



# **TT01-01 issue 09 CLUB RULES AND CONSTITUTION**

**THIS ISSUE (9/2010) OF THE CONSTITUTION WAS ADOPTED AT AN  
ANNUAL GENERAL MEETING HELD ON 5<sup>th</sup> March 2010**

**Signed .....**

**Signed .....**

**Name .....**

**Name .....**

**CLUB CHAIRPERSON**

**CLUB SECRETARY**

## **1) TITLE**

- a) The name of the Club is the "Tamar Trotters"
- b) The Club was established in 1996

## **2) HEADQUARTERS**

- a) The headquarters of the Club is at Saltash Rugby Club, Moorlands Lane, Saltash.

## **3) OBJECTIVES**

- a) To provide facilities for and promote participation of the whole community in the sport of recreational and competitive Amateur Athletics, in particular Road Running and Cross Country.
- b) To promote the Club within both the local and the athletics community.
- c) To manage any other property that it owns, rents or hires.
- d) To ensure a duty of care to all members of the Club.
- e) To provide all of the Club services in a way that is fair to all.
- f) To ensure that all present and future members receive fair and equal treatment.

## **4) MEMBERSHIP**

- a) Open Membership of the Club is available to anyone over the age of 16 years, who is interested in recreational or competitive running, regardless of sex, age, ethnicity, race, nationality, sexual orientation, occupation, religion, politics, beliefs or disability except as a necessary consequence of the requirements of Athletics as a particular sport.
- b) Membership of the Club is confined to Amateurs as defined in the UK Athletics Rules for Competition.
- c) Application for membership shall be made on the current Membership Application Form to the Club Membership Secretary and must be accompanied by the portion of annual subscription fee that is applicable at the time of joining. New members may run with the club for free on the first visit but must join the Club before attending subsequent training sessions.
- d) To resign from the Club a member must inform the Membership Secretary in writing. His/her membership terminates on the date of that notice unless he/she is indebted to the Club, in which case the Committee may withhold acceptance of the resignation until the liability is fully discharged. No refund of subscription shall be made in respect of any un-expired period of membership

- e) The Management Committee may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote at an Extraordinary General Meeting called for that purpose. No refund of subscription shall be made in respect of any un-expired period of membership.
- f) The following classes of membership are available:
- a. **Senior Membership** is for individuals aged 18 years and over who wish to train with the Club or enter running races as an affiliated athlete. Senior Membership of the Club includes a UK Athletics Competition Licence and membership of the Saltash Rugby Club. Senior members are full members of the Club and as such have full voting rights.
  - b. **Youth Membership** is for single members aged 16 and 17 years who wish to train with the Club or enter running races as an affiliated athlete. Youth Membership of the Club includes a UK Athletics Competition Licence. The club will not accept anyone aged under sixteen 16 years as a single member. Youth members are full members of the Club and as such have full voting rights.
  - c. **Social Membership** is for individuals aged 18 years and over who do not wish to train with the Club or enter running races but who wish to be attached to the Club. Social Membership of the Club includes membership of the Saltash Rugby Club. Social members are not classed as full members of the Club and as such do not have voting rights.
  - d. **Junior Membership** is for children of existing Club members aged 7 to 15 years. See section 5 below. Junior members are not classed as full members of the Club and as such do not have voting rights.
- g) By becoming a member of the Club every member agrees to abide by the Club's Constitution, Rules and Codes of Conduct and also the rules and regulations of UK Athletics and England Athletics (or relevant successor bodies)

## 5) CHILDREN

- a) Children of existing Club members who are aged 7 years and over may join the Club as a Junior Member. Junior members attending Club training sessions must be accompanied by a parent, legal guardian or nominated responsible adult who is a fully paid up member of the Club. This person will be responsible for the child and must sign the Juniors Register at the Club and be present at the Club throughout the evening.
- b) The parent, legal guardian or nominated responsible adult will be responsible for the child's welfare and behaviour on Club training sessions and Club run events. Warnings will be issued for misbehaviour and two warnings will result in a one-month running ban.
- c) Parents or guardians must complete a Membership Form for each child prior to bringing their children to run with the Club.

- d) The Junior Members that attend Club training sessions will be catered for in a specific juniors group that will be supervised at all times by at least one adult per 6 children. All parents, legal guardians or nominated responsible adults that bring children to the Club must take their turn in assisting with the junior's group. This duty is organised on a rota basis
- e) Children under the age of 16 are classed as Junior Members of the Club and as such pay no membership fees or subscriptions and have no voting rights.
- f) Only Children aged 7 years and over may run with the Club.  
Children under the age of 12 years must run in the juniors group.  
Children aged 12 and 13 years may run in any group up to and including the 10 min/mile group.  
Children aged 14 years and over may run in any group at the discretion of their parents / legal guardians and the Management Committee.
- g) The club shall adhere to UK athletics guidelines on children's running distances, any child running outside these rules will do so at their parent's / legal guardian's discretion and responsibility.

## 6) SUBSCRIPTION

- a) Each member shall pay an Annual Subscription, the amount of the Annual Subscription shall be set by the Management Committee and agreed at the A.G.M. The subscription shall be payable on election and subsequently annually on 1st April each year or by quarterly rests in the case of new members joining partway through the Club year or in the case of non-waged or low-waged Members.
- b) New Senior and Youth members shall also pay a one off joining fee, for this fee they shall receive one club running vest.
- c) Each member shall also pay a Club Night Subscription on each training night attended. A visiting runner shall pay a Club Night Subscription only, but shall not constitute a full member and shall not therefore have any voting rights or other benefits of membership. Visits shall be limited to two in any one calendar month.
- d) Membership of the Club will be deemed as cancelled if the Annual Subscription is not paid within two months of the renewal date.
- e) The Club (Tamar Trotters) has a duty of care to perform in the interest of all of its members, individually, collectively, adult and children alike.

When acting in the best interests of the club and performing a duty of care, the club reserves the right to advise members formally to, either temporarily or permanently stop activities with the club, at the discretion of the Management Committee the advice can be applied to all of the clubs activities or singular events, i.e. either running, (physical exercise) or social events.

The club also has a zero tolerance policy on any Physical or Verbal abuse or bullying towards any individual whatever the situation and reserves the right to expel from the club any member not complying with this policy.

## 7) MANAGEMENT COMMITTEE

- a) The management of the Club is vested in a Management Committee comprising the following 15 posts:
- i. Chairperson
  - ii. Club Secretary
  - iii. Club Treasurer
  - iv. Club Captain
  - v. Juniors Captain
  - vi. Membership Secretary
  - vii. Social Secretary
  - viii. Press / Publicity Officer
  - ix. Team Manager
  - x. Coaching Coordinator
  - xi. And five General Committee Members
- b) All members of the Management Committee shall be elected annually at the Annual General Meeting. Any person standing as a candidate for any committee post must be nominated by two other eligible members.
- c) A quorum for the Management Committee shall be eight. 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 this Constitution.
- d) The Management Committee shall meet once a month
- e) All decisions will be by a majority vote, providing that there is at least a quorum in attendance. The Chair shall have a casting vote in the event of a tie.
- f) The Management Committee has the power to co-opt extra members up to a maximum of three, to create trustees if appropriate to any particular circumstance and to form sub Committees as and when considered necessary.
- g) The Officers of the Club are authorised to act between Management Committee meetings on such matters as cannot be left until the next meeting of the Committee.
- h) Whilst it may be possible for a member to stand for more than one post on the committee, no member shall be allowed to hold more than one post on the committee at any one time. If a member is elected to a post during the course of the AGM then their name shall be deleted from all subsequent voting for the remaining posts at that meeting.
- i) Any member standing for the position of Chair, Club Secretary or Treasurer must have previously been a committee member during the five years preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of the Club.

- j) If the number of candidates for each of the named posts is only one then that candidate shall be declared as elected unopposed. If the number of candidates is more than one then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for each office with the first candidate to reach a majority elected.
- k) If the number of candidates for election as General Committee Members is less than or equal to the number of vacancies then each candidate shall be declared as elected unopposed. If the number of candidates is more than the number of vacancies then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled.

## **8) CLUB COLOURS**

- a) The Club colours shall be a burgundy and black 'T' shirt or vest and black shorts
- b) All members at competitive running events must wear club colours.

## **9) ANNUAL GENERAL MEETING**

- a) An Annual General Meeting shall be held before the end of March each year.
- b) The following business shall be undertaken:
  - i. The Management Committee's reports will be read and discussed.
  - ii. The accounts will be audited and available.
  - iii. The Committee Members will be elected.
  - iv. Any further matters on the Agenda will be considered.
- c) The Club Secretary must give every member 21 days notice of the meeting in writing.
- d) Notice of any business which it is desired be placed on the Agenda must be given in writing to the Club Secretary at least 14 days prior to the meeting.
- e) Amendments to the constitution may be changed by a two thirds majority decision of eligible members in attendance and entitled to vote at the meeting.
- f) All routine matters will be decided by majority vote of eligible paid up members in attendance at the meeting.
- g) A member who is in arrears for either subscriptions due or fees unpaid shall not be entitled to vote at the AGM.
- h) Fifty paid up members will constitute a quorum
- i) Only members aged 16 years and over will be eligible to vote.

- j) The Chair shall have a casting vote.

## **10) EXTRAORDINARY GENERAL MEETING**

- a) The Club Secretary must call an Extraordinary General Meeting within 14 days of the receipt by him / her of a requisition in writing signed by at least thirty eligible members of the Club stating the business to be brought before such a meeting.
- b) Not less than 21 days notice of an Extraordinary General Meeting, specifying the place, day and time of the meeting, shall be given to the members.
- c) The conditions set out in clauses 9) e) to j) will apply.

## **11) AMENDMENTS TO CONSTITUTION**

- a) The Management Committee, by a two thirds majority decision at a quorum meeting, may propose amendments to the Constitution.
- b) The changes may only be made at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- c) The Club Secretary must give 21 days notice in writing to all members for an Extraordinary General Meeting called under this heading.
- d) The conditions set out in clauses 9) g) to j) will apply.
- e) If the motion is passed by a two thirds majority of eligible members in attendance and entitled to vote at the meeting then the amendment to the Constitution will be adopted.

## **12) DISSOLUTION**

- a) The Management Committee, by a two thirds majority vote at a quorum meeting, may decide to dissolve the Club. They must then call an Extraordinary General Meeting giving 21 days notice in writing to all Club members
- b) Alternatively thirty paid up and eligible members may petition the Club Secretary in writing to call an Extraordinary General Meeting in which the conditions set out in clauses 9) c) to j) will apply with respect to calling the meeting and voting at it.
- c) If the motion is passed by a two thirds majority vote at that meeting then the Club is dissolved.
- d) Upon dissolution any funds remaining after all debts have been met will be donated to England Athletics, or successor body, for use by them in community related sport.

### **13) CODE OF CONDUCT / CLUB RULES**

- a) Observe traffic rules, look out for pedestrians and remember that safety is paramount.
- b) The use of portable music devices plugged into the ear whilst running on club nights is prohibited.
- c) Members shall be aware of their general conduct whilst representing the club in any capacity and shall not conduct themselves in a manner that could bring the club into disrepute.
- d) All members attending Club training sessions during and after dusk must wear light coloured or reflective clothing.
- e) For the safety and comfort of all members we do not allow dogs to run with the club on any training session.

### **14) ACCOUNTS**

- a) The Club Treasurer will be responsible for the finances of the Club
- b) All Club monies will be banked in accounts in the name of the Club
- c) Club Accounts will require two signatories, that of the Treasurer and one Committee Member for each account
- d) The Club Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by any eligible member of the Club.
- e) The Club's financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December each year. The Club Treasurer will 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.
- f) If the accounts are not accepted at the Annual General Meeting then a qualified accountant may be appointed to investigate member's concerns.
- g) The Club is a non-profit-distributing organisation. The income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this Constitution. No portion shall be paid or transferred, directly or indirectly, to the Members of the Club.