WITNEY ROADRUNNERS CLUB CONSTITUTION

The Club

The Club will be known as "Witney Roadrunners".

Headquarters

From June 2021 and until further notice the Club will be based at the West Witney Sports & Social Club, Burford Road, Witney, Oxfordshire OX29 0NB.

Affiliation

The Club will be affiliated to the Athletics Association through the Oxfordshire Athletics Association and the Governing Bodies for Athletics in England.

Club Kit

The Club kit will consist of a white vest with yellow bands down each side. "Witney Roadrunners" inscribed in blue on the front and the Witney Roadrunners website address www.witneyroadrunners.co.uk inscribed in blue at the bottom on the back. Other kit based upon these colours will be acceptable in addition if they satisfy rules of various athletics associations or events and are approved by the committee.

The Committee

The members will appoint a Committee consisting of the following officers who will be subject to re-election annually -

Chairperson, Secretary, Treasurer, Junior Section Committee Member, Minutes Secretary up to 5 other ordinary committee members Race Directors (co-opted as necessary)

All posts are Honorary and other members may be co-opted by the Committee as required.

The Committee will meet a minimum of 6 times a year. A quorum of 5 will be the minimum required for a meeting to be recognised.

In the event that one of the three Club Officers, namely Chairperson, Secretary or Treasurer resigns the Committee will appoint a person to fill that position until the next AGM. This decision will be announced to the members, but should the appointment be challenged, then an EGM will be called if the necessary conditions for an EGM are met. Should the Chairperson resign the Club Secretary will take on the role until a suitable person has been appointed. (March 2006)

The Treasurer and Finance

The Treasurer is to operate Bank and Building Society accounts as approved by the Committee and is to ensure that all payments received and paid are properly accounted for and suitable records are kept. A summary of transactions and state of account are to be presented at each Committee meeting.

The Treasurer is to arrange for the accounts to be audited annually by an external auditor (currently at the end of December) or on change of Treasurer. Such an audit is to include a stock take and valuation of all kit and equipment held by the club. The audit report is to be completed in time to allow full disclosure to the members before the AGM and should formally be presented at the AGM.

Cheques are to be authorised by any two of the Treasurer, the Chairperson or the Secretary. In the normal course the Treasurer should always be one of the signatories. The Treasurer is to ensure that the relevant authorisations as required by banks or building societies are kept up to date.

The Kit Secretary (ex officio), the Juniors Committee member and organisers of club events are authorised to hold monies as required by their roles, but such sums should only be sufficient for day-to-day operations. All other sums should be held by the Treasurer.

The Treasurer will advise the Committee on the levels of membership subscriptions.

The Secretary

The Secretary is the formal recipient of correspondence to the Club and will answer such correspondence as he/she sees fit, seeking direction as required from the Committee.

Specifically, the Secretary is to -

- Maintain up to date affiliations to the various Athletics body and leagues advising the Treasurer of the funds required in payment.
- Arrange Committee meetings.
- Arrange all aspects of the Annual General Meeting or any Extra-Ordinary Meeting.
- Maintain the club information held by the various Athletics bodies and leagues.
- Ensure that all members are informed about matters that may affect the smooth running of the club and its participation in various events or organisations.
- Act on behalf of the Chairperson should he or she be absent from Club business.
- Ensure all new members are given important information about the Club on joining.
- Ensure compliance with the Data Base Protection Act concerning Members' details.

The Membership Secretary will oversee the submission of membership applications and maintaining a database of paid up members and their personal details and submit to EA for their database.

A member of the Committee will be nominated to ensure that all trophies are available for presentation to Club Members as directed by the Committee.

Junior Section Committee Member

In addition to applying to the general rules of the Club in all its junior activities the Junior Section Committee Member is to pay particular attention to -

- Ensuring that there are sufficient qualified coaches and assistants to ensure the general safety and athletics safety of all junior athletes.

- Ensuring that the Club meets its legal responsibilities with respect to the Children's Act and other legislation that is relevant to young persons.

Action on the event of the Club closing down

If the Club ceased to function as an organisation then all monies, kit and equipment held are to be forwarded to the Oxfordshire Athletics Association.

Disciplinary Guidelines

It was agreed at the 2019 AGM that Witney Roadrunners would adopt the England Athletics guidelines formally titled 'Club Discipline and Appeals Process' and 'Guidance for Disciplinary/ Appeal Hearing' en bloc.

The full text of these procedures is available on the England Athletics website, and will be used by the Club in all cases of Club Discipline, conduct and behaviour that require formal investigation.

Annual General Meeting

An AGM will be arranged in March each year by the Secretary who will give at least four weeks' notice of such an event to all members. Members may propose motions for discussion at the AGM but these must be received in writing by the Secretary at least three weeks in advance of the meeting.

All paid up members will be entitled to attend the AGM to witness presentations of the Club Accounts and reports from officers and to vote on agenda items.

Only those members who attend the meeting, or who forward their votes in writing to arrive at least one day before the meeting, are entitled to vote. There will be no proxy voting.

Extraordinary General Meeting

An Extraordinary General Meeting (EGM) will be called if five or more paid up first claim members submit such a request in writing to the Secretary who will then arrange the meeting to take place within 14 days of the receipt of such a request.

Only that matter and no others will be addressed at the meeting.

Membership

Membership is only open to Amateurs as defined by the AAA of England and to their families.

Applicants may apply for membership to the Secretary on completion of a Membership Application Form and payment of the appropriate subscription. Family membership is allowed. There is separate membership and subscription for junior members (under 18) and also for students in full time education.

Witney Roadrunners will abide by the England Athletics Code of Conduct for athletics and athletes.

Membership will run from 1st April to 31st March each year. A full subscription is required.

Members who wish to join another club should formally resign in writing in order to comply with AAA of England rules.

Life Membership. President and Life Vice-Presidents

Recommendations for such positions may be made by or through the Committee only, but approval must be given by members at the AGM. Current and new nominations are to be ratified at the AGM.

Matters which assist in the running of the Club but which are outside the formal constitution

The Committee will publish guidance which will assist in the running of the Club, such as rules for London Marathon entries, Domestic League and the award of trophies as required from time to time. However, this guidance will remain outside the formal constitution.

This constitution was approved via SPOND, July 2021.

Witney Roadrunners Committee

Original dated 7th March 2002 amended March 2006, March 2008, March 2010, March 2015, March 2018, March 2019 and July 2021.

No changes have been made to the Witney Roadrunners Constitution since 2021. It will be reviewed annually.

Signed - JOHN MCCORMAC

Chairman

27/FEB/25.

Dated :

LYN HOPKINS

Secretary

Dated : 27/2/25