

# DARTFORD ROAD RUNNERS CONSTITUTION

As amended by the Club Members at the 18 May 2021 AGM



## 1. TITLE

The name of the Club shall be Dartford Road Runners.

## 2. HEADQUARTERS

The Headquarters of the Club is Princes Park Stadium, Grassbanks, Darenth Road, Dartford, Kent DA1 1RT.

## 3. OBJECTIVES

- a. To promote running as a leisure activity within the community.
- b. To promote running as part of amateur athletics.

## 4. Management

- a. Management of the Club shall be by a Committee of first-claim members. It shall comprise of:
  - i. Chairman
  - ii. Honorary Treasurer
  - iii. Honorary Secretary
  - iv. Coaching Lead
  - v. Membership Secretary
  - vi. Social Secretary, and
  - vii. Three general committee members, all with full voting rights.
- b. Normally, appointments will be made at the AGM. However, the Committee has the power to fill any vacant post as the need arises. Committee members appointed mid-year shall have their appointment ratified, or otherwise, at the next AGM.
- c. The Committee shall meet not less than quarterly.
- d. A Committee meeting cannot take place without a minimum of the following attendees:
  - i. two members from: Chairman, Honorary Treasurer, Honorary Secretary, and
  - ii. two of the remaining committee members.
- e. All decisions will be by majority vote, with that of the Chairman being the casting vote in the event of a tie.
- f. The Committee has the power to form Sub-Committees for specific purposes
- g. Sub-Committee members may include Club Members who are not Committee Members.
- h. Any member of the Committee may convene a meeting at any time.
- i. Minutes of Committee meetings may be made available to any Club member at any time. Where the minutes contain sensitive or personal details, these may be removed first, at the Committee's discretion.
- j. The Committee may invite persons to attend any of its meetings as a participant without the power to vote.

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- k. No member of the Committee, any Sub-Committee or any of the members shall receive remuneration from the Committee in money or monies worth except for out of pocket expenses.

## 5. MEMBERSHIP

- a. The Club membership year shall be 1st April to 31st March.
- b. Membership of the Club is confined to Amateurs as defined by the British Athletics Federation in the BAF Rules for Competition book.
- c. All prospective members must apply in writing to the Membership Secretary using a form provided for the purpose (available on the Club website and at Club HQ).
- d. The Membership Application Form must be accompanied by the relevant fee.
- e. The name, address, gender and date of birth will be submitted to the Club's Affiliation bodies, for the purpose of registration with that body.
- f. Unless otherwise requested in writing to the Membership Secretary, the name or picture of any Club member may be used in any broadcast, telecast, advertising, promotion or other account of Dartford Road Runners.
- g. Notwithstanding points (e) and (f) above, all data held about members will be stored and used in accordance with the Data Protection Act.
- h. The club will, for administrative and constitution purposes deem all members as first-claim, apart from those who make it known they are registered as first-claim elsewhere.
- i. All members when training or competing will take reasonable steps to ensure the safety of themselves and fellow club members.
- j. The Club will retain personal data for the purposes of communication members during the term of their membership, and for three years after the expiry of their membership.

## 6. MEMBERSHIP FEES

- a. All fee structure is set by the Committee and reviewed annually at their discretion under the guidance of the Honorary Treasurer.
- b. The Committee has the authority to terminate the membership of any member whose renewal has not been submitted by the 30<sup>th</sup> June.

## 7. SECOND-CLAIM MEMBERS

- a. Second-claim members will be deemed to be anyone who is individually registered with England Athletics by another affiliated athletics club as a first-claim member, and as such will not be affiliated through DRR. Any affiliation issues may be dealt with by committee on a case by case basis.
- b. A second-claim member converting to first-claim membership shall be considered a first-claim member by Dartford Road Runners for all purposes, from the time they resign from their previous first-claim Club (except for competitive purposes if an imposition is made by the affiliation bodies).

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- c. Second-claim members must wear DRR Club colours when taking part in races as a DRR member (as defined by the DRR club entered on race entry forms under "Affiliated Club").
- d. Second-claim members will be eligible for Club trophies and to hold Club records in the same way as full members, when entering a race as a Dartford Road Runner and when wearing Dartford Road Runners Club colours.
- e. Second-claim members shall not be eligible for Committee Membership.

## 8. SOCIAL MEMBERS

- a. The club will allow former first- and second-claim members to retain access to the Club's communications such as the email distribution list and invite-only social media groups, including Facebook and Strava.
- b. The membership fee for social members will be decided in accordance with the provisions of Section 6 (Membership Fees).
- c. Social members will not have any of the rights of members provided by Sections 11 (Annual General Meeting) or 12 (Extraordinary General Meeting).
- d. Social members must seek permission from a member of the Committee when wishing to attend a Club training session, or any other event covered by the guidelines of England Athletics.
- e. Social members are expected to abide by all the provisions of Section 9 (Resignation) and must not wear Club colours in any race or competition.

## 9. RESIGNATION

- a. A member wishing to resign from the Club shall do so in writing to the Membership Secretary.
- b. Resignation is deemed to be effective from the date of written notification by letter or email, or the date of receipt by the Membership Secretary if the notification is undated, or the nonrenewal of membership fees.
- c. From the date of resignation, resigned members must not wear Club colours if taking part in any official race, nor attempt to claim a reduced entry fee on the pretext of being a current DRR member.
- d. Any resigned member found to be in contravention of either part of point (c) above will be reported to the Club's affiliation bodies.
- e. It shall be the resigning member's responsibility to submit relevant EA registration documentation and fees, and to subsequently obtain the Honorary Secretary's consent and signature on such documentation prior to member registering with any other club.

## 10. EXPULSION FROM THE CLUB

- a. The Committee shall have the power to terminate the membership of any member who is found to have brought the club, its purpose, or members into disrepute.
- b. If any member has a grievance against another member by way of an offensive, abusive, personal or discriminatory nature, then a formal complaint must be made

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by providing the Hon Secretary with details of the circumstances and name of the other member in writing. The grievance will be investigated by the committee and/or other persons as agreed by all parties. If the committee agrees that there are reasonable grounds for the complaint, and the matter cannot be resolved to the satisfaction of the parties involved, or the committee consider the behaviour to be of a serious nature, the committee reserves the right to terminate the membership of the other party.

- c. In all circumstances where a member has his/her membership terminated, the requirement shall be preceded by reasonable notice of such action together with the reasons for the requirement, sent in writing to the member's last known address.

## 11. ANNUAL GENERAL MEETING

- a. An Annual General Meeting will be held in June, or as soon as practically possible thereafter in exceptional circumstances, to receive the Committee's reports and financial statement and to deal with other appropriate business as applicable.
- b. Not less than 21 days' notice of the date, time and venue of the AGM will be conveyed to members by normal means of communication (i.e., email, notice board, etc.).
- c. Club members wishing to have an item placed on the Agenda for the AGM must provide notice in writing of the item to be raised to the Hon. Secretary, not less than one week in advance of the date of the AGM.
- d. Every Committee member shall stand down at each AGM following delivery of the reports, to be re-elected or for other, first-claim Club members to be elected into the vacant posts.
- e. Members seeking election to the committee must inform the Hon Secretary in writing no later than 7 days prior to the AGM of their intention to stand, together with details of their proposer and seconder. In the event of more than one nominee, a ballot shall be held. Existing committee members seeking re-election do not require annual nomination.
- f. Proxy voting will be allowed at the AGM, provided the Hon Secretary is provided with relevant details no later than 48 hours prior to the meeting.
- g. A quorum at the AGM shall be not less than 20 full members plus not less than the usual quorum of the out-going Committee.
- h. The Chairman will have the casting vote.

## 12. EXTRAORDINARY GENERAL MEETING

- a. Any full Club member may request an EGM.
- b. Such a request must be sent to the Hon. Secretary in writing, detailing the business to be discussed, and signed by not less than 20 other full members.
- c. In response, the Hon. Secretary must give notice of such EGM within 14 days of the receipt of the request, giving not less than 7 days' notice of such EGM.

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- d. A quorum at the EGM shall be not less than 20 full members plus not less than the usual quorum of the Committee.
- e. The Chairman will have the casting vote.

## 13. CLUB COLOURS

- a. The colours of the Club shall be a black vest with white and red side panels.
- b. Club colours must be worn by all competitors representing the Club at every competitive event.

## 14. CLUB FINANCES

- a. A Bank account will be held in the name of Dartford Road Runners.
- b. Cheques drawn on the account can only be signed by nominated members of the club committee.
- c. The club will not be responsible for any liabilities entered into by any members in the name of the club unless they have specific authorisation from the club committee.
- d. A monthly financial statement will be available to the club officials when required.
- e. The financial year will be 1st April to 31st March.

## 15. DISSOLUTION / AMALGAMATION

- a. In the event of amalgamation with another club, all net assets would be transferred to the new combined club or to KCAA for the benefit of athletics. The choice of these two options would be decided by a majority at an EGM or the AGM.
- b. Upon dissolution of Dartford Road Runners, all net assets would be transferred to Kent County Athletics Association (KCAA) for the benefit of athletics.

## 16. ACCEPTANCE OF THIS CONSTITUTION

- a. A copy of this Constitution can be found online at [www.dartfordroadrunners.co.uk](http://www.dartfordroadrunners.co.uk) and payment of his/her subscriptions shall be deemed as acceptance of these rules for all purposes.
- b. All members are required to abide by this constitution.