



# PENARTH AND DINAS RUNNERS

## Rules & Constitution

1. Club Membership fees are payable in advance on request on the scale published on the club website from time to time. All members are required to complete a membership form at the time of joining and annually thereafter.

2. The Club Committee has the power at their absolute discretion to grant honorary Memberships to Club Members for no more than 12 months at a time.

3a. **Adult (Full) Membership** shall be available to any person aged 18 or over.

3b. **Social Membership** is available with the following criteria:

- i: Must have previously held Full Membership for at least a year.
- ii: Cannot vote at the AGM
- iii: Social members paying £5 per annum do not accrue years to become a Life Member.
- iv: Social members may run at a social run, but if they wish to run at club nights or be included in the Castles Relays draw or the London Ballot draw then they must be full members.

4. **Life Membership:** A member who has 25 years, or more, of continuous Club membership shall automatically be made a Life Member of the Club and will no longer be required to pay the Club's annual membership fee.

'Continuous Club membership' means the payment of club membership fees over that period or being able to show that they were exempt from having to do so. Exceptions include:

a. Being Club Member of the Year

b. A female member who has had a child and asked to be exempted for a specific year.

5. Junior membership shall be available to any person aged between 16 and 18 upon the basis and understanding that a paid up adult member of the club who

a. is either the parent or guardian of the junior member

or

b. has agreed to act in substitution for the parent or guardian

runs with the junior member during club training sessions. Junior members and their parent or guardian shall be required to sign to confirm their agreement to the above.

6. No Club Member including trial Member shall be allowed to directly or indirectly discriminate against any other Club Member or trial Member or any other person on the basis of the following legally protected characteristics:

- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

7. All Club Members including trial Members accept and agree that:

They are responsible for their own safety and personal health and fitness when attending and participating in Club training sessions and social events.

They will not take part in any Club training session if they are not fit and able by reason of injury illness or condition to do so.

Additionally, when attending and participating in Club training sessions:

They are responsible for undertaking all necessary and appropriate stretches and warm-ups beforehand.

They will wear appropriate high visibility/ reflective clothing/running bibs.

They will take all appropriate care to provide for their own safety and well-being whilst running on roads pavements and tracks etc. taking appropriate care when dealing with hazards such as road vehicles pedestrians horses dogs and other animals and other road furniture.

8. All Club Members are recommended at all times whilst out running wear appropriate reflective bibs and to carry or wear an appropriate identification tag providing details of the Members name, an emergency contact number and details of any relevant medical conditions.

9. The Club shall at the discretion of the Committee run a Club championship competition(s) each year, the rules of which from time to time shall be posted upon the Club Website.

The decision of the Club Committee shall be final in relation to the running and administration of the Club championship(s).

**10. Club Championship rules:** Club vests to be worn, unless representing region, county or country. Exceptions: a) Christmas Outfits in December. b) If running for a charity. Individuals may have a Welsh Dragon on the back of a vest. Must appear in race results. Must be running for Penarth and Dinas and not appear in the results under another club. Team Captains' decision is final.

11. Race entries/numbers must not be given by Club Members to any other Club Member / person without the express prior consent of the race organiser / director. The club website, email group and social media channels can only be used for legitimate number transfers in line with specific race requirements.

12. Club London Marathon place(s) will be allocated upon the following basis:  
The same rules will apply to the London Marathon Charity Place with the addition that the successful person will be linked to the charity and wear their vest during the race.

a. The Club place(s) will be allocated by a draw of those Club Members who have applied for and been rejected for a place in the forthcoming year's London Marathon.

b. At the time they applied for a place in the London Marathon (typically in May), the applicant must have been a fully paid-up member of the Club.

c. At the time they applied for a place in the London Marathon (typically in May), the applicant must have been registered with Welsh Athletics (or an equivalent body) and have paid the appropriate fee via Penarth and Dinas Runners.

d. The Club members who wish to apply for the Club London Marathon place(s) must submit to the Committee member who is responsible for the London Marathon ballot their London Marathon rejection slip prior to the date of the draw.

e. A Club Member who has had the benefit of a Club Place in the previous 3 years will be excluded from the draw, unless they were unable to participate and the place was transferred to another person.

f. If the Club place(s) are not all allocated by the draw at 1 above then any Member(s) who have had the benefit of a Club place in the previous 3 years and who have a rejection slip for the forthcoming London Marathon shall be entitled to the Club place(s) and if there are more Members entitled than places the places shall be allocated by draw.

g. If the Club place(s) are not allocated by any of the methods above the place(s) will be allocated by a draw of all Club Members wishing to be entered therein.

h. If the successful person decides not to run the marathon in the period when it is still possible to transfer the place to another person, i.e. a reserve on the reserve list, then the place should be transferred, whether it be caused by injury or lack of motivation or for any other reason.

i. If the successful person is unable to run the London Marathon after the period for the transfer to a reserve then they should use the deferral system available and have use the place for the subsequent year.

j. The entry fee to the marathon will be paid by the successful person. (2017 £35).

### **13. Data Protection**

The Club Committee members have data on computer of the personal details including the names and addresses dates of birth and telephone and e mail addresses where provided of Club members for use in our membership and emailing list.

None of this data is available to anyone other than you and any other member with a need to access it for the Club's purposes and will be removed when you cease to be a Club member. In no circumstances whatever is any data passed on to any other person/body.

If you have any objection to data being held you are required to notify the Club Secretary in writing.

#### **14. Club Website and Social Media**

Information about Club members race times/performances and involvement in club activities and photographs of club members may be published on the club website and/or via social media.

If you have any objection to our race times/performances and involvement in club activities and photographs being published on the club website and/or via social media you are required to notify the Club Secretary in writing.

#### **CLUB NAME**

1. The club shall be called Penarth and Dinas Runners Club, with the headquarters at Cogan Leisure Centre.

#### **ASSOCIATIONS**

2. The Club shall be affiliated to any Associations which may be considered necessary by the Committee.

#### **OBJECTS**

3. The object of the Club is to encourage the pursuit of running as a sport both in terms of competition and as a pastime for all levels of ability and for the social intercourse of members.

#### **CLUB TRAINING SESSIONS**

4. The Club will meet on a Monday evening for club training sessions at times and venues determined by the Committee and such other additional dates and times as the Committee shall in its absolute discretion determine and published on the club website and social media channels.

#### **MEMBERSHIP APPLICATIONS**

5.1 All Applications for membership must be in writing providing details of the proposed applicant's name, address, date of birth, contact phone number(s) and emergency contact details.

5.2 The grant of an application for membership is at the absolute discretion of the Committee.

5.3 Every member who has joined the Club immediately undertakes to observe the Rules of the Club as issued from time to time by the Committee and published on the club website.

#### **MANAGEMENT OF THE CLUB**

6.1 The Club shall be managed by a Committee of no less than 4 and no more than 9

members comprising the Chairperson, Secretary and Treasurer and at least one other committee member.

6.2 A Chairperson, Secretary and Treasurer must be elected at the annual general meeting in each year and subject to termination of office by resignation removal or otherwise the Chairperson, Secretary and Treasurer remain in office until the next annual general meeting or a special general meeting following their election.

6.3 The Committee members must be elected at the annual general meeting in each year and subject to termination of office by resignation removal or otherwise the members of the committee remain in office until the next annual general meeting or a special general meeting following their election.

6.4 The Committee may fill any vacancy in the position of Chairperson, Secretary and Treasurer from the Committee following termination of office by resignation removal or otherwise.

6.5 The Committee may fill any vacancy in the position of Committee Member from the membership following termination of office by resignation removal or otherwise.

6.6 The Committee members shall be indemnified against risk and expense out of club property in respect of claims or losses arising out of the Committee members' proper and reasonable execution of their duties and responsibilities as Committee members.

### **MEMBERSHIP FEES**

7.1 There shall be a joining fee or annual membership fee.

7.2 All fees should be paid in advance.

7.3 Any member whose subscription is one month in arrears may be debarred from the privileges of membership and may have their membership terminated at the absolute discretion of the Committee.

7.4 The joining fee or annual membership fee will be set at the annual general meeting each year.

7.5 The joining fee or annual membership fee is non-refundable save that the Committee may at its absolute discretion refund all or part of a members joining fee or annual membership fee upon application or request by a member in writing setting out the reasons therefore.

### **ANNUAL GENERAL MEETING**

8.1. An Annual General Meeting of the club must be held in every year not later than the end of April each year and must:

8.1.1 receive and if approved adopt a statement of the club's accounts to the end of the preceding year.

8.1.2 consider and if approved sanction the club Rules.

8.1.3 appoint the club Chairperson, Secretary and Treasurer and Committee members.

8.1.4 determine the club joining fees and membership fees for the following year.

8.1.5 deal with any resolutions which have been proposed and signed by no less than 5 club members and served upon the club Chairperson Secretary and Treasurer or any committee member in writing not less than 14 days in advance of the Annual General Meeting.

8.2.1 Notice convening the Annual General Meeting must be posted upon the Club Website not less than 21 days before the Annual General Meeting setting out the time date and place of the meeting and the resolutions that the committee propose to put to the Annual General Meeting for voting on.

8.2.2 The notice of the Annual General Meeting shall invite members to put forward new or amendment resolutions in writing to be voted upon at the Annual General Meeting to be served upon the club Chairperson, Secretary and Treasurer or any committee member in writing not less than 14 days in advance of the Annual General Meeting.

8.2.3 Such resolutions shall be placed on the club website for consideration of the club membership in advance of the Annual General Meeting at least 7 days before the date of the Annual General Meeting.

8.2.4 At the Annual General Meeting the proposer of any resolution served under para 8.2.2 above shall be entitled to address the Annual General Meeting in respect of the resolution proposed and any other club members including the club Chairperson, Secretary and Treasurer or any committee members shall be entitled to speak also to the Annual General Meeting.

8.2.5 The Chairperson of the Annual General Meeting may at their absolute discretion accept proposals for amendments to the resolutions proposed and if the proposal for the amendment is accepted the amended proposal shall be voted upon along with as an alternative to the original resolution proposed.

8.2.6 All votes upon resolutions that do not alter the constitution of the club shall be carried upon a majority vote of those who vote upon the resolution at the Annual General Meeting.

8.2.7 Any member who is entitled to attend and vote at an Annual General Meeting is entitled to appoint in writing prior to the meeting another person to vote on their behalf by proxy on any resolution at the meeting such written authority to be provided on request to the Chairperson of the meeting where requested.

### **SPECIAL GENERAL MEETINGS**

9.1 A Special General Meeting may be convened at any time by the committee and must be convened within 28 days from receipt of a requisition in writing signed by not less than 10 members specifying the resolution that they wish the membership to vote upon at the Special General Meeting.

9.2 A Special General Meeting may be convened:

9.2.1 To consider and if approved sanction any duly made alteration of the club rules;

9.2.2 To deal with any resolution which the committee wishes to place before the members;

9.2.3 To remove any member or members of the committee from office and to fill any vacancy or vacancies caused by removal or

9.2.4 To deal with any resolution which the members wish to place before the members.

9.3 Notice convening a special general meeting must be posted on the club website not less than 21 days before the Special General Meeting setting out the time date and place of the meeting and the resolution(s) that the committee or members calling the meeting propose to put to the Special General Meeting for voting on.

The notice of the Special General Meeting shall invite members to put forward new or amendment resolutions in writing to be voted upon at the Special General Meeting to be served upon the club Chairperson, Secretary and Treasurer or any committee member in writing not less than 14 days in advance of the Special General Meeting.

9.4 Such resolutions shall be placed on the club website for consideration of the club membership in advance of the Special General Meeting at least 7 days before the date of the Special General Meeting.

9.5 At the Special General Meeting the proposer of any resolution served under para 9.1 or 9.3 above shall be entitled to address the Special General Meeting in respect of the resolution proposed and any other club members including the club Chairperson, Secretary and Treasurer or any committee members shall be entitled to speak also to the Special General Meeting.

9.6 The Chairperson of the Annual General Meeting may, at their absolute discretion, accept proposals for amendments to the resolutions proposed and if the proposal for the amendment is accepted the amended proposal shall be voted upon along with as an alternative to the

original resolution proposed.

9.7 All votes upon resolutions that do not alter the constitution of the club shall be carried upon a majority vote of those who vote upon the resolution at the Special General Meeting.

9.8 Any member who is entitled to attend and vote at a Special General Meeting is entitled to appoint in writing prior to the meeting another person to vote on their behalf by proxy on any resolution at the meeting, such written authority to be provided on request to the Chairperson of the meeting where requested.

### **CHAIRPERSON'S CASTING VOTE**

10. At committee meetings and at Annual and Special General Meetings the Chairperson shall preside (or where it is not possible or appropriate for the Chairperson to preside then a chairperson must be elected from those present to preside) and he or she may have a casting vote or additional vote in the event of an equality of votes.

### **QUORUMS**

11. The following numbers are required to form a quorum:

11.1 At committee meetings (except for the purposes of rule 12.6) four.

11.2 At committee meeting for the purposes of rule 12.6 half of the total members of the committee entitled to vote at the meeting.

11.3 At Annual or Special General Meetings ten.

### **CLUB RULES**

12.1 The Committee may issue or amend or revoke the Rules of the club at its absolute discretion from time to time which are not inconsistent with the club constitution to regulate the conduct and affairs of the club and the amended Rules of the club shall be effective from the date of the amended Rules of the club being published on the club website. Notice that the club Rules have been amended will be published on the club website.

12.2 It is the responsibility of Club members to keep up to date with changes to the club Rules. All club members will be deemed to have knowledge and understanding of the club Rules as issued from time to time.

12.3 The Committee may expel any member who offends against the rules of the club or whose conduct in the opinion of the committee renders him or her unfit for membership of the club.

12.4 Before any such member is expelled the Secretary must give him/her at least 7 days written notice to attend a Disciplinary Meeting of the Committee and must inform him/her of the complaints made against him/her and the reason for the member being called to the meeting.

12.5 No member may be expelled unless they have first had an opportunity to appear before the Committee at a Disciplinary Meeting.

12.6 At a Disciplinary Meeting the Committee must give the person(s) making the complaint the opportunity of stating their complaint(s) against the others member(s) and to produce such documentary evidence and call such witness evidence as the member(s) wish to in support of the complaint.

12.7 At a Disciplinary Meeting the member must be given the opportunity of stating their reply and defence to any complaints made against them and to produce such documentary evidence and call such witness evidence as the member wishes in their defence.

12.8 At a Disciplinary Meeting the Committee may make such decisions as the Committee in their absolute discretion think fit provided that any decision to expel a member from their membership shall require at least a two-thirds of the committee then present to vote in favour of the members expulsion.

12.9 Any complainant member or accused member or their spouse or partner if a member of the Committee shall not be entitled to vote on at the Disciplinary Meeting.

12.10 An expelled member forfeits all the privileges of membership and all rights against the club.

12.11 An expelled member is not entitled to any refund of their subscriptions and remains liable for their subscription for the year in which they are expelled if the subscription is unpaid.

### **ALTERATION OF THE CONSTITUTION**

13. No alteration to the club constitution may be made except by a resolution carried by a majority of at least two-thirds of the members present at an Annual or Special General Meeting notice of which contained particulars of the proposed alteration to the constitution.