

DRAFT CONSTITUTION

1. Club name

- a) The name of the club shall be Taf Running & Orienteering Team, also known by the abbreviation TROT.

2. Headquarters

- a) The club headquarters will be at St Clears Leisure Centre, Station Road, St Clears, Carmarthenshire

3. Club aims

- a) The club aims to encourage running at any standard, for competition in races or simply for exercise and fun.

4. Child Protection and Safety Policies

- a) The club will make its Child Protection Policy document available to all existing and prospective club members.
- b) The welfare of under 17's is the responsibility of ALL club members at ALL times
- c) The Club shall appoint a Young Person's Welfare Officer.
- d) Any and all reports of abuse of under 17's will be dealt with in accordance with the Club's Child Protection

Policy.

e) The Club will make its Health and Safety Policy and its Guidance to Runners documents available to all existing and prospective Club members.

- f) All Club Members must be aware of and act on the Club's policies, 4a-4e

5. Club colours

- a) The club colours shall be;

i) a royal blue and white vest, (the bottom half blue and the top half white) . The name of the club will be written in blue on the rear of the vest, and

- ii) blue shorts.

6. Management

a) Management of the club shall be vested in a Committee consisting of the Executive Officers and Ordinary Officers, subject always to this Constitution & any Club Bylaws.

- b) The Executive Officers shall be the Chairman, the Secretary and the Treasurer.

c) The Ordinary Officers shall be the Captain and Vice-Captain for both Men's & Women's teams, the Young Persons Protection officer, and the Social Secretary.

d) The Executive Officers may co-opt additional members with specialist expertise or experience as may be required from time to time.

- e) All Executive Officers shall be elected annually by a simple majority vote at an Annual General meeting (AGM).

f) All Ordinary Officers shall be elected annually by a simple majority vote at the AGM if more than one candidate is forthcoming.

- g) Club meetings will take place each Thursday.

- h) Club meetings shall be open to all members of the club.

- j) The Club Constitution may be amended only at an AGM or EGM, by majority vote

- k) The Club Bylaws may be amended at any Club Meeting, by majority vote.

7. Membership

a) Membership of the Club is confined to amateurs as defined by Athletics Wales, and consists of Members and Honorary Members.

- b) Any candidate for membership must apply using the prescribed application form and sign the Declaration.

Applicants under 18 years of age should get a parent or guardian to sign this.

- c) Any subscription fees must be paid at the time of application to join

- d) The minimum age for Club membership is 16.

- e) The membership year shall commence on the 1st of March and end on the last day of February the following year

- f) Honorary members may be nominated by the Executive, and are not required to pay the annual subscription.

g) Honorary Members shall have no voting rights at Club meetings and shall not be eligible for Club allocated London Marathon places, nor eligible for subsidised races entries.

h) The Committee will have authority to cancel membership, subject to 1 months written notice, of any member falling 12 months in arrears. Notice to cancel will be sent to the member's address as listed in the current membership records

8. Subscriptions

- a) Subscriptions will be payable on application, and thereafter annually on the 1st of March each year.
- b) The annual subscription shall be set at a level recommended by the Committee and ratified at the AGM.
- c) New members joining after 1st September shall pay 50% of the current annual subscription, excluding EA affiliation, for that current year.
- d) New members joining after 1st January may chose to pay the half year fee if they wish to benefit from any race subsidy from the Club, or may pay the full year fee for the next year if they wish only to run as an affiliated runner.
- e) The current membership fee will be published in the Club bylaws.

9. Resignation

- a) A member choosing to resign shall be required to give notice in writing to the Secretary or Chair and membership will be deemed to have terminated on the date of receipt of the resignation letter

10. Correspondence

- a) All written correspondence from the club should be made on club headed paper, and be sent by the club secretary. Any letters relating to matters that would have a substantial affect on the way the club operates or is funded should be drawn to the attention of members at a club meeting and be approved by majority vote. Club members should also be advised at meetings of any significant correspondence received by the club.
- b) Aside from the above, simple administrative correspondence may be carried out by the club secretary. Other members of the executive committee should be informed before any letter is sent on headed paper.
- c) Simple requests made to the club website (for example requests for entry forms, race details, or how to join the club) may be answered on behalf of the club. Any email messages that affect the way the club operates or is funded or involve significant action on behalf of the club shall be forwarded to the executive committee, and shall be raised with members at the next available club meeting.

11. Sub-committees

- a) Sub-committees may be formed to assist with the administration of specific club events (social or running)
- b) The membership of sub-committees must be noted in writing and approved by majority vote at a Thursday meeting.
- c) The executive committee and club members must be informed of any significant actions taken by the sub-committee including discussions with third parties on behalf of the club. Any matters that would have a substantial affect on the way the club or event operates or is funded should be drawn to the attention of the executive committee and raised with members at a club meeting and be approved by majority vote.

12. Misconduct

- a) The Club reserves the right to discipline any member, or expel from the club any member, whose conduct is not conducive to the aims or interests of the club or its members, or whose behaviour is likely to bring the Club into disrepute. These rights shall be exercised by the duly elected Executive Officers on behalf of the club.
- b) Reports or allegations of misconduct will be investigated at a meeting of the Executive Officers, who will invite the member to address the meeting.
- c) The appropriate penalty will be set by the Executive Officers.
- d) The member will be informed of the decision as soon as possible
- e) The member disciplined or expelled may appeal against the Executive decision in writing within 7 days of being notified of the decision.
- f) The appeal will be dealt with by the full committee, Executive and Ordinary Officers.

13. Welfare of Members.

- a) The Club shall not tolerate the physical or mental abuse or harassment, nor discrimination or defamation, of any of its members before, during or subsequent to Club events.
- b) Reported incidents of such abuse shall be investigated by the Club Executive, and if substantiated may be dealt with under the Misconduct rules.

14. Financial Accounts

- a) The Club financial year shall commence on the 1st March and end on the last day of February the following year.
- b) The Club Treasurer will prepare annual accounts and submit said accounts to the AGM each year.

15. Annual General Meeting (AGM)

- a) A General Meeting will be held in March each year. The business of the meeting will be to receive Executive Officers reports and financial accounting; to elect officers for the ensuing year and to deal with such other matters that are specified on the meeting agenda.
- b) The Club Secretary shall post notice of the AGM at least 14 days prior top the scheduled date.

c) Members wishing to have business included on the agenda should notify the Executive in writing at least 7 days before the meeting.

16. Extraordinary General Meeting

a) An Extraordinary General Meeting (EGM) may be called on the order of either 10 paid up members or a majority of the Executive Officers. The Club Secretary, on receipt of such an order, shall within 21 days convene an EGM dealing only with that business detailed in the order.

b) The Club Secretary will post notice of an EGM at least 14 days prior to the scheduled date.