



## CHESTER ROAD RUNNERS CONSTITUTION

### 1 Name of Club

The club will be called *CHESTER ROAD RUNNERS* (Hereinafter will be referred to as The Club), and may also be known as *CRR*.

*CHESTER ROAD RUNNERS* will be affiliated to ENGLAND ATHLETICS.

The Club colours will be orange and blue.

### 2 Aims and Objectives

The aims and objectives of the club will be:

Chester Road Runners shall remain affiliated to England Athletics/UKA  
CRR is an amateur sports club and is open to the whole community without discrimination on the grounds of ability, socio-economic status, race, sexuality or religion.

- To encourage the practice, promotion, development and active involvement in amateur athletic running in Chester and the wider community.
- To encourage team event participation
- To foster a spirit of fellowship and mutual encouragement between members of the club
- To provide opportunities for members to participate in organised competition
- To assist and encourage members to achieve their own personal goals
- To create a supportive and welcoming atmosphere with emphasis on social and health benefits of running
- To offer regular varied sessions for club members to enjoy the sport free from threat, harassment and abuse
- To encourage participation in local, national and international running events
- To foster the enjoyment of running and maintenance of personal good health and fitness for personal achievement, improvement and friendship
- To provide training and coaching for our members
- To organise teams to represent the club in championships and leagues and in such other competition as committee shall decide
- To cater for the following disciplines : Road Running, Track Running, Cross Country opportunities, Race Walking
- CRR and officers of the club can not be held responsible/liable for third party recommendations made as part of the running club
- Chester Road Runners is a non-profit making organisation such that any surplus income or gains shall be re-invested in the club and are not to be distributed to members or related third parties



### 3 Membership

As founder of the Club Louisa Hallas was granted Life Membership and President status in 2015. Joanne Hutcheon was awarded Vice- President status for her role of assisting in the establishing and affiliation of the club alongside Louisa and her services of continuing the club after Louisa (founder) left. These awards do not come with officer voting status unless either persons are actively involved in the club and serving on the committee at the time of voting.

- (a) Membership of the club is open to anyone above the age of 12 interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
  - Life Member (awarded at committee's discretion)
  - Full member (over 18 first claim club member)
  - Junior member (12-16 years of age)
  - Student member (16-18 & university/college students of any age)
  - Second family member (residing at same address)
  - Second claim club member (where CRR is not their first claim club)  
(First and Second claim club members shall have equal voting rights)
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category apart from the awarded life members will pay membership fees, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team/free race places/race ballots etc. unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee this includes trial members.
- (f) Junior Membership (12-18 years of age) members aged 12-16 must run in the same group as their parent or appointed guardian. This appointed guardian may not be an 'on duty' run leader. Junior members from their 16<sup>th</sup> birthday onwards do not have to run with an appointed adult but will require a consent form from their parent/approved guardian



- (g) Each membership application must be made by on line electronic submission using the website application form. The appropriate subscription must accompany the application for membership
- (h) A free months trial is awarded to all first time member applications (except those joining on the couch to 5k program) after this period has lapsed a fully paid member application must be processed to gain member status.

### **Membership Fees (subscriptions)**

Membership fees (subs) will be set annually and agreed by the Executive/Management committee or determined at the AGM.

The club will keep subscriptions at levels that will not pose a significant obstacle to people participating

Fees will be paid annually using the online registration form, a reminder email with link will be sent out, it is the members responsibility to keep the club updated with current email address for such purposes.

Any member failing to make payment by their due date shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent out at least twice to the members last known email address informing him/her of the proposed action.

Memberships are not transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this constitution

No refunds will be given under any circumstances.

Annual subscriptions are currently set at £20 for full members and second family members are £15

### **4 Sports Equity**

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.



- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **5 Committee**

- (a) The affairs of the Club shall be conducted by a Management Committee which shall consist of the President, Vice-President (if these persons are actively involved and holding a seat on the committee at the time ) Chair, Treasurer, Secretary and Welfare Officer.

These officers of the club (apart from the President and Vice President) shall be elected in at an AGM and will remain in office until the conclusion of the AGM of the following year. Each electable role including other roles such as media officer, social secretary, kit officer, and other roles the committee should decide fit will in effect step down but can be re-elected with the exception of the Chair, who will carry out a maximum of 3 years. A previous chair may be re-elected after a minimum period of 1 year of non-office.

The role of Head Run Leader is considered separate to an elected role due to the responsibilities required and will be chosen from Run Leader applications as and when required by the management Committee. The Head Run Leader may be invited on to the committee at the Management Committee's discretion.

There is also a wider committee team including such roles as media, social secretary, kit officer, runners representative and other roles may be created should the committee see fit.

- (b) All committee members must be members of the Club.
- (c) If required, the committee shall elect a Vice Chair from among its members.
- (d) Any member may be nominated (proposed and seconded) by any other 2 members with his/her approval, as a candidate for ANY of the posts of Committee Member by notice in writing (including email) to the secretary at least ONE week before the date of the AGM
- (e) A member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only ONE of these posts at any time. BUT 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.

- (f) If the number of candidates for the post of any 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.
- (g) If the number of candidates for election as the Management committee members shall be equal to or less than the number of vacancies, they shall be declared elected unopposed. If the number of candidates is greater than the number of vacancies, ballot papers shall be prepared, containing in alphabetical order ALL the names thus 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.
- (h) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting however these co-opted members shall not have a committee vote. Any committee member so appointed shall retire at the next AGM but shall be eligible for election at such meeting in accordance with the provisions for proceedings at AGM. The committee shall also have the power to establish a sub-committee or individual deemed appropriate to assist in meeting the objectives of the club and to delegate to these sub-committee members such duties as may be considered appropriate
- (i) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (j) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (k) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (l) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 committee meeting times per year.
- (m) The management committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution
- (n) The management committee will be responsible for taking any action of suspension or discipline following such hearings



- (o) The quorum required for business to be agreed at Committee meetings will be 5 elected committee members provided that the Chair or the Secretary is also present
- (p) The committee may regulate their meetings as they feel fit. The committee shall within 2 weeks of each meeting, record, in minutes of that meeting the decisions that it has taken and publicise these to club members on to the website, as soon as is reasonably possible after a meeting. The secretary shall distribute minutes of the meeting to the other committee members via our private facebook chat group.
- (q) The current officers of the Club are:-

Chair – Tony Hill  
Vice President – Joanne Hutcheon  
Secretary – Richard Parry  
Treasurer – Gill Amos  
Welfare Officer – Sarah Evans  
Head Run Leader – Laura Davies  
Runners Representative – Matt Whitehill  
Marketing – Kerry Williams  
Social Secretary – Laura Hukin  
Communications – Amanda Newall  
Kit Officer – Kim Hopkins  
Couch to 5k -Emma Brown  
Press and Promotions – Sarah Evans

## **6 Leaving Office**

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

- (a) Resigns at any time by notice in writing to that effect given to the Chairperson and such resignation shall take place immediately
- (b) Ceases to be a member or shall be excluded or suspended from the club under disciplinary proceedings
- (c) Is deemed to be absent from too many consecutive meetings (at the discretion of the committee)
- (d) Is suspended from holding office or taking part in any activity relating to the administration or management of a club by a decision of, the Association of Running Clubs, England Athletics or UK Athletics
- (e) Is asked to resign by all the other Management Committee members acting together



## 7 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from *April 1<sup>st</sup>* and end on March 31st
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An statement of annual accounts will be presented by the treasurer at the Annual General Meeting. If the accounts are not accepted at the AGM a qualified accountant with no relation to the club may be appointed to investigate members' concerns
- (e) The club's financial records shall be always open to inspection by the committee and at each committee meeting a breakdown of expenses and a general forecast will be given
- (f) Any cheques or bank transfers drawn against club funds should hold the signatures of the treasurer plus atleast one other officer.
- (g) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club
- (h) The club is a non-profit making organisation. All surplus income or profits are to be re-invested in the club and will be used to further improve upon the aims and objectives as outlined in this constitution.
- (i) The Club may also in furtherance with the objectives of the club
  - Remunerate members for providing goods and services, provided that such arrangements are approved by the committee (without the member being present) and are agreed on an arm's length basis
  - Reimburse any committee member or Run leader his/her reasonable and proper out of pocket expenses incurred on club business eg photocopying

No member shall be paid a salary, bonus fee or other remuneration for competing for the club or for any other role within the club.



## 8 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of *May or June* to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 28 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All paid up members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 10% of the average number of runners in the previous year on the official club night and not based on the membership totals given in MOJO database as this includes members who are not active and do not attend anymore but have not officially resigned
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the average number of members attending on an official club night of the Club that previous year. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) Voting by proxy is allowed if a member is unable to attend an AGM or ordinary committee meeting A vote of this nature needs to be in writing (an email will suffice) with specific instructions for what the vote is for.
- (k) All procedures shall follow those outlined above for AGMs.





- (l) Questions arising at any meeting and requiring a decision shall be determined by a simple majority of votes illustrated by a show of hands.

## **9 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

The constitution may be added to, repealed or amended by resolution at any AGM or Extra-Ordinary Meeting convened in accordance with the procedures above carried by a majority of at least two thirds of the members voting thereon.

The Management Committee shall be the sole authority for the interpretation of the Constitution and of the Club Rules. The decision of the Management 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 any AGM, General or Extra-Ordinary Meeting

## **10 Discipline and appeals**

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 30 days of the hearing.



- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 60 days of the Secretary receiving the appeal.

The club will not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its members during or subsequent to Club Events. 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 vote by the committee.

## **11 Grievance Procedures**

It is hoped that all members of the Club will feel welcomed, equally treated and comfortable in ALL activities of the club. If any member doesn't feel this way they may write to the Welfare Officer in confidence. If the grievance is against the welfare officer then the member concerned can contact the Chairman or any member of the committee. Upon receipt of the concern/grievance/complaint the officer will then discuss the issue with at least 2 other committee members ( a minimum of 3) s/he would like to deal the issue and no action will take place until any possible solution has been relayed to the club member.

## **12 London Marathon Places**

Athletics clubs associated with UK Athletics (UKA) can apply for club entries into the London Marathon. The number of entries given to each club is based on the number of first claim EA registered members over the age of 18 the club has. It is likely though not guaranteed that we will get atleast one place each year

For you to be eligible to enter the club ballot (to be drawn at the annual Christmas Party) for any club places we may be awarded by England Athletics, the following rules apply:

1. You must be a fully paid up member of CRR at the time of entering the Vitality London Marathon (hereafter called VLM) main draw with CRR as your first claim club.
2. You MUST be a UKA/EA registered athlete with CRR as your first claim club AT THE POINT you entered the VLM main draw.
3. You must NOT have won a CRR London Marathon club place entry before.
4. You must forward evidence to the Secretary of rejection whether it be email or magazine at [chesterroadrunners@gmail.com](mailto:chesterroadrunners@gmail.com)
5. A member who satisfied all conditions for the above in previous years but did not win the club place will receive one additional entry into the draw for each year they were unsuccessful as long as they satisfy the conditions this year as well. If a member fail to meet



all the conditions above then all previously accrued entries will be removed from future draws.

6. A member who is eligible to be included in the club draw but wishes to have their entry deferred will have those accrued entries entered at a later date as long as they meet the conditions in points 1-5.

All requests for inclusion will be reviewed by the VLM sub committee and all requests will be answered individually confirming your inclusion in the draw or if not an explanation why it has been excluded.

### **13 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
  
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of England Athletics or another local amateur running club

### **14 Declaration**

CHESTER ROAD RUNNERS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	