

ROYAL WOOTTON BASSETT HOUNDS RUNNING CLUB

CONSTITUTION

1. Club Name and Headquarters

- a) The club shall be known as Royal Wootton Bassett Hounds Running Club (hereinafter to be referred to as “the Club”)
- b) The Club shall include a Tri Section which shall be known as Royal Wootton Bassett Hounds Running Club Tri Section (hereinafter referred to as “the Tri Section”)
- c) The headquarters of the club is:

Royal Wootton Bassett Sports Association, Gerard Buxton Sports Ground, Brinkworth Road,
Royal Wootton Bassett, Wiltshire, SN4 8DS

2. Aims and Objectives

The aims and objectives of the Club and Tri Section shall be:

- a) To encourage the practice, promotion, development and participation in the sport of running in Royal Wootton Bassett and the wider community.
- b) To provide training and coaching for members
- c) To organise runs and races
- d) To organise teams to represent the Club in championships and leagues and in such other competitions that the Committee shall decide
- e) To organise social events
- f) The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club
- g) The promotion of the Club through the sport of triathlon in Royal Wootton Bassett and the wider community
- h) The encouragement of members of the Club in enjoying, being involved in and participating in the sports of triathlon and duathlon
- i) To offer coaching and competitive opportunities in the sports of triathlon and duathlon
- j) Insuring a duty of care to all members of the Club

3. Membership

- a) Membership of the Club shall be open to persons who are amateurs as defined by UK athletics governing bodies at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis as determined by the Committee.
- b) The minimum age for membership is 17
- c) Student membership shall be open to persons in full time education
- d) Second claim membership shall be open to persons belonging to one or more Running Clubs and the Club is not the principal club. Affiliated members may attend but will not have voting rights at general meetings of the Club. Affiliated members will not be eligible to join the Committee
- e) Each membership application must be made on an official Club application form. The appropriate subscription must accompany the application for membership. The Membership Secretary will confirm acceptance of membership
- f) 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
- g) Any member wishing to resign from the Club must do so in writing or by e-mail to the Secretary
- h) All members of the Club, and only members of the Club, are eligible to participate in the Tri Section
- i) Members of the Club wishing to participate in the Tri Section will register their interest, in writing, to the Tri Section Co-ordinator

4. Subscriptions

- a) Annual subscriptions shall, each year, be determined by the AGM and become due for payment after the AGM.
- b) The Club is a “not for profit” organisation and will keep subscriptions at levels required to ensure financial stability.
- c) Any member failing to make payment by the 1st March shall cease to be entitled to the rights and privileges of membership and may be deemed to have resigned from the club provided that notice has been sent at least twice to the member’s last known e-mail address informing him/her of the proposed action
- d) Student members shall pay a reduced rate subscription
- e) Members over 65 years of age shall pay a reduced rate subscription

- f) Second claim members shall pay a reduced rate subscription
- g) Full Annual Subscription shall be payable by new members on joining the club before 30th June. From 1st July to 30th September the amount payable will be halved. From 1st October, any new members will pay a full subscription which will cover them to the end of the following year.
- h) New members who join after 1st October shall be deemed to have paid their subscription for the following year
- i) New members will not be eligible to enjoy the rights and privileges of Membership until confirmation of acceptance has been received from the Membership Secretary

5. Management

- a) The management of the Club shall be vested in a Committee that shall consist of the Chairman, Treasurer, Secretary, Membership Secretary, Men's Club Captain, Ladies Club Captain, Social Secretary, Website Executive together with a maximum of seven other members. All of the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year
- b) Eight elected Committee members are required for a quorum for a Committee meeting, AGM or EGM to take place providing additionally that the Chairman or Secretary is also present
- c) Questions arising at any meeting shall be determined by a simple majority of votes except as otherwise provided by these Rules. The method of voting shall be by a show of hands. The Chairman shall only vote on issues requiring unanimity and in the case of an equality of votes, in which case the Chairman shall have the casting vote
- d) Any member of the Committee may resign his or her respective office at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately
- e) The office of an elected member of the Committee shall be vacated with immediate effect if:
 - a. He or she shall cease to be a member or shall be excluded or suspended under the terms of any of Rule 6
 - b. He or she fails to pay their subscription in accordance with Rule 4
 - c. The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee until the next AGM. Any 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 the AGM
- f) The Committee may from time to time as it shall see fit invite persons who are not members of the Committee to attend at and address a meeting or meetings of the Committee. Such invited persons shall not have a Committee vote
- g) The Committee shall have the power to co-opt members for particular projects. Such co-opted members shall not have a Committee vote

- h) 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
- i) 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
- j) The Committee shall have the power to establish and manage Club Rules and Codes of Conduct which should always be conducive to the objectives of the Club and must not conflict with the Club Constitution
- k) The Committee shall have the power 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 powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made by the member as set out in the aforesaid procedures
- l) The Committee will be responsible for the timely and effective communication to the members of all decisions made at Committee Meetings that will have direct impact upon the members or could be considered to be of significant importance to the running of the Club
- m) The Committee of the Club shall include a Tri Section Co-ordinator. The Tri Section Co-ordinator shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year

6. Disciplinary Procedures

- a) 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, by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting (hereinafter called "The Hearing") and at which not less than seven of the total voting members of the Committee shall be present in addition to whatever other quorum requirements which may apply from time to time. Such Member shall have one month's clear notice sent to him or her of the Hearing and be suspended from attending or representing the club from the date of the notice to the date of the Hearing. He or she shall be entitled to attend the Hearing along with one other member and be heard in defence but shall neither be entitled to be present at the voting nor take part in the proceedings otherwise than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote, nor be present during the voting procedure
- b) Any Member disciplined or excluded from the club under 6a may lodge an appeal with the Committee within one month of the relevant decision and shall have the right to a second Hearing in accordance with the rules of 6a. Persons whose appeal is not upheld may not reapply for membership

7. Annual General Meeting

- a) The Annual General Meeting (hereafter to be referred to as “the AGM”) shall be held in the month of January or February as dictated by the practical circumstances at that time
- b) At the AGM the meeting will;
 - Receive the annual report of the Secretary
 - Receive the financial statements, including an income and expenditure report for the previous year ending and the Treasurer’s report
 - Elect 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
 - Transact any other notified business
- c) At least 14 days notice shall be given to all members by the Secretary of the date, venue and agenda items for the AGM.
- d) With the exclusion of second claim members all fully paid up registered members of the Club at the meeting, 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

- a) An Extra-ordinary General (hereafter to be referred to as “the EGM”) may be called by the Committee to discuss changes to the Constitution, Club Rules, and Codes of Conduct, or any other Club business too urgent to wait for the AGM
- b) An EGM must be called if 25% of the voting members so petition the Secretary in writing or by e-mail
- c) 21 days notice of an EGM must be given to all members by e-mail, or in writing together with the motion (s) to be discussed. No other business shall be conducted
- d) Procedures for voting shall be as used for the AGM

9. Finance

- a) The financial year for the Club shall end on the 31st December
- b) The Treasurer will cause proper books of account to be kept
- c) The Treasurer shall report to the Committee on all Financial matters concerning the running of the Club at each Committee Meeting
- d) The books of account shall always be open to inspection of all members of the Committee

- e) All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title
- f) All Club accounts shall operate on two authorised signatories, one of whom will be the Treasurer
- g) Authorised signatories, to Club accounts, shall be determined by the committee
- h) No member of the club can receive any payment or other benefit from club funds except for reasonable out of pocket expenses properly incurred for the purpose of the club
- i) The Committee will appoint an Auditor to inspect the books of account at the end of each financial year prior to the AGM
- j) The Auditor will have a right of access to the books of account and will prepare a report to the Committee, to be read to Members by the Treasurer at the AGM. The report shall state:
 - a. whether or not he or she has obtained all the information and explanations he/she has required, and
 - b. whether in his or her opinion the Balance Sheet referred to is properly drawn up so as to show a true and fair view off the state of the affairs of the Club according to the best of his or her information and the explanations given to him/her and as shown by the books of account

10. Property and Funds

- a) Any expenditure, above budget levels as agreed by the Committee, requires authorisation at a Committee meeting
- b) All surplus income or profit must be reinvested in the Club, (subject to item 10d) below
- c) The Committee is empowered to make small donations, up to a total aggregate value not exceeding 10% of any surplus in any one year to registered local charities
- d) The Club may also in connection with the aims and objectives of the Club;
 - Sell and supply food, drink and related sports clothing and equipment
 - Organise races and fund raising activities
 - Pay for the reasonable hospitality of visiting guests
 - Remunerate members' reasonable expenses as authorised by the Committee

11. Club Colours

- a) The official Club colours shall be yellow with two blue hoops

- b) Club colours shall be worn by all members representing the club at UK Athletics and ARC registered events

12. Club Championship

- a) The Club Championship will be held each calendar year over a series of races and distances as determined by the Club Captains
- b) There will be separate Men's and Ladies Championships
- c) Points will be allocated at each race for the fastest club runner, 2nd fastest runner etc.
- d) The five best scores for each member, over the course of the year, will be totalled and entered as the members championship score
- e) The highest total championship score defines the Club Championship
- f) Details of each current years Club Championship will be announced at the AGM
- g) The Tri Section Club Championship will be held over a series of events as determined by the Tri Section Coordinator

13. Age Graded Club Championship

- a) The Age Graded Club Championship will be held over the same series of races as the Club Championship
- b) Performance adjusted times are calculated using the WAVA open class standard and age factors for each distance.
- c) There will be separate Age Graded Men's and Ladies Championships
- d) Points and scoring against performance adjusted times will be the same as used for the Club Championship
- e) Details of each current years Age Graded Club Championship will be announced at the AGM

14. Guaranteed London Marathon Entries

- a) The Club receives a number of club entry places in the London Marathon in accordance with the criteria laid down by UK: Athletics.
- b) These club entry places are available to members who have more than one year's continuous membership at the time of rejection and are able to provide evidence of rejection from the public ballot of the London Marathon for the year for which club entry places are available.

- c) If more members are eligible for club entry places than have been allocated then the entries will be drawn by ballot, any member who won a club ballot will be excluded from the ballot for a period of two years.

15. Health & Safety

- a) Any Health & Safety issues should be brought to the attention of any Committee member for the appropriate action to be taken

- b) The Club will seek to be aware of any members that have First Aid qualifications in case of emergency

- c) The Club will provide access to a stocked First Aid Kit at its headquarters for the availability of use on Club Nights.

- d) Members are encouraged to carry mobile phones for use in case of emergency on club runs.

- e) Swimming General - It is recommended that any cuts or wounds are covered with a waterproof dressing
 - I. Swimming Pool:
 - i. Follow the venue rules
 - ii. Only get in the pool if it is supervised (i.e. a coach or lifeguard present)
 - iii. Don't dive in at shallow end
 - iv. Do not run on poolside
 - II. Swim Open Water:
 - i. Wetsuits are advisable
 - ii. Always wear a bright swim cap
 - iii. Only competent swimming pool swimmers should swim in open water
 - iv. First time open water swimmers should Inform the Tri Section Co-ordinator or coach prior to entering the water
 - III. Bike General:
 - i. Bikes should be in a roadworthy condition
 - ii. It is recommended to wear (or carry) appropriate clothing for the potential weather conditions and length of ride
 - iii. It is recommended to carry a bike maintenance kit consisting of spare inner tube, puncture repair kit and pump

16. Road Safety

- a) During Club activities it is incumbent on all Club Members to show due care, consideration and courtesy to other road users to ensure mutual safety. These principles also extend to consideration for private property when using public rights-of-way in off-road running.

- b) During Club activities all members are expected to wear reflective tops when out running on the roads during the hours of darkness.
- c) When running on road, runners should normally face oncoming traffic. On sharp right-hand bends it is recommended to cross over well before the bend (when safe to do so), and return to face oncoming traffic after the bend.
- d) The use of headphones is prohibited on on-road training runs and on on-road competitive events.
- e) Members joining any bicycle ride organised by the Tri Section and / or by Club members, are required to have attained a level of competence on the bicycle, equal to that expected of a cyclist who would not cause a risk or danger to him or herself or any other cyclist, or any other road user on any such ride.
- f) All members shall act courteously to fellow riders and other road users, shall understand the highway code and act responsibly and safely in all respects of the highway. The Tri Section reserves the right to refuse a member to join a cycle ride if it is deemed by the group that that person could or may prejudice the safety of him or herself, other members or other road users.
- g) The wearing of an approved cycle helmet during both cycle training and cycle racing sessions is compulsory (ANSI Z90.4, SNELL B90, EN 1078 or equivalent national standard).

17. Loss/Damage

The Committee accepts no responsibility for any loss, damage, accident or injury suffered by any Member or Non Member as a result of participating in any Club activities

18. Data Protection Act

- a) Personal membership details will be stored on computer by the Membership Secretary in accordance with the requirements of the Data Protection Act
- b) Members objecting to the storage of personal data on computer should make their objection in writing or by e-mail to the Club Secretary
- c) Members not wishing photographic images to be used for Club purposes should make their objection in writing or by email to the Club Secretary

19. Dissolution

- a) The members may vote to dissolve the Club if three quarters of those present at a properly convened EGM vote to support the resolution
- b) The Committee shall be responsible for the timely and orderly winding up of the Clubs affair.
- c) After settling all Club liabilities, the Committee shall dispose of the net assets remaining by equal distribution to the members

20. Interpretation

The definitive copy of these Rules and Byelaws shall be available for members to inspect on the Club website. The definitive copy shall be dated and signed as such by the Honorary Secretary. Further copies of the Rules and Byelaws shall be on display elsewhere as the Committee sees fit. In the event of a discrepancy between copies of the Rules and Byelaws, the definitive copy shall take precedence. The Committee shall be the sole authority for the interpretation of these Rules and of any Byelaws and regulations made in accordance with these Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by these Rules shall be final and binding on the Members except if otherwise directed by the Club in general meeting

21. Amendments to the Constitution

- a) The Constitution can only be altered or amended by a resolution passed by two-thirds of those present and voting at an AGM, or an EGM that has been specifically called for that purpose
- b) The Committee shall be empowered to rule on any dispute regarding the interpretation of the Constitution and such judgements shall be formulated at the first available AGM

22. Revision History

- a) This Constitution was formally adopted at the EGM held on 30th September 2013 and replaced all previous editions
- b) This Constitution was revised to include the Tri Section, as defined in 1 b) above, at the AGM held on 8th January 2014 and replaces all previous editions
- c) This constitution was revised to exclude Club runners whom had won a club ballot from entering the ballot for another two years, at the AGM held 11th January 2017 and replaces all previous editions