties and event management as and when their time & circumstances allow. The Ordinary Committee Members do not have a set term to serve in office and can relinquish their responsibilities whenever necessary. Ordinary Committee Members shall aid the Honorary Officers by undertaking tasks and roles to facilitate the day to day operation of the Club. The allocation of these duties shall be by mutual consent between the Honorary Officers and the respective Ordinary Committee Member. Duties may be reallocated at any time as required and may be delegated to Members of the Club. The Ordinary Committee Member shall report to and advise the Committee on the status of such tasks.

**4.3 ELECTION OF COMMITTEE**

Any Member may be nominated by any two other Members, (with his/her approval), as a candidate for any of the posts of Honorary Officer at the Annual General Meeting.

A Member may accept nomination for any of the separately elected posts constituting the Committee and may hold more than one of these posts at any time, subject to conflicts of interest. If a Member shall be elected to a post during the prescribed course of business, his or her name shall be deleted from all subsequent voting for the remaining elected posts at that meeting.

If the number of candidates for the post of any Honorary Officer (as each falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, ballot papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.

**4.4 LEAVING OFFICE**

The office of an elected member of the Committee shall be vacated if he or she:

* Resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately, unless a specified notice period is agreed
* Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
* Is asked to resign by all the other Committee members, acting together

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Honorary Officers until the next Annual General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings. Any Honorary Officer so appointed shall only remain in office until the AGM at which their predecessor was due to retire.

**4.5 PROCEEDINGS OF THE COMMITTEE**

The Committee shall meet on a monthly basis. Any additional meetings may be held if agreeable to the committee.

Two-thirds (rounded to the nearest whole) of the voting members of the Committee shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below four in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote. The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record the decisions that it has taken and publish these to Club Members. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to all Club Members for comment via The Club website & at weekly training.

All Club Members are invited and encouraged to address a meeting of the Committee.

**4.6 POWERS OF THE COMMITTEE**

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

* Make Club Rules and regulations to allow for the day to day operation of the Club and its activities.
* Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested.
* Deal with any amount payable to the Club and for claims and demands of the Club.
* Deal with any finances of the Club including accounts payable & receivable
* Pay all the costs and expenses of any matters associated with the running of the club.
* Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
* Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate.
* Organise Club activities with consideration to all members’ needs & abilities.

**5. CLUB MEETINGS**

With the exception of monthly meetings (held on the 2nd Thursday), every notice calling a meeting, “General Meeting” shall specify the specific nature of the business to be transacted.

**5.1 GENERAL MEETINGS**

At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes the Chair of the meeting shall have an additional vote.

The following rules shall apply to all General Meetings:

The quorum for a General Meeting shall be fifteen Members. No business shall be transacted at any special General Meeting unless the required quorum is present. If, within 30 minutes following the time appointed for the meeting a quorum is not present, a vote will be taken to decide whether or not the meeting shall commence or stand adjourned. If, at such agreed adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.

Any resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.

Amendments may be proposed at any time during the meeting

The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution.

During the course of debate the proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting.

Any adjournment prior to resolution shall be agreed by a majority vote.

**5.2 ANNUAL GENERAL MEETINGS**

The Annual General Meeting of the Club shall be held no later than the 31st March, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

* All matters for inclusion at the AGM Meeting shall be received by the Secretary at least 7 days prior to the meeting
* To receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year
* To elect the Honorary Officers and the Committee
* To decide on any resolution which may be duly submitted to the meeting as provided by these Rules

Not less than four weeks’ notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Annual General Meeting shall elect from those present a Returning Officer to oversee any elections conducted at the meeting.

**6. Extraordinary General Meeting**

In the event of a request for an Extraordinary General Meeting the following should be adhered to:

* Extraordinary General Meeting shall be called by the Secretary within 21 days of receipt of a requisition signed by one third of the membership or 50 members, whichever shall be the least, stating the business to be brought before such a meeting.
* The Committee can call an Extraordinary General Meeting for election of new Committee members to replace members who have resigned or left the Committee.

**7. CLUB ENTRIES – LONDON MARATHON**

In the event of the club being given entries to the London Marathon, those members wishing to be considered must:

* Make application to the Secretary in writing or by email, enclosing the rejection slip for the current year.
* Be a paid up member since 1st. May of the year preceding the marathon, i.e. 12 months.
* Points will be calculated from races in the Road, Off-Road and BDSL races, 1 point per race. The member Male/Female with the most points at the end of the season October 31st will then be selected for that place.
* Applicant must have run 1 half marathon within the qualifying period
* The Committees decision is final
* In the event of a tie contributions towards the club e.g. help with races will then be considered
* No member can get a club place in consecutive years unless there are no other takers

**8. CLUB CHAMPIONSHIP RACE SERIES**

Any awards are at the discretion of the Committee on a year by year basis but provided the

membership is sufficient to have a viable competition a Club Championship will be organized.

The objective is to determine both the Ladies and Men’s, Senior and Veteran champions.

The races will be confirmed at the AGM and will include at least one at half marathon distance. The races to be spread over twelve months and vary in terms of distance, terrain, time and day of the week as much as possible. The points system can be adjusted to best accommodate the numbers involved but the best 7 scores will count, allowing members to miss races covering injury and unavailability

Veteran age is 45 years and over, as of 1st January of that year

 **9. ACCOUNTS**

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a half yearly basis. The Club’s financial records shall always be open to inspection by the Committee.

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 AGM, a qualified Accountant may be appointed to investigate members’ concerns.

**10. PROPERTY AND FACILITIES**

The property of the Club, other than cash at bank, shall be vested in the Trustees who shall deal with the property as directed by resolution of the Committee.

The Club’s facilities shall be provided to its members without discrimination.

**11. APPLICATION OF SURPLUS FUNDS**

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club’s facilities, equipment and kit or otherwise in line with the Club’s objectives.

The Club may also in line with the objectives of the Club:

Sell and supply club branded clothing & equipment (such as Club Hoodies)

Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee and are agreed on an arm’s length basis.

Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Member his/ her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.

No Member shall be paid a salary, bonus fee or any other remuneration for competing for or acting on behalf of the Club.

**12. WEBSITE & SOCIAL MEDIA ACCOUNTS – www.uttoxeterroadrunners.club**

Access to post messages, originate and reply to threads and to comment on the club website or social media accounts will be by invitation only and will be restricted to club members unless the posting is pre-approved by the Website Manager and posted via the posting moderation process (accessible only by the Website Manager).

**12.1 LINKED SITES**

When using the website, some links may connect to sites not operated by or controlled by Uttoxeter Road Runners. Access to Linked Sites will be provided for convenience and for informational purposes only. Uttoxeter Road Runners undertakes no obligation regarding the accuracy of any information or content contained on the Linked Site

**12.2 ACCEPTABLE USE OF WEBSITE & SOCIAL MEDIA**

Abusive, unauthorized or inappropriate use of the club website or social media accounts is not permitted. Examples of prohibited use include actions that create an intimidating, hostile or offensive environment (such as posting inappropriate, defamatory, harassing or offensive messages regarding race, colour, religion, national origin, sexual orientation, sex, age, disability or any other characteristic protected by applicable law).

The Press/Communications Officer reserves the right (without accepting responsibility) to monitor postings and intercept any communications that are deemed inappropriate as outlined above without notice or explanation.

Common sense is the best guide when deciding to post in any way relating to Uttoxeter Road Runners and Club Members. Internet postings reflect the author’s personal point of view, not the point of view of Uttoxeter Road Runners. Members are responsible for their postings, they may be subject to liability if posts are found to be defamatory, harassing, or in violation of any other applicable law. They may also be liable if they make postings which include confidential or copyrighted information (photos, videos, text, etc.) belonging to third parties.

**13. INTERPRETATION OF CLUB CONSTITUTION & RULES**

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

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.

**14. DISSOLUTION OF THE CLUB**

If at any Special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened Special General Meeting. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics, or to a charitable organisation having similar objectives and affiliations, as nominated at the Special General Meeting.

**15. DISCIPLINARY PROCEDURES**

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. This includes communication via the club website. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority voting at a properly convened Committee Meeting and at which no fewer than five of the total voting members of the Committee shall be present.

Such Member shall have one month's clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons will have no right of appeal. New membership shall be considered in 6 months’ time from the date of expulsion by way of a resolution at a Special General Meeting.

**16. NOTICES**

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or email address of the member as appropriate or by publication on the Club's website. It is the Members responsibility to ensure that contact details are kept up to date on Club records.