

TRC Constitution

Agreed at AGM, January 2024

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Tring Running Club Constitution

Date: January 2024

Club Name & Colours

The name of the club is “Tring Running Club” and it was established in 1981. The club colours are Royal Blue and White.

Aims of the Club

The aims of the club are to participate in and to promote running.

Values and Ethos

The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the club 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’

The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (eg socio economic status).

Membership of the Club

Members from time to time shall be those persons listed in the Club’s register of members which shall be maintained by the Membership Secretary. Any individual governing body (eg England Athletics) affiliations are additional to and separate from Club membership and subscriptions.

Members will enjoy the rights and undertake the obligations specifically outlined in this document and the club’s policies and operational guidelines . Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running. Membership is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (eg socio economic status).

Applications for membership must be submitted using the current membership application process and shall be approved by the Membership Secretary (or other appropriate appointed member). By becoming a member of the Club, the member agrees to abide by the Club’s Constitution and policies; the Rules of Competition and other rules and regulations of UK

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Athletics Limited; and the rules and regulations of England Athletics (or relevant successor bodies).

Types of membership

The Club shall have two classes of membership: Ordinary and Life members. Ordinary and Life Members (other than family members under 18) shall be entitled to receive notice of, attend and vote at general meetings of the Club.

Ordinary Members

Ordinary membership is extended to adults, to family groups and to students. The Club does not provide membership for under 18s other than as part of a family membership.

Family members – Two adult life partners living at the same address, plus all children of such members who are under 18 years at the beginning of the membership year and are listed as a member linked to a parent's or guardian's record. Parents/Guardians remain responsible at all times for their children when they are involved in any Club activity.

Adult members - any person (other than family members) over 18 years at the beginning of the membership year.

Student members – any person (other than family members) over 18 years at the beginning of the membership year in full-time or part-time education

Life Members

Life Members are exempt from payment of Club annual subscriptions but shall otherwise have the same rights and obligations as Ordinary Members.

Life Membership may be granted only in one of the following instances:

- recognition of a significant personal contribution to the Club's affairs, or
- after lengthy membership as an adult member or as an adult family member.

The total number of Life Members is not limited.

Individuals to be appointed as Life Members in recognition of a significant personal contribution to the Club's affairs shall be proposed and elected at an Annual or Extraordinary General Meeting and must have the support of two thirds of voting members present.

Individuals to be appointed as Life Members after lengthy membership may be appointed by the club committee where the committee is satisfied that the individual has been in membership for an appropriate duration, which the committee shall determine from time to time.

Cessation of Membership

In the event of alleged misconduct by any club member, the committee shall have the power to implement a club discipline and appeals process which could lead to membership being terminated. Should the club not have a formally adopted process in place, the process used shall be the current model club discipline and appeals process as set out by England Athletics (or relevant successor body).

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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. On resignation, members are required to return any monies, equipment and trophies to the Club. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period of membership.

Subscriptions

The Club shall, as a condition of membership, require annual subscription fees to be paid by members of the Club. The subscription fees shall be recommended by the committee for endorsement by a simple majority of the voting membership present at the AGM.

All subscription fees shall be due for payment on 1 April in each year. Members having arrears of subscription fees at 1 June each year will not be eligible to participate in the affairs of the Club, including voting in any general meeting. Payment of a full subscription fee at a later date will enable the member to participate fully in the affairs or activities of the club.

Membership of the Club will terminate if the member is in arrears to the Club and their subscriptions are at least 3 months overdue.

The Club Committee

The Club shall be governed by a committee, which shall be accountable to the membership for the good governance of:

- the Club's finances,
- policies and practices which protect the Club and its members (including but not limited to: liability insurance; risk assessments; safeguarding; and data protection), and
- support for any activities proposed and undertaken to further the Club's aims.

The committee shall be responsible for the management of all the affairs of the Club. In particular, major decisions affecting the Club shall be discussed and voted upon by the entire committee.

The Committee shall be elected at each Annual General Meeting ~~and shall consist of 11 members which will include~~ Elections shall be held to elect the following officers: Chair, Vice Chair, Club Secretary, Treasurer, Membership Secretary, Team Captains (x2), Communications Secretary, and three general committee members without portfolio.

Nominations for election of committee members shall be made:

- by the committee or
- by any current Club members in writing by the proposer and seconder to the Club Secretary not less than 14 days before the meeting

The committee shall be the authority for the interpretation and enforcement of the Constitution and any other rules of the club. The Club committee shall have the ability to fill any vacancy ~~between Annual General Meetings~~ and the power of co-option to the committee. All committee members, except co-opted members, shall have voting rights.

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The presence of seven (7) voting committee members shall constitute a quorum.

A meeting of the committee shall be called on not less than 7 days notice to all officers unless the Chair determines that urgent circumstances necessitate shorter notice.

Each officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with their duties to the Club. If the non conflicted officers deem there to be a material conflict, the conflicted officer should withdraw from that part of the meeting and shall not vote. If there is deemed not to be a material conflict, the officer shall be allowed to rejoin the meeting, take part and vote as applicable.

Minutes of committee meetings will be published to all members within thirty days of being approved by the committee.

Club Officials for Events Open to Non-Members

Events organised by the club and open to non-members must be authorised by the committee. The committee may appoint one or more event officials, such as a Race Director, to fulfil a central organising role ahead of the event, and to be the single authority for operational and safety decisions during the event itself.

The official's remit and responsibilities will be by agreement between committee and appointee, but the committee remains accountable in all cases to the membership for matters of club governance regarding such events, namely: the appropriate use of club funds; provision of suitable insurance cover; and ratification of the event's risk assessment.

Club Meetings

Annual General Meeting

The Annual General Meeting (AGM) shall be held in January. Notice of the AGM and an invitation to nominate committee members will be sent out at least three weeks before the meeting by e-mail or the Club Newsletter stating the time and the place that it will be held and the business to be conducted. The following business shall be transacted at the AGM:

- a) The receipt of reports from the Chair, the team Captains and the Membership Secretary.
- b) The receipt of a report from the Treasurer, and adoption of the reviewed accounts
- c) Appointment of accounts reviewer
- d) Approval of subscription fees
- e) Any member may propose a resolution for consideration at the AGM providing it is communicated to the Club Secretary in writing (or by e-mail) seven days before the AGM.
- f) Election of the club committee

Extraordinary General Meeting

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An Extraordinary General Meeting may be called at any time to discuss a single issue. It shall be convened:

- a) at the discretion of the committee, or
- b) within 14 days of the receipt by the Club Secretary of a request in writing signed by at least ten members with voting rights stating the purpose for which the EGM is required and the resolutions proposed.

General Meeting Quorum

At general meetings the presence of thirty (30) voting members shall form a quorum. If there is no quorum, then the meeting shall be adjourned and reconvened at a time determined by the committee. If the numbers present at the adjourned meeting is insufficient to constitute a quorum, the members present shall constitute a quorum

The Chair or, in their absence, any other officer selected by the committee members present shall preside as the chair of the meeting. Each member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

Voting Majorities

Any resolution at a general meeting to amend the constitution or to dissolve the club shall require a majority of two-thirds of those present and voting. Any other resolution at a general meeting shall require a simple majority of those present and voting.

Accounts

The Club's financial year shall run from 1 January to 31 December inclusive. The treasurer must ensure proper accounts are kept and provide the committee with accurate financial reports on at least a quarterly basis.

The treasurer will present accounts for the previous financial year to the AGM for consideration. The accounts will be reviewed by an independent person, who may be a member of the club. The independent reviewer will be appointed at the AGM.

The assets of the club shall be controlled by the committee. The club is a non-profit distributing organisation. All income or profits are to be reinvested in the club and will be used in furtherance of the club's aims.

Dissolution of the Club

If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Club Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special Meeting, the resolution is carried by at least two-thirds of the eligible voting membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge the debts and liabilities of the club.

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The Committee will then be responsible for orderly winding up of the club's affairs.

After settling all liabilities of the club the Committee shall dispose of the net assets remaining to one or more of the following:

1. To another local club with similar sports purposes and/or
2. To the Club's overarching governing body (eg England Athletics) for use by them for related community sports.

Indemnity

Without prejudice to any other indemnity to which an officer may otherwise be entitled, every officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

Affiliation

Subject to this constitution and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force

Personal Risk

Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to themselves or their property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.