



## CONSTITUTION

**Adopted on 22 January 2012 and only to be amended at a general meeting**

### **Title**

The club shall be known as *Les Croupiers Running Club*.

*The headquarters of the club shall be the Chair's (or Secretary's) home address*

### **Objects**

The objects of the club will be to provide, stimulate and encourage competition and participation at all levels of endeavour in running in all modes, i.e. road running, cross country running, off-road running in all its forms, track running and any multi-sport that includes running as one of its components.

The club will promote and support fitness as a major contributor to the health and well-being agenda and will organise, support and contribute to events as is appropriate for a club of its size and reputation. The club will be affiliated to Welsh Athletics.

### **Colours**

The club's first and registered colours will be red vests, or other suitable clothing with a horizontal green hoop bearing the club name. The club may, from time to time, also nominate and register second colours.

### **General meetings**

1. An annual general meeting (AGM) will be held each year. The AGM will elect officers and general members to the committee as set out in the constitution, receive the audited accounts of the club, agree membership fees for the next year, receive reports from the officers and committee and consider any changes to the constitution of the club.
2. All members as set out in the constitution shall be eligible to attend general meetings.
3. Election of officers and general members of the committee will be by written ballot at the AGM. To stand for election a member must be nominated by two full members.

Nominations will be open from at least one month before the AGM and will close 14 days prior to the meeting.

4. Twenty members may request an Extraordinary General Meeting (EGM) of the club at any time. Such a request must be written and include the proposal for the EGM to consider. The EGM should be held within one month of the request being received by the Secretary.
5. The agenda for the AGM or other meetings shall be published at least one week before the meeting. The closing date for motions to be included on the AGM agenda will be published in advance.
6. Voting at all meetings will be by a show of hands by those eligible to vote as set out in the constitution, unless the meeting agrees that it would be more appropriate to hold a secret ballot.
7. The quorum for the AGM or other general meeting will be thirty members.
8. The main method of communication with members shall be the Club Web Site. In addition there will be weekly announcements following Thursday evening training meetings. Printed information will be sent to any member who informs the Committee that he/she cannot access the Internet or regularly attend Club training nights.

## **Membership**

1. Membership of the club will be open on application to anyone interested in competitive or recreational running (as described in the objects) regardless of gender, age, disability, ethnicity, sexual orientation, occupation, religion, political or other beliefs but must be at least 18 years old on the day of application.
2. By joining the club all members agree to abide by the constitution of the club and the rules of appropriate governing bodies, eg Welsh Athletics.

## **Membership categories**

1. Full Membership – for competing\* members will include the club membership fee and the Welsh Athletics subscription fee. These members will have a right to vote at the AGM and at any EGM.
2. Associate Membership – for those not competing but wishing to maintain their links with the club and retain membership benefits. This level of membership can be changed to full membership in-year if the member returns to competition on the payment of the fee difference. These members will have a right to vote at the AGM and at any EGM.

3. Life Membership – the club may confer Life Membership to members who have given the club exceptional service. The club membership fee will be waived but competing life members would be required to pay the Welsh Athletics subscription fee. These members will have a right to vote at the AGM and at any EGM.
4. Second Claim Membership – the club membership fee will be payable and second claim members are able to enjoy membership benefits but would not qualify for entry into London Marathon or other ticket draws and these members will not have a right to vote at the AGM or at any EGM.

\*competing means entering races or other timed events as a club member.

### **Membership fees**

Membership fees, other than for new members, will be for the period 1 April to 31 March and must be paid in full no later than 1 June. Members who do not pay by that date will receive a notice and be removed from club membership on 1 July. Ex members may reapply to the committee for re-admittance and must pay all outstanding membership fees in full, together with a re-joining fee as determined by the committee. The committee may set reduced fees for new members who apply to join later in the year.

### **Officers**

There shall be six officers:

1. Chair (Role – to chair general meetings and committee meetings and to represent the Club's interests at regional and national forums)
2. Vice Chair (Role – to chair general meetings and committee meetings in the absence of the Chair and to represent the Club's interests at regional and national forums)
3. Secretary (Role – to ensure that records are kept of all club activities and membership, to advise the club of all non-financial legal and regulatory requirements and to represent the Club's interests at regional and national forums)
4. Membership Secretary (Role – to ensure that members pay all fees due and are duly registered with the club and with Welsh Athletics)
5. Treasurer (Role – to ensure that records are kept of all financial transactions, to advise the club on financial viability and sustainability, and to advise the club of all financial legal and regulatory requirements)

6. Club Captain (Role – to ensure that the club plays a full part in competitive running (in all modes) and to chair the Competition Sub Committee)

The officers will be elected by the members at the AGM for a two year period of office and shall remain in office until the end of the AGM of the year their term of office expires. If a member resigns or is deemed by the Committee to have vacated their position during the year in accordance with 10 below, the committee may appoint a replacement until the next AGM.

### **The Committee**

1. The membership of the committee will comprise the officers and six other members (general members).
2. The general members will be elected by the members at the AGM for a one year period of office and shall remain in office until the end of the AGM of the year their term of office expires. If a general member resigns or is deemed to have vacated their position during the year, the committee may appoint a replacement until the next AGM.
3. All committee members have one vote and in the case of a tied vote the Chair has a second vote.
4. The committee will meet a minimum of six times per year, normally bi-monthly, at dates published in advance. Meetings may be held more often at the discretion of the Chair or Vice Chair.
5. The committee may make and publicise club rules in support of the constitution.
6. The committee will organise club activities or delegate such organisation to a sub-committee.
7. The agenda for committee meetings will be published at least seven days beforehand. Matters will not be decided upon that are not on the agenda other than where the Chair (or Vice Chair) and Secretary agree that it is a matter of such urgency that a decision must be made before the next meeting.
8. Agendas and minutes of committee meetings will be made available to all members.
9. Club members may attend committee meetings but may not vote.
10. All officers and members of the committee must attend at least three committee meetings in any twelve month period. Any officer or member who fails to do so will be deemed to have vacated his or her position and will be ineligible for re-election or appointment by the committee for twelve months.

11. The quorum for committee meetings will be six, including at least two officers.
12. The committee may appoint any number of sub-committees to address certain matters e.g. Castles Relay, Club Championships, Communications etc. The committee will endeavour to ensure that all sub-committees include members from outside of the committee – to encourage participation in club business from a wide cross section of club members.
13. There will be a standing sub-committee comprising the Club Captain and team captains, tasked with the leadership of competition in all categories.

**Committee members (including officers)** may put themselves forward for re-election following the expiry of their term of office.

### **Finances**

1. The committee shall ensure that proper books of account are kept. The Treasurer shall ensure that the books are open to inspection by members of the committee.
2. The accounts shall be independently audited annually and the auditor's report shall be presented to the AGM.
3. The financial year shall be 1 January to 31 December.
4. All membership fees and other income shall be deposited into the club bank account by the Treasurer.
5. Signatories to any or all club bank accounts shall be the six officers; two signatories are required for all payments made from the account.
6. Committee members may not participate in discussions or decisions regarding financial support that they might benefit from. In such cases the member(s) shall leave the meeting for the specific agenda item and this will be recorded in the minutes. Similarly club members in attendance must leave the meeting if they might benefit from any financial decisions that may be taken. Any such benefits will exclude legitimate expenses which members may incur and which may vary from time to time.
7. It is the responsibility of the committee to negotiate sponsorship for the club. In the event of a possible change to the title sponsor the committee will call an EGM or, if appropriate AGM, to discuss the implications and forward action.
8. The committee will aim to keep the costs of participation in running for members to a minimum at all times and will use its discretion, on a case by case basis, to support events

such as the Gwent League and to enable members to represent the club, region or country where other support is not available.

### **London Marathon (and other similar events)**

The club may receive tickets or entries to events from time to time. In that event a draw will be held to determine who shall receive the tickets or entries. Entries to the draw will be restricted to members who have competed in at least five championship races in the preceding twelve months and who are not in arrears with their fees. The committee may determine other relevant rules, eg to enter the draw for the London Marathon they must have evidence that they have applied for and been rejected for the London Marathon.

### **Grievance procedure**

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 does not feel this way they may approach any member of the committee in confidence. The committee member will then discuss the issue with at least two other committee members. Any member raising an issue in this way can nominate which committee members (a minimum of three) he or she would like to deal with the issue. The grievance sub-committee will discuss possible solutions with the member raising the grievance before taking any action.

### **Disciplinary Procedures**

The club shall 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 of at least two thirds of those present and voting at a committee meeting. The member shall have one month's clear notice of the meeting sent to him or her together with details of the case against him or her. Such notice will be given by hand or will be sent by recorded delivery. The member shall be entitled to attend the meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings. Any member disciplined or excluded from the club for disciplinary reasons may lodge an appeal with the Secretary who shall convene an arbitration panel comprising one member of the club who has not been involved in the matter, one member of the club nominated by the appellant who has not been involved in the matter and one nominee of Welsh Athletics who has not been involved in the matter. The decision of the arbitration panel will be final.

**Dissolution of the Club**

The club may be dissolved by a quorate AGM or EGM at any time provided at least two thirds of the members present support a motion for dissolution. In that event all debt and liabilities will be paid. Any assets remaining will be distributed to one or more running clubs or similar organisation as agreed by a simple majority of those present.