



CONSTITUTION

1. Name

1.1 The Club shall be known as Torfaen Runners (hereinafter to be referred to as the "Club").

2. Objectives

2.1 The objectives of the Club shall be:

- To encourage the practice, promotion, development and participation of amateur athletics in and around the areas of Torfaen and the wider community.
- To seek to improve the athletic ability of all members of the Club and wherever possible to help members achieve their maximum potential in their chosen area of participation.
- To be an inclusive Club that provides a holistic approach, with training, coaching and mentoring for all members, including strength/conditioning/cross training and recuperative activities for injured runners such as aqua running.
- To ensure a duty of care to all members of the club.
- The Club shall cater for the following athletics disciplines: Off- Road/Trail Running, Road Running, Track Running and Cross-Country Running.
- To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
- To organise open, club, and club handicap running races.
- The Club shall seek to be affiliated to national (Welsh Athletics) and regional (East Wales) amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.

3. Club Equity Statement

3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its activities.

3.2 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.

3.3 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

3.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

3.5 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



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4. Membership

4.1 Membership shall consist of Officers and members of the club. 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.

4.2 Membership of the Club shall be open to persons who are amateurs as defined by Welsh Athletics at that time, regardless of sex, age, disability, ethnicity, nationality sexual orientation, religion or other beliefs. However, limitation of membership according to the available facilities is allowable on a non-discriminatory basis.

Young persons under the age of 18 and of appropriate ability as judged by suitably qualified Club leaders and Coaches, are also eligible for membership. During Club activities, they shall be considered '**in loco parentis**' whilst under the supervision of suitably qualified Club Leaders and Coaches. Children/young persons under the age of 16, if not with their parent/guardian, may run "**in loco parentis**" as long as there are 2 adults present with Athletics DBS clearance. If no such adults are present at a Club session, then the parent **MUST** run with the child.

4.3 Each membership application must be made formally using either the Club paper application form or the online electronic submission using the web site. The appropriate subscription must accompany the application for membership.

4.4 Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

4.5 Any member wishing to resign from the Club must do so in writing or by email to the Secretary of the Club. Resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club and acceptance of the resignation will be withheld until the debt has been discharged.

4.6 The Committee shall have the authority to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these authorities, the Committee shall adhere to the Club's disciplinary procedure.

5. Subscriptions

5.1 Annual subscriptions shall become due for payment on 1st April each year, with the amount being determined by the Club Committee.

5.2 The Club will keep subscriptions at levels that will not pose a significant obstacle to participating. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.

5.3 The Committee may if it wishes, authorise reduced rate subscriptions for different categories of membership.



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5.4 Members joining after the 1st January shall be deemed to have paid their subscription for that year.

5.5 Any member failing to make payment by 1st May shall cease to be entitled to the rights and privileges of membership and may have membership terminated provided that notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.

6. Management

6.1 The management of the Club shall be vested in a Committee that shall consist of Chairman, Treasurer, Club Secretary, Membership Secretary, Welfare Officer, Men's Captain and Women's Captain, Kit Manager, Publicity/Press Officer and Social Secretary who shall be Officers of the Club together with a maximum of 5 other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.

6.2 Four elected Committee members are required for a quorum for a Committee meeting to take place providing the Chairman or Secretary is also present.

6.3 The Management Committee meetings will be convened by the Chairman and/or Club Secretary and held no less than 4 occasions per year.

6.4 The Management Committee will be responsible for adopting and managing new policies, codes of practice and rules that affect the organisation of the Club.

6.5 The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.

6.6 The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.

6.7 The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.

7. Annual General Meeting (AGM)

7.1 The AGM shall be held in the months of April. At least 21 days' notice shall be given by the Secretary to all members. The quorum for the AGM will be approximately 10% of the membership.

7.2 At the AGM the meeting will:

- Receive the annual report of the Secretary and of other Officers of the Club as required.
- Receive the financial statements and the Treasurer's report.
- Elect the officers and the Committee for the ensuing year.
- Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.



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- Transact any other notified business.

All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

8. Extra-Ordinary General Meeting (EGM)

8.1 An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.

8.2 An EGM must be called if 25% of voting members so petition the Secretary in writing.

8.3 As much notice as is practicable of an EGM must be given to the all members by email, social media or in writing, together with the motion/s to be discussed. No other business shall be conducted.

8.4 Procedures for voting shall be as used for the AGM.

9. Finance

9.1 The financial year of the Club shall end on 31st March of each year.

9.2 All funds belonging to the Club shall be deposited with a bank or building society in account(s) that shall carry the Club title. All accounts shall operate on a single authorisation, shared by 2 or more members of the Club Committee.

9.3 The Club Treasurer will be responsible for the finances of the Club.

9.4 The Club budget will be set by the Committee and any subsequent spending above agreed budget levels will be managed by the Committee.

9.5 No member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

10. Property and Funds

10.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

10.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, and subsidised entry to competitions and events.

10.3 The Club may also in connection with the sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- Pay for reasonable hospitality for visiting guests as agreed by the Committee



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- Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

10.4 The Committee will have due regard to the law on disability discrimination and child protection.

11.0 Discipline and Appeals

11.1 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 primary contact for all members in the event of any child protection concerns.

11.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officer and the Club Secretary.

11.3 The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

11.4 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 7 days of the hearing.

11.5 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Welfare Officer and Club Secretary receiving the appeal.

12.0. Winding Up

12.1 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 general meeting.

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

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

- To another Club with similar sports purposes which is a registered charity and/or:
- To another Club with similar sports purposes which is a registered athletics club and/or:
- To the Club's national governing bodies for use by them for related community sports.

13.0. Alterations to the Constitution

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



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14.0 Priority

14.1 Interpretation of all the above rules must be consistent with requirements as defined by national (Welsh Athletics) and regional (East Wales) amateur athletic bodies.

15.0 Declaration

15.1 Torfaen Runners hereby adopts and accepts this constitution as a current operating guide regulating the actions of all members.

Signed: *[Signature]*

Date: 12.02.19.

Name: Janna WEAVING

Position: Chairman

Signed: *[Signature]*

Date: 12:02:19.

Name: BARRY UWEUYN

Position: Club Secretary