



CONSTITUTION

[1. Title]

- a. The Club shall be known as Ramsey Road Runners (hereinafter referred to as "the Club").

[2. Headquarters]

- a. The headquarters of the Club is Ramsey Leisure Centre, Abbey College, Hollow Lane, Ramsey.

[3. Objectives]

The objectives of the Club shall be:

- a. To encourage the practice, promotion, development, and participation of amateur athletics in Ramsey and the wider community.
- b. To provide training for members.
- c. To organise open, league, championship, and club running races.
- d. To organise teams to represent the Club in championships, leagues, and other competitions as the Committee shall decide on behalf of the members.
- e. The Club shall cater for the following athletics disciplines: Road Running, Track Running, Cross-Country Running, Trail Running, and Fell Running.
- f. The Club shall seek to be affiliated to national and regional amateur athletic bodies, as the Committee considers appropriate, to carry out the objectives of the Club.
- g. To promote environmental sustainability by reducing the Club's environmental impact through sustainable event planning, waste reduction, and alignment with UKA's sustainability initiatives.
- h. To foster a welcoming and inclusive environment for all members, promoting diversity, equity, and inclusion in line with UKA's Diversity and Inclusion Strategy.
- i. To promote social events and community engagement, fostering a sense of belonging and camaraderie among members and the wider community.

[4. 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. Membership forms for athletes between the

ages of 8 and 17 years old must be signed by a parent or guardian in addition to the athlete's own signature.

- b. A candidate for membership must apply in writing on a membership form and be proposed by one Committee member, seconded by another, and elected by majority vote at the next Committee meeting. The appropriate subscription must accompany the application for membership.
- c. The colours are a red, white, and black top as purchased and supplied through the Club. These colours must be worn when representing the Club.
- d. 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 outstanding service or made an outstanding contribution to the Club.
- e. Any member wishing to resign from the Club must do so in writing or by email to the Secretary before the 1st January, failing which, they may be liable for the ensuing year's subscription.
- f. 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, i.e., has not paid their subscription for the current year, and acceptance of the resignation will be withheld until the debt has been discharged.
- g. Should any member's conduct render it necessary, they may be expelled from the Club by a vote of not less than a three-quarters majority at a Committee meeting. The Club Secretary must officially notify all Committee members in advance of any such intention (also see Section 9: Discipline and Appeals).
- h. The Club promotes an equal opportunities/sports equity policy and:
 - i. Is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it 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.
 - ii. 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.
 - iii. Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
 - iv. Will make all Club members aware of their responsibility to oppose discriminatory behaviour and promote equality of opportunity.
 - v. Will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.
- i. **First Claim/Second Claim (with direct reference to UK Athletics Rule Book Rule 3):**
 - i. **First Claim Club:** The first Club joined by athletes will be known as their First Claim Club and will remain so until they give notice that they wish to terminate their membership of that Club. Such termination will only be effective once all outstanding dues to the Club have been paid. Once athletes have represented a Club in First Claim Open Team Competition, they are ineligible to compete for another Club in Open Team Competition until the transfer process to that Club has been completed in accordance with UKA/ARC rules.
 - ii. **Second Claim Club:** Notwithstanding athletes having a First Claim Club as defined above, they are permitted to become a member of a Second Claim Club. Whilst this may be for social, coaching, or other reasons, that athlete may compete for that Club in

competitions which specifically state in their rules that the competition is open to Second Claim members.

- iii. Club Transfers: Members wishing to transfer their First Claim status to another club must notify the Club Secretary in writing, settle all outstanding fees, and complete the UKA transfer process. Transfers will only be recognised once approved by UKA and updated in the UKA membership database.

[5. Safeguarding Policy]

- a. The Club is committed to safeguarding the welfare of children and vulnerable adults involved in its activities. The Club will appoint a designated Welfare Officer and ensure all coaches and volunteers receive appropriate safeguarding training.
- b. Any concerns regarding the welfare of a child or vulnerable adult must be reported to the Welfare Officer or Club Secretary immediately, in line with UKA and NSPCC Child Protection in Sport (CPSU) guidelines.
- c. The Club will maintain a safe and inclusive environment for all members, free from abuse, harassment, or discrimination.
- d. The Club will ensure that all safeguarding policies and procedures are reviewed annually and communicated to all members.

[6. GDPR Compliance]

- a. The Club will handle all personal data in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- b. Members have the right to access their personal data held by the Club and to request corrections or deletions. The Club will notify members of any data breaches affecting their personal data.
- c. The Club will only use members' personal data for the purposes of Club administration, communication, and event organisation, and will not share data with third parties without consent.
- d. The Club will ensure that all data handling practices are reviewed annually and comply with current data protection legislation.

[7. Social Media and Online Conduct]

- a. Members are expected to maintain a high standard of behaviour when using social media or online platforms, particularly when representing the Club.
- b. The Club will not tolerate any form of online harassment, bullying, or discriminatory behaviour. Any such incidents will be dealt with under the Club's disciplinary procedures.
- c. Members should avoid posting content that could bring the Club into disrepute or harm its reputation.
- d. The Club will provide guidelines for appropriate social media use and online conduct, which will be communicated to all members.

[8. Recognition and Support of Volunteers]

- a. The Club recognises the vital role played by volunteers in its operation and success. The Club is committed to supporting and valuing the contributions of all volunteers.
- b. The Club will provide appropriate training and resources to volunteers to ensure they can carry out their roles effectively and safely.
- c. The Club will regularly acknowledge and celebrate the contributions of volunteers, including through awards and public recognition.
- d. The Club will ensure that volunteers are treated with respect and fairness, and that any concerns raised by volunteers are addressed promptly.

[9. Discipline and Appeals]

- a. Ramsey Road Runners subscribes unreservedly to the Codes of Practice and procedures of Athletics Welfare as set out in documents published by UK Athletics/ARC, a copy of which is held by the Club Secretary.
 - i. All members are expected to adhere to a Code of Conduct, which includes respectful behaviour towards fellow members, officials, and the public, both in person and online.
 - ii. Breaches of the Code of Conduct may result in disciplinary action, including suspension or expulsion from the Club.
- b. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- c. The Committee will meet to hear complaints within 14 days of a complaint being lodged.
- d. The Committee has the power to take appropriate disciplinary action, including the termination of membership.
- e. 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 14 days of the hearing.
- f. There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

[10. Management]

- a. The management of the Club shall be vested in a Committee that shall consist of the Chairman, Treasurer, and Secretary, who shall be Officers of the Club, together with a maximum of ten 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.
- b. Four elected Committee members are required for a quorum for a Committee meeting to take place, provided the Chairman or Secretary is also present. In the case of an equality of votes, the Chairman will have a second, casting vote.
- c. 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.
- d. The Committee shall also have the power to establish any sub-Committee or Group deemed appropriate to assist in meeting the objectives of the Club and to delegate such duties to these sub-Committees and Groups.
- e. 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.
- f. **Conflict of Interest**

- i. Committee members must declare any conflicts of interest that may arise in the course of their duties.
- ii. Any member with a conflict of interest must abstain from voting on matters related to that conflict.

[11. Annual General Meeting]

- a. The AGM shall be held in the months of January or February as dictated by the practical circumstances applicable at that time.
- b. At the AGM, the meeting will:
- c. Receive the Annual Reports of the Chairman and Secretary.
- d. Receive the financial statements and the Treasurer's report.
- e. Elect the officers and the Committee for the ensuing year.
- f. 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 four weeks preceding the meeting to ensure all members have sufficient notice of the proposal.
- g. Transact any other notified business.
- h. At least three weeks' notice shall be given to members of the date, venue, and agenda items for the AGM.
- i. 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.
- j. **Virtual Meetings:**
 - i. The AGM may be held virtually or in a hybrid format, with members participating online if necessary.
 - ii. Procedures for virtual voting and participation will be communicated to members in advance of the meeting.

[12. Extra-Ordinary General Meeting]

- a. 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.
- b. An EGM must be called if at least 10 voting members petition the Secretary in writing.
- c. Three weeks' notice of an EGM must be given to all members by email 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.

[13. Committee Meetings]

- a. **Frequency and Scheduling:**
 - i. The Committee shall meet at least **four times per annum**, with additional meetings scheduled as necessary to address urgent matters.
 - ii. Meeting dates for the year shall be agreed in advance at the first Committee meeting following the AGM.
 - iii. Meetings should avoid clashing with major Club events or competitions to ensure maximum attendance.

- b. **Agenda and Preparation:**
 - i. The Secretary, in consultation with the Chair, shall circulate a draft agenda to all Committee members at least **seven days** before the meeting.
 - ii. Members may propose agenda items by submitting them in writing or by email to the Secretary at least **ten days** before the meeting.
 - iii. Supporting documents (e.g., financial reports, policy drafts) shall be shared with Committee members alongside the agenda.
- c. **Attendance and Participation:**
 - i. All elected Committee members are expected to attend meetings. Apologies for absence must be submitted to the Secretary in advance.
 - ii. **Co-opted members or non-Committee members** (e.g., sub-group leads) may attend by invitation but shall not have voting rights.
 - iii. **Virtual participation** (e.g., via video call) shall be permitted to ensure inclusivity, provided members notify the Secretary in advance.
- d. **Quorum and Decision-Making:**
 - i. A quorum for Committee meetings shall be **four elected Committee members**, including either the Chair or Secretary.
 - ii. Decisions shall be made by majority vote. In the event of a tie, the Chair shall have a casting vote.
 - iii. Urgent decisions may be made via email or online polling between meetings, provided all Committee members are consulted and a majority agreement is recorded.
- e. **Minutes and Accountability:**
 - i. The Secretary shall take minutes of all meetings, recording key discussions, decisions, and action points.
 - ii. Draft minutes shall be circulated to Committee members within **seven days** of the meeting for approval.
 - iii. Approved minutes shall be stored securely and made available to Club members upon request, excluding confidential items (e.g., disciplinary matters).
- f. **Action Points and Follow-Up:**
 - i. Clear action points, responsible individuals, and deadlines shall be agreed during meetings.
 - ii. Progress on action points shall be reviewed at the start of each subsequent meeting.
- g. **Communication with Members:**
 - i. A summary of key decisions and updates from Committee meetings shall be shared with all members via email or the Club newsletter within **14 days**.
 - ii. Members may submit questions to the Committee in writing, which shall be addressed at the next meeting or via a written response.

[14. Finance]

- a. **Financial Year:**
 - i. The financial year of the Club shall run from 1st January to 31st December each year.
- b. **Treasurer's Responsibilities:**
 - i. The Treasurer is responsible for the overall management of the Club's finances, including income, expenditure, and financial reporting.

- ii. The Treasurer shall maintain accurate and up-to-date records of all financial transactions, including bank statements, receipts, invoices, and payment records.
 - iii. The Treasurer shall prepare and present financial reports at Committee meetings and the Annual General Meeting (AGM), including a balance sheet, income and expenditure statement, and cash flow report.
 - iv. The Treasurer shall ensure that all financial transactions are conducted in accordance with the Club's Constitution and relevant legal requirements, including tax and charity law (if applicable).
 - v. The Treasurer shall oversee the collection of membership subscriptions and other income, ensuring that all funds are promptly deposited into the Club's bank account.
 - vi. The Treasurer shall manage the Club's budget, ensuring that expenditure is kept within agreed limits and that the Club remains financially sustainable.
 - vii. The Treasurer shall liaise with the Club's bank or building society, ensuring that all accounts are properly maintained and that signatories are up to date.
 - viii. The Treasurer shall ensure that all financial records are retained for a minimum of six years, in line with legal requirements.
- c. Safeguarding Club Finances:**
- i. All funds belonging to the Club shall be deposited in a bank or building society account in the Club's name. The Club shall maintain separate accounts for different purposes if necessary (e.g., general funds, event funds).
 - ii. No funds shall be withdrawn from Club accounts for personal use or for purposes unrelated to the Club's objectives.
 - iii. The Club shall maintain a reserve fund to cover unexpected expenses or emergencies. The level of the reserve fund shall be reviewed annually by the Committee.
 - iv. The Club shall conduct an annual financial audit or review, either internally or by an independent auditor, to ensure the accuracy and integrity of its financial records.
- d. Membership Subscriptions:**
- i. The annual subscription fee shall be recommended by the Committee and approved by a majority vote at the AGM.
 - ii. Membership subscriptions shall be categorised as follows: Seniors, Juniors (11-16), Juniors (8-10), and affiliated members.
 - iii. Members joining up to 30th June shall pay the full annual subscription fee. Members joining after 30th June shall pay a pro-rata fee.
 - iv. Any member failing to pay their subscription by 31st March shall cease to be entitled to the rights and privileges of membership. The Committee may expel the member after sending at least two reminders to their last known address or email.
- e. Financial Transparency:**
- i. The Club shall provide an annual financial report to all members at the AGM, detailing income, expenditure, and the use of membership fees.
 - ii. Members may request further information about the Club's finances by submitting a written request to the Treasurer. The Committee shall respond to such requests within 14 days.
- f. Use of Surplus Funds:**
- i. Any surplus income or profits generated by the Club shall be reinvested in the Club to support its objectives and activities.
 - ii. Surplus funds shall not be distributed to members, except for reasonable and proper remuneration for services rendered to the Club.
- g. Insurance:**

- i. The Club shall maintain appropriate insurance coverage, including public liability and personal accident insurance, to protect the Club and its members.
 - ii. Members are encouraged to obtain their own personal insurance for participation in Club activities.
- h. Financial Emergencies:**
- i. In the event of a financial emergency (e.g., unexpected loss of income or significant unbudgeted expenditure), the Committee shall convene an Extraordinary General Meeting (EGM) to discuss and approve necessary actions.
 - ii. The Committee may authorise the use of the reserve fund to address financial emergencies, subject to approval by a majority vote at the EGM.

[15. Property]

- a. Ownership and Responsibility:**
- i. All property owned by the Club, including equipment, uniforms, and other assets, shall be used solely for the benefit of the Club and its members.
 - ii. The Committee is responsible for maintaining an inventory of all Club property, including details of its condition, location, and usage.
- b. Use of Club Property:**
- i. Club property may only be used by members for Club-related activities, such as training, competitions, and events.
 - ii. Members must obtain prior permission from a Committee member before taking or using any Club property.
 - iii. Club property must not be used for personal gain or non-Club-related activities without explicit approval from the Committee.
 - iv. Members borrowing Club property are responsible for its safekeeping and must ensure it is used appropriately and returned on time.
 - v. Members must not lend Club property to non-members without prior approval from the Committee.
 - vi. If Club property is damaged while on loan, the member must report the damage to the Committee and may be required to cover repair or replacement costs, depending on the circumstances.
- c. Return of Club Property:**
- i. Members must return all Club property in their possession at the end of the season, upon resignation from the Club, or when requested by the Committee.
 - ii. Property must be returned in the same condition as when it was issued, subject to reasonable wear and tear.
 - iii. If a member fails to return Club property within 14 days of a request, the Committee may take appropriate action, including charging the member for the replacement cost of the property.
- d. Disposal of Club Property:**
- i. The Committee may dispose of Club property that is no longer needed or is beyond repair. Any proceeds from the sale of Club property shall be reinvested in the Club.
 - ii. Disposal of significant or high-value items must be approved by a majority vote at a Committee meeting.

e. Liability for Personal Property:

- i. The Club accepts no liability for the loss, theft, or damage of personal property belonging to members or visitors during Club activities, events, or while on Club premises.
- ii. Members are advised to take reasonable precautions to safeguard their personal belongings.

[16. Dissolution]

- a. A resolution to dissolve the Club can only be passed at an AGM or at a Special General Meeting. The resolution can only be passed if accepted by three-quarters of the quorum. In the event of dissolution, after payment of all its debts and liabilities, a Special General Meeting will be held to deal with any outstanding matters and to determine the disposition of any remaining assets of the Club. These assets will be transferred to a charitable or voluntary body with similar objectives as those of the Club and which prohibits the distribution of its income and property among its members except for reasonable and proper remuneration.

[17. Alterations to the Constitution]

- a. Amendments to this Constitution can only be made by majority vote at an AGM or at an Extra-Ordinary General Meeting.
- b. **Review Frequency:**
 - i. The Constitution shall be reviewed at least every three years to ensure it remains up-to-date with UKA standards and best practices.
 - ii. Members will be consulted on proposed changes to the Constitution.

[18. Revision History]

- a. This revised Constitution was adopted at the AGM held on 12th February 2025.