

RULES OF CAERLEON RUNNING CLUB

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1. NAME

The Club, which was established in 2003, shall be called “Caerleon Running Club”. and is affiliated to Welsh Athletics.

2. CLUB COLOURS

The registered Club colours will be purple with blue, white, and red trim.

3. CONSTITUTION

3.1 Rules

- 3.1.1 The Club is a Members’ Club administered on behalf of its members by a General Committee (“The Committee”).
- 3.1.2 The Club rules shall not be altered nor repealed, nor shall any new rule be made, except by resolution of a General Meeting of the Club.
- 3.1.3 Every member shall be bound by and submit to the Rules of the Club. Any dispute regarding interpretation shall be decided by the Committee.
- 3.1.4 The Bye Laws of the Club are the regulations within the rules, and may be created, repealed, or amended by the Committee at its discretion, provided that the Bye Laws shall be consistent with the rules of the Club.
- 3.1.5 The Bye Laws of the Club will be appropriately displayed on the Club Website.
- 3.1.6 Every member shall be bound by and submit to the Rules and Bye Laws of the Club. Any dispute regarding interpretation shall be decided by the Committee.

3.2 The Chairperson

The Chairperson of the Club shall be elected at an Annual General Meeting and will serve a term of 3 years.

3.3 Officers & Committee

The Officers of the Club and their respective term of office shall be the

Secretary (3 Years)
Treasurer / Membership Secretary (3 Years)
Female Welfare Officer (2 Years)
Male Welfare Officer (2 Years)
Female Team Captain (2 Years)
Male Team Captain (2 years)
Coaching Officer (2 years)
Communications Officer (2 years)
Social Secretary (2 years)
Kit Officer (2 years)

They shall be elected by ballot at an Annual General Meeting (AGM). Proxy voting will be available to any voting member unable to attend the AGM. All Officers will serve on The Committee.

In addition, 2 committee members will be elected at the AGM for a period of 2 years.

Committee Member 1 (2 Years)

Committee Member 2 (2 Years)

3.4 Club Treasurer / Membership Secretary

The Club Treasurer shall

- keep the Club Accounts and other records.
- deal with and record all receipts and payments on behalf of the Club.
- prepare a full set of accounts including a detailed Profit & Loss (P&L) Account and Balance Sheet
- carry out such duties as may be determined by The Committee from time to time.

The P&L Account and Balance sheet will be reviewed by an independent member of the Club at least 7 days in advance of the AGM.

3.5 Secretary

The Secretary shall keep records of the business transacted at Annual General, Extraordinary and Committee Meetings.

4 CLUB EQUITY STATEMENT

The Club Equity Statement is contained within the Club Bye Laws

5 MEMBERSHIP

The Club Membership will consist of Officers, Committee Members and Members. All members will be subject to the regulations of the Club Constitution and by joining the club will be deemed to accept these regulations, bye laws and codes of conduct that the club has adopted. Members take part in all activities at their own risk.

5.1 Categories

5.1.1 Full Members (Voting)

Members over the age of 18 years, who are entitled to participate in all Club activities.

5.1.2 Life Members (Voting)

Members with 20 years continuous Membership shall be considered for Life Membership. Life Members may be elected at an Annual General Meeting on the recommendation of the Committee. Life Members shall be entitled, upon payment of the annual Welsh Athletics fee, to all the rights and privileges of a Full Member.

5.1.3 Honorary Members (Non-Voting)

May be elected at an Annual General Meeting on the recommendation of the Committee for any period not exceeding 12 months, without payment of any fees or subscriptions.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, bye laws and codes of conduct that the Club has adopted. Members take part in all activities at their own risk.

5.2 Membership Fees

- 5.2.1 The annual rates of subscriptions shall be proposed by the committee supported by a budget and will seek approval at the Annual General Meeting of the Club.
- 5.2.2 Payment – subscription notices shall be sent out not later than the 1st March to be paid on or before 1st April. Fees should be paid annually by direct bank transfer.
- 5.2.3 Those not paying their membership fees by 30th April of any calendar year will have their membership ended and will no longer be able to participate in club activities. Additionally, they will be removed from any Members Only social media groups until their fees are paid.
- 5.2.4 Prospective members are encouraged and permitted to try up to a month of the regular club training sessions as a non-member. Thereafter they will be required to join in order to participate in club activities and receive the full benefits of membership.

5.3 Discipline

All concerns, allegations or reports of poor practice/abuse relating to the welfare of members will be recorded and responded to swiftly and appropriately in accordance with Welsh Athletics' Safeguarding Welfare Policy. The club Welfare Officers are the lead contact for all members in the event of any safeguarding concerns.

All disciplinary issues will be conducted in line with the Caerleon Running Club Grievance and Disciplinary procedures within the Club bye laws.

6 GENERAL COMMITTEE

6.1 Function of the Committee

- 6.1.1 The Club will be administered by the Committee.
- 6.1.2 Only officers of the Club and Committee Members will have the right to vote at meetings of the Club Committee.
- 6.1.3 The Club Committee meetings will be convened by the Secretary of the Club and held no less than 4 times per year.
- 6.1.4 Any officer missing 3 committee meetings in a row may be considered as standing down from their post as determined by the committee.
- 6.1.5 The quorum required for business to be agreed at Club Committee meetings will be 50% of appointed Committee positions + 1. Decisions will be taken based on a majority vote of those present.
- 6.1.6 The Committee will be responsible for adopting new policy, bye laws, codes of conduct and national governing body rules which affect the organisation of the club.
- 6.1.7 The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Committee.
- 6.1.8 Following such hearings, the Club Committee will be responsible for taking any action of suspension from the general membership or other disciplinary actions, as necessary, to fulfil its business.

6.2 Election & Voting

The election of the Officers of the Committee shall take place at the AGM in the following manner: -

- 6.2.1 Nominations – A notice shall be sent to all voting members by email & posted on the Club Website & Heja at least 4 weeks before the AGM showing the Officers to retire.
- 6.2.2 The list of nominations for any vacant positions will close 2 weeks before the AGM. Nominations should be sent to the Secretary by email with a statement and along with a proposer and seconder, both who must be voting members of the Club.
- 6.2.3 The list of names and statement in alphabetical order will be sent to each Member with the Agenda & Club Accounts not less than seven days before the date of the AGM.
- 6.2.4 The Officers of the Committee, dependant on the vacancies that arise, will serve for a term of either 2 or 3 years when they shall thereafter retire at the Annual General Meeting but shall be eligible for re-election.
The Committee Members, dependant on the vacancies that arise, will serve for a term of 2 years when they shall thereafter retire at the Annual General Meeting but shall be eligible for re-election.
- 6.2.5 Any Officer vacancies can be filled by the Committee by co-opting a member. Any member so chosen shall retire at the next Annual General Meeting but shall be eligible as a candidate for election to the Committee at that Annual General Meeting. The service of any Member on the Committee so co-opted to fill a casual vacancy shall not be reckoned in calculating the two or three consecutive years mentioned within this Rule.
- 6.2.6 Ballot papers shall be prepared containing the names of the candidates only. Each member entitled to vote at the Annual General Meeting must vote for candidates equal in number to the vacancies to be filled. Ballot papers marked with a greater or lesser number of votes shall be void. The vacancies will be filled by the candidates with the greater number of votes. If there are insufficient candidates nominated the Committee shall fill the remaining vacancies. If two or more candidates have an equal number of votes a further balloting list shall be prepared in respect of those candidates and each member entitled to vote for candidates equal in number to the vacancies that remain to be filled.
- 6.2.7 Proxy voting will be available in advance of the AGM for voting members who are unable to attend in person.
- 6.2.8 Ballot Results will be verified by 2 Independent Club Members who are not Officers / Committee Members of the Club or who are standing for any such position.

6.3 Minutes of Committee Meetings

Detailed minutes shall be written and maintained of all Committee Meetings, which shall be available for inspection on request by Voting Members.

7 MEETINGS

7.1.1 Annual General Meeting

- 7.1.1 The Annual General Meeting (“AGM”) of the Club shall be held not later than 29th February, at such time and place decided by the Committee.
- 7.1.2 Notice of the AGM will be given not less than twenty-eight days beforehand by email and a post on the Club Website.
- 7.1.3 The reviewed Club Accounts, AGM Agenda and list of nominations for any vacant Officer / Committee Member positions shall be emailed to each Member at least seven days before the meeting.
- 7.1.4 The quorum for the AGM shall consist of 20% of the members in addition to the members of the Committee present.
- 7.1.5 Members entitled to vote shall be fully paid up Full and Life members.
- 7.1.6 The business of the AGM shall include the following matters:
- (i) Confirmation of the minutes of the last Annual General Meeting.
 - (ii) Receive the Chairperson’s report.
 - (iii) Receive and adopt the Treasurer’s Report and Statement of Accounts for the preceding financial year.
 - (iv) Vote on proposed Membership fees for the next membership year.
 - (v) The election of Officers and Committee Members.
 - (vi) Consider any proposals made by the Committee and / or proposals made in accordance with 7.1.7.
- 7.1.7 Proposals for any new rule, any alteration to the rules and/or any other business relating to the Club can be brought to the AGM. These proposals and items for the AGM shall be given in writing to the Secretary at least twenty-one days before the AGM. Each proposal / item must be proposed and seconded by voting members and supported by at least three (3) other voting members of the Club.
- 7.1.8 No rule of the Club shall be repealed or altered, and no new rule shall be made other than by a simple majority of the voting members present at the AGM (including proxy votes cast)
- 7.1.9 Voting members may exercise one vote for each proposal or candidate for election.

7.2 Extraordinary General Meeting

- 7.2.1 The Committee may call an Extraordinary General Meeting (“EGM”) when in their view any matter of urgent importance warrants such a meeting.
- 7.2.2 The Committee shall additionally call an EGM on receipt of a requisition signed by at least thirty voting members of the Club. The requisition shall clearly state the matter to be considered at the EGM.
- 7.2.3 Fourteen days’ notice shall be given to members of the EGM by e-mail and by a post on the Club website.
- 7.2.4 The business to be considered at the EGM shall be given to members together with an agenda.
- 7.2.5 The quorum and rules for voting shall be those set out within these Rules for an Annual General Meeting.

8 DISSOLUTION OF THE CLUB

- 8.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Welsh Athletics or a Local Running Club, to be identified at point of dissolution.