



Potters Trotters Running Club Constitution

1. Name and affiliation

The club will be called Potters Trotters Running Club (the 'club') and will be affiliated to England Athletics. As part of our affiliation with England Athletics, Potters Trotters has confirmed that it agrees to the overall UK Athletics Club Safeguarding Code of Conduct and commits to following related safeguarding policies and procedures in their entirety.

2. Club colours

The club colours will be pink vest with black flash down the sides or pink t-shirt. The club name and small logo will be printed on the back in silver grey / white. A small club logo in silver grey is printed on the front. Club colours should be worn in races when possible and must be worn in official team events.

3. Aims and objectives

- ❖ To organise a range of different sessions, which are co-ordinated by qualified leaders and coaches and planned in accordance with our health and safety principles¹
- ❖ To pass on an enthusiasm, passion and love for running
- ❖ To offer support and advice through the implementation and sharing of training plans
- ❖ To inspire women of all ages to walk, jog and run for fun, fitness and health
- ❖ To recognise the importance of exercise in relation to mental as well as physical wellbeing and provide support to members accordingly
- ❖ To give runners of all abilities the chance to participate in amateur athletics at all levels and to help them improve and achieve their running goals
- ❖ To ensure members feel welcome, represented, included in decision making, able to participate and free from discrimination, bullying, harassment and vilification²
- ❖ To encourage transparency in all discussions and plans
- ❖ To maintain regular communication with members through e-mails, regular newsletters, website and social media platforms
- ❖ To promote inclusion and encourage members to challenge discriminatory behaviour and promote equality of opportunity³
- ❖ To target and support the complete beginner of any ability and age in the local area
- ❖ To collaborate with local groups in the area and share information relating to other exercise classes that may complement running and strengthening
- ❖ Overall, to support, assist and encourage members to attend frequently, but not pressurise

4. Membership

Membership of the club is open to any women aged 18 and over, regardless of ability, experience, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Any candidate for membership must apply using the prescribed application form⁴. By joining the club, all members will be subject to the regulations of the constitution and expected to abide by the club's policies and processes and the club run etiquette.⁵

¹ See Potters Trotters Health and Safety Policy for more information

² See Potters Trotters Inclusion Policy and Potters Trotters Safeguarding Policy for more information

³ See Section 7 for Disciplinary and Grievance Processes and Policy

⁴ The membership form includes the club's privacy statement.

⁵ See Potters Trotters club run etiquette for more information.



Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

New members will normally be expected to apply for membership after a familiarisation period not expected to exceed two weeks.

Any member who wishes to resign from the club must do so in writing or by email to the Secretary (potters Trotters@yahoo.com). Any member who wishes to transfer membership to another club should also complete the steps outlined in the *switch club* section of the myAthletics portal (<https://myathleticsportal.englandathletics.org/>).

5. Membership fees

Membership fees will be set annually and agreed by the Executive/Management Committee by March 1st each year. Fees will be paid annually. Renewal date will be the 1st April and fees should be paid by 30th April. Any individual not intending to renew their membership should confirm their intention by the 25th April. Membership fees are non-refundable if a member chooses to resign their membership during the year.

6. Club management and officials

The club will be managed through the Management Committee consisting of five club officers: Club Chair, Secretary, Membership Security, Welfare Officer and Treasurer together with additional members as required, to manage specific activities of the Club. The role of treasurer cannot be combined with the role of club chair⁶. A Health and Safety lead will be identified each year. Any further committee members as agreed at the AGM. All committee members must be members of the club. The term of office shall be for one year, and members shall be eligible for re-election.

If the post of any officer or ordinary committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

- ❖ The Management Committee meetings will be convened by the Secretary of the club and held no less than *once* per year. All Management Committee members have the right to vote at meetings of the Management Committee.
- ❖ Decisions of the Management Committee shall be made by a simple majority and in the event of a tie the Chair will have the casting vote. The quorum required for business to be agreed at Management Committee meetings will be: 3
- ❖ The Management Committee will be responsible for co-ordinating club activities and running sessions; the implementation of policies, codes of practice and rules that affect the organisation of the club; health and safety activities including risk assessments; rules for allocation of any club benefits such as the club ballot place in the London Marathon.
- ❖ The Management Committee can enter into contracts for the purpose of delivering club activities
- ❖ The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

Should the normal operation of the club require suspending due to extreme events curtailing that operation, then the Management Committee shall meet to determine the interim arrangements to allow the club to operate until such time as normal operation can resume.

⁶ <https://www.englandathletics.org/clubhub/resource/treasurer-role-description/>



7. Finance

The Club Treasurer will be responsible for the finances of the club. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

All club monies will be banked in an account held in the name of the club. Any cheques drawn against club funds will hold the signatures of 2 individuals nominated by the Management Committee.

The financial year of the club will end on: *31st March*

8. Annual general meeting

Notice of an annual general meeting (AGM) will be given by the Club Secretary, with not less than 21 clear days notice to be given to all members. The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for the AGM shall be the greater of *15 members* or *30% of club membership at the time of the AGM*.

The Management Committee has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and Appeals

All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures.

The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of members or officers shall be dealt with by the Club in accordance with its discipline and appeals process:

- ❖ They be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer).
- ❖ Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint.
- ❖ If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
- ❖ Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed and a decision reached within fourteen days.

Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.



If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a two-thirds majority vote of the members present (subject to quorum requirements).

In the event of a decision to dissolve the club, a final statement of accounts shall be prepared by the club treasurer. Any remaining funds shall be split equally between three charities chosen by the club membership at the time of the dissolution.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Potters Trotters Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.