

# Spirit of Monmouth Running Club Constitution

and

## Rules of the Club

### 1. NAME

- a. The name of the club is **Spirit Of Monmouth Running Club** (“the Club”)

### 1. OBJECTS

- a. To promote and encourage in a fully inclusive manner all forms of running (that is, Recreational Running, Cross Country Running, Road Racing and Track Athletics) at all levels in Monmouth and the local area.
- b. To encourage and assist each and every member to achieve his or her maximum potential and enjoyment in running.
- c. To co-operate, one member with another, for the promotion of the best interests of the Club.
- d. To provide members with team and individual competition in running and to promote running competition in Monmouth and the local area generally.
- e. To provide members with the opportunity of meeting together socially from time to time.
- f. To uphold, among members and between the Club and all other persons and organisations, a spirit of good sportsmanship, honest and honourable dealing, friendship and maximum assistance and co-operation.

### 1. MEMBERS

- a. Membership of the Club shall be open to adult persons who are amateurs as defined by UK Athletics / Welsh Athletics at that time, regardless of sex, age (as long as over 18), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available resources and facilities is allowable on a non-discriminatory basis.
- b. There must be lodged with the Membership Secretary a written nomination in such forms as the Committee may, from time to time determine, of every person who wishes to become a member, signed by the prospective member.
- c. Every person nominated for membership shall become a member if accepted as such by the Committee.
- d. Any person nominated as a Life Member by the Committee shall become a Life Member if accepted as such by the Annual General Meeting. Life Membership shall be without subscription when proposed by the Committee.
- e. The Membership Secretary shall keep a register of members and enter in it the name, address, contact details, date of birth and date of election to membership of each person who becomes a member.

- f. All members are encouraged to wear the official club colours when representing the club in competition. Where the wearing of club colours is mandated by the individual competition, club colours must be worn.
  
- g. A member shall cease to be a member:
  - (1) If he/she gives to the Secretary written notice of resignation of his/her membership.
  - (2) If he/she fails to pay any contribution to his/her subscription within one month and the full subscription within two months after the due date of payment.
  - (3) If expelled under the provisions of Rule 4 below.
  
- a. Only First-claim members of the Club shall be eligible to compete in any Club Championship event.

## **1. SPORTS EQUITY**

- a. This club is committed to ensuring that equity is incorporated across all aspects of its development.
- 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.

## **2. DISCIPLINE**

If any complaint is made to a member of the committee about the conduct of any member of the Club, the complaint shall be considered by a meeting of the Committee as soon as possible. If, on such consideration (at which the person whose conduct is in question, whether a member of the Committee or not, shall not be entitled to attend), the Committee decided that there are reasonable grounds for believing that the member concerned has committed some act, or been guilty of some default, inconsistent with the objects of the club or its best interests, the following procedure shall apply:-

- a. The member concerned shall be given an opportunity to attend a meeting of the Committee and comment on the allegation.

- b. Written notification of such opportunity shall be given to the member, either personally or by recorded delivery post addressed to their last known address, at least seven days before the relevant Meeting.
- c. The notification shall contain such details of the allegation as are reasonable in all circumstances.
- d. The notification shall also contain or enclose a copy of this Rule.
- e. At the Meeting, details of the allegation shall be put to the member and they shall be given such opportunity to reply by way of calling witnesses and/or presenting other evidence or argument as may be reasonable.
- f. The member shall then withdraw while the Committee deliberate.
- g. When the Committee has made its decision, the member shall be recalled to the meeting and informed of the decision, which shall take effect immediately.
- h. The decision shall be confirmed in writing to the member, wither personally or by recorded delivery post, addressed to their last known address.
- i. If the Committee is satisfied on the balance of probability that the member has committed some act, or been guilty of some default, inconsistent with the objects of the Club or its best interests, it may:-
  - (1) Suspend them, from participation in some or all of the Club's activities for a period not exceeding 12 months; or
  - (2) Suspend them from membership of the Club for a period not exceeding 12 Months; or
  - (3) By a majority of two thirds of the members of the committee adjudicating at the meeting, expel them from membership of the Club.

## **1. SUBSCRIPTIONS**

- a. The annual subscription of the Club shall be payable in advance on 1<sup>st</sup> April in each year to cover the ensuing period of 12 months (the subscription year).
- b. The amount of the annual subscription payable in any subscription year shall be fixed by resolution of the Annual General Meeting of the Club in the preceding subscription year or by resolution of an Extraordinary General Meeting.
- c. A person who is elected to be a member on or after 1<sup>st</sup> October in any year shall pay half of the club membership fee, plus any Welsh Athletics registration fee that may be appropriate, unless they have been a member of the club at any time in the previous 12 months, in which case they will pay the full subscriptions. Subscription will be used to cover the costs incurred by membership to Welsh Athletics, the cost of social events (including awards at the Annual dinner) and other cost associated with improving the club.

## **1. ELECTED OFFICERS**

- a. The elected Officers of the club shall be a Chair, Secretary, Treasurer, Membership Secretary, Head Coach, Fixtures Secretary, Social Secretary and Communications/Web Officer.

- b. Non committee positions; Male Welfare Officer, Female Welfare Officer and Kit Officer, “as elected by the committee”.
- c. Posts will be held until the following AGM. In the event that at some time after an AGM a post is vacant, the Committee may co-opt members to fill the role(s) or share tasks among other committee members. However, it is mandatory that the club has a declared Chairperson, Treasurer and Secretary to fit with Welsh Athletics rules.
- d. Any Officer may retire by giving one week’s notice to the Secretary and all shall retire at the Annual General Meeting but shall be eligible for re-election at that meeting, subject to complying with paragraph 8f.

## **1. THE COMMITTEE**

- a. Save as otherwise provided in these Rules the affairs of the Club shall be managed by the Committee who shall have the power to do everything necessary for that purpose.
- b. The committee shall comprise the elected officers plus such other persons as may be co-opted by the committee from time-to-time.
- c. No one person may hold more than one Offices of Chair, Secretary and Treasurer at the same time but, subject to this, the same person may hold any number of positions set out at 6a and 7b above.
- d. Any member of the Committee may retire by giving one week’s prior notice to the Secretary and all shall retire at each Annual General Meeting but shall be eligible for re-election at that meeting.
- e. Any casual vacancy on the Committee or in any Office, including that of Trustee or Auditor, arising between Annual General Meetings may be filled by the Committee.
- f. Committee members shall not hold the same position for a term of more than 3 consecutive years, unless there are no other nominations.
- g. Any person who fails to attend three consecutive Meetings of the Committee without giving a reason acceptable to it shall automatically cease to be a member of the Committee.
- h. The quorum of the Committee shall be four, two of which must be the Chairman, The Secretary, The Treasurer or The Fixtures Secretary.
- i. No less than three days written or oral notice shall be given by the Secretary to members of the Committee of every meeting but in an emergency, at the discretion of the Chairman and Secretary, additional meetings may be called at such notice as is, in all the circumstances reasonable.
- j. Decisions at meetings of the Committee are to be made by a simple majority and, in the event of equality of voting the Chairman (or the acting Chairman of the Meeting) shall have a second or casting vote.

## **1. ANNUAL GENERAL MEETING**

- a. An Annual General Meeting shall be held in March (or as near to it as possible) in every year.
- b. The business of the Annual General Meeting shall be;

- (1) To receive the Chairman's report of the activities of the Club during the preceding year.
- (2) To receive and consider the accounts of the Club for the preceding year and the Treasurer's report on the financial position of the club.
- (3) To elect Officers and other Committee members.
- (4) To fix the subscription for the next subscription year
- (5) To consider any written proposals to alter these Rules which, personally or by recorded delivery, shall have been delivered to the Secretary not less than 21 days prior to the date of the meeting.

#### **1. EXTRAORDINARY GENERAL MEETING**

- a. An Extraordinary General Meeting may be convened with a minimum of 14 days' notice at any time upon either a resolution of the Committee or a requisition setting out the resolution or resolutions to be proposed thereat. The requisition must be signed by whichever is the lesser of 15 members and (not less than) one tenth of the members served on the Secretary by personal delivery or recorded delivery post. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition, the requisitioned, or any one or more of them on behalf of the others, may give notice of the Meeting.
- b. The business which may be conducted at the Extraordinary General Meeting may be one or more of:
  - (1). Removing all or any of the Officers, other than Committee Members and Trustees of the Club and filling vacancies thereby caused;
  - (2). Altering these Rules: or
  - (3). Dissolving the Club.

#### **1. PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

- a. Not less than 21 days prior notice in writing setting out the resolutions to be proposed at the Meeting shall be posted on the Official Club Notice Board and copies shall be made available to any member requesting them.
- b. Subject to c. below, resolutions at the Annual General Meetings shall be passed by a simple majority of the votes entitled to be cast by members present at the Meeting.
- c. All resolutions at the Extraordinary General Meetings and resolutions at Annual General Meetings to alter these Rules shall be passed by a majority of two thirds of the votes entitled to be cast by the members present at the meeting.
- d. Subject to e. below, each member shall have one vote on every resolution.
- e. In the event of equality of voting at the Annual General Meeting, the Chairman (or acting Chairman at the Meeting) shall have a second or a casting vote but there shall be no second or casting vote on any resolution proposed at an Extraordinary General Meeting.

#### **1. ANNUAL DINNER**

- a. An annual dinner will be held once a year normally in December. This will give the Committee an opportunity to present awards for outstanding achievement.
- b. Only individuals who have been a member of the Club for one year will be considered for an award with the exception of the New to Running Achievement

Award, for which eligibility will be six months' membership. The Committee will be responsible for deciding who receives the awards and they will be based on the criteria as follows:

- (1). Male Runner of the Year. Based on his performance at the nominated club runs.
  - (2). Female Runner of the Year. Based on her performance at the nominated club runs.
  - (3) Male Runner of the Year – Age Adjusted. Based similarly on the Runner of the Year results, but adjusted using a recognized 'age-grading' formula identified by the Fixtures Secretary
  - (4) Female Runner of the Year – Age Adjusted. Criteria as per (3) immediately above
  - (5). Most Improved Male Runner. Based on his performance over the year, taking into consideration his standard at the start of the year, any data obtained during the year and the improvement made, irrespective of running group.
  - (6). Most Improved Female Runner. Based on her performance over the year, taking into consideration her standard at the start of the year, any data obtained during the year and the improvement made, irrespective of running group.
  - (7). Club Member of the Year. This prize is decided by all members of the club and should not be based on running prowess. It will be the Secretary's responsibility to ask for nominations a month prior to the Annual Dinner and the individual with the most nominations will be awarded the prize.
  - (8). The Chairman's Award. This is awarded at the discretion of the Chairman.
  - (9). Male Performance of the Year. Based on one outstanding performance during the previous 12 months.
  - (10). Female Performance of the Year. Based on one outstanding performance during the previous 12 months.
  - (11). New to Running Achievement Award. Awarded to a member of the club that has joined as a new runner and based on his/her improvement over the year taking into consideration any available data over the year.
  - (12). Female Gwent Leisure Centre League. Awarded based on position and attendance to the GLCL road and cross country events.
  - (13). Male Gwent Leisure Centre League. Awarded based on position and attendance to the GLCL road and cross country events.
- c. Each award winner will have their name engraved on to the appropriate Shield, and they will be the custodian of said Shield for one year. They will also be given a memento of their achievement to keep forever.

### **3. TRUSTEES**

- a. The number of Trustees shall not be fewer than two nor more than four.
- b. The Trustees shall hold Office until death, appointment, resignation or removal from Office by resolution of the members.
- c. There shall be vested in the Trustees all property of the Club, other than cash which shall be under the control of the Treasurer.
- d. The Trustees may deal with the property 'So vested in them by way of sale, mortgage, charge, lease or otherwise howsoever as directed by the Club. Such direction shall be given by a resolution of the members of the Club passed by a

majority of the members present at a duly convened Meeting of the Club and, when so passed, shall, in favour of a purchaser, mortgagee, charge, lessee or grantee, be binding upon all members of the Club. A certificate purporting to be signed by the Secretary for the time being of the Club shall, in favour of the said persons, be' conclusive evidence that a direction complying in all respects with the above provisions of the Rule was duly given to the Trustees.

#### **4. ACCOUNTS, INCOME AND PROPERTY**

- a. The financial year of the club shall extend from 1<sup>st</sup> April in one year to 31<sup>st</sup> March in the next and accounts shall be balanced and drawn to 31<sup>st</sup> March in every year. The Annual Accounts are completed on an Accruals Basis oppose to Cash Accounting to provide more an accurate representation of the income and expenditure for the year from 1<sup>st</sup> April to 31<sup>st</sup> March when delivered to the members at the AGM before the year end date.
- b. An independently verified statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- c. All monies received by the club shall be paid in to an account in the name of the Club at Bankers appointed by the Committee and cheques and other instruments drawn on, and directions to, the Bankers shall be signed by not less than two Officers.
- d. No action involving expenditure in the name of, or on behalf of, the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution of the Committee.
- e. The Treasurers' Report and records to be made available at all times to the Chairperson and all Committee members for sign off prior to AGM.

#### **5. TEAM SELECTION AND FEES FOR CHAMPIONSHIP TEAM EVENTS**

- a. Team selections, where required, shall be made by such person or persons as may, from time to time, be authorised by the committee and a different person or persons may be given authority in relation to different age groups.
- b. Except at the discretion of the committee, all competition entry fees shall be payable by competing members personally except team fees for National and County Championships which shall be met by the club.

#### **6. LONDON MARATHON**

- a. As members of WA we are allocated a number of guaranteed places in the London Marathon. The number of places allocated is based on the number of members in the club at the time.
- b. Once the number of spaces has been allocated by WA a draw at club level will be held.
- c. To be considered a participant of the club draw a member must have;
  - I. Proof of entry in to the London Marathon ballot for that specific year, e.g an e-mail or unsuccessful magazine.
  - II. Be a paid up member as at April 30<sup>th</sup> of the year of the draw.
  - III. Be an active member who has completed a formal role on behalf of the club or volunteered at one of the following events in the year of entry;

The Kymin Dash, The Trellech Dash, Spirit Of Monmouth GLCL or Santa Fun Run.

IV. Be an active member who has competed on behalf of Spirit of Monmouth in the year of entry in any race including the GLCL XC and Road race series.

- d. London Marathon draw winners must wear a Club Vest when competing at the event.

## **7. INDEMNITY**

- a. The Trustees and Members of the Committee shall not be liable (otherwise than as members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf except such loss as arises from their respective wilful default and they shall be entitled to an indemnity out of the assets of the Club for expenses and other liabilities incurred by them in the discharge of their respective duties.

## **8. DISSOLUTION**

- a. The club may be dissolved by a resolution passed under Rule 9.b.(iii).
- b. The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for the winding up of the assets and liabilities of the Club, with support of the Trustees.
- c. If any property remains after the discharge of all debts and liabilities of the Club it will be passed on to an organisation with similar aims. This will be a responsibility of the Trustees.

## **9. INTERPRETATION**

- a. Except where inconsistent with the context, reference in these Rules to the singular shall include the plural.