WIDNES RUNNING CLUB

CONSTITUTION

1. Club Name and Colours

The Name of the Club is "Widnes Running Club" and it was established in 2016. The Club Colours shall be “Teal with supporting black”.

2. Objects of the Club

The Objects of the Club are:

- to facilitate participation in and promotion of recreational and competitive running in the area of Widnes and related sporting & social activities.
- to do all such things as the Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.

3. Ethos

The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities, and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

> *‘Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.’*

The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

4. Club Finances and Property

4.1. Accounts

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis.

The Club’s financial records shall always be open to inspection by the Committee. The Club’s Financial Year shall run from 1st April to 31st March inclusive.

The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting.

If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

The annual accounts shall be reviewed by a suitable independent person, appointed by the committee, to ensure that the statements of account are correctly prepared from, and are in agreement with, the accounting records of the club.

4.2. Bank Accounts

The Committee shall operate such bank accounts with any reputable financial institution, as they deem appropriate. Such bank accounts will operate with any three signatures from the following Club officers: Chair, Treasurer and Membership Secretary.

Each signatory shall have independent authority to transact on behalf of the club, provided that all transactions comply with the club's policies and financial guidelines. All transactions must be accurately documented and made accessible for review by the committee upon request.

To ensure impartiality, signatories must not be related by blood, marriage, civil partnership, cohabitation, or other personal relationships that could create a conflict of interest or compromise financial transparency. The Committee shall review signatory relationships periodically to maintain compliance with this policy.

4.3. Properties and Facilities

The property of the Club, other than cash at bank, shall be vested in the Trustees who shall deal with the property as directed by resolution of the Committee.

The Club's facilities shall be provided to its members without discrimination.

4.4. Application of Surplus Funds

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objectives.

The Club may also in furtherance with the objects of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis.
- Pay in good faith interest on money lent by a Member at a commercial rate of interest.

- Reimburse any Committee Member or Honorary Officer his/her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.
- Pay for reasonable hospitality for visiting teams and guests. No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

5. <u>Membership of the Club</u>

The club membership year shall run from 1st April to 31st March annually, in line with that of UK Athletics Limited. By becoming a member of the Club, every member agrees to abide by the Club's Constitution, Code of Conduct and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).

5.1. Membership Types

The Club shall have the different types of annual membership set out below. Members will enjoy the rights and obligations specifically outlined in this document.

Members must also designate themselves as either "First Claim", "Social Member" or "Second Claim" Members.

5.1.1. Ordinary Members (First Claim)

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become an Ordinary Member provided that: they are an amateur as defined from time to time by English Athletics/UK Athletics, and that they are aged over 18 at the date of their application.

Ordinary Members shall be entitled to receive notice of, attend and vote at general meetings of the Club on all club matters.

5.1.2. Second Claim

Anyone satisfying the general admission criteria (as determined from time to time by the Committee) can become a 2nd Claim member or Social Member.

Second Claim Members shall not be entitled to receive notice of, attend and vote at general meetings of the Club, or compete on behalf of the club (using EA guidelines the athlete may compete for the Club in competitions which specifically state in its rules that its competition is open to second claim members). A reduced membership rate, to be determined by the committee and reviewed regularly shall be applied.

5.1.3. Social Non-Affiliated Members

Social Members are individuals who wish to support and participate in the social aspects of the Club without active competitive affiliation. They are entitled to wear club colours at events and attend training sessions. Social Members are entitled to receive notice of, attend, and vote at general meetings of the Club, except on matters that pertain exclusively to Ordinary Members.

5.1.4. Life Members

Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. Individuals to be appointed as Life Members shall be approved by the Committee. Life Members are exempt from payment of annual club subscriptions but shall otherwise have the same rights as Ordinary Members. Subject to payment of UKA affiliation fee which shall remain their responsibility.

5.2. Conditions and Cessation of Membership

5.2.1. Membership Application

Membership of the Club shall be open to anyone over the age of 18, on application, to anyone who is interested in recreational or competitive running. Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club.

No person shall be denied membership of the Club on the grounds of race, ethnic origin, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time and accompanied by the subscription fee.

5.2.2. Conditions of Membership

The Club shall, as a condition of membership, require annual or other periodic subscription fees to be paid by Members of the Club, as determined from time to time by the Committee provided that the Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.

Ordinary Members shall pay their appropriate subscription fees into the Club's Bank Account by such date as the Committee shall prescribe each year.

Members having arrears of subscriptions of more than six weeks will have their membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including voting in any

General Meeting. Payment of a full subscription at a later date will enable the former member to be readmitted by the Committee.

5.2.3. Cessation of Membership

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.

6. Personal Risks

Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

Subject to rule 6.1 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.

6.1. Liability

Nothing in these rules shall limit or exclude liability

6.1.1. For death or personal injury caused by negligence.
6.1.2. For any loss or damage caused by criminal or fraudulent conduct; or
6.1.3. For any other liability which cannot lawfully be limited or excluded.

7. The Club Committee

7.1. EA Affiliation Requirements

England Athletics affiliation requirements in relation to committee roles will be adopted. In addition to outlining which roles should sit on the committee EA also state that:

- The Club Chair and Treasurer should not be the same person. These two roles should not be linked to individuals cohabiting/related.
- The role of Treasurer should not be connected to other roles and be independent, due to the financial nature of the position
- At least three of the people on the committee are neither related to, nor cohabiting with, other committee members

7.2. Officers

The day-to-day management of the Club shall be deputed to a Committee consisting of six honorary officers and three ordinary committee members.

The Committee consists of the following roles:

1. Chair (voting rights)*
2. Vice Chair (voting rights)
3. Club Secretary (voting rights)*
4. Membership Secretary (voting rights)*
5. Treasurer (voting rights)*
6. Welfare Officer (voting rights)*
7. Men's Captain (voting rights)
8. Ladies Captain (voting rights)
9. Running Programme Lead (voting rights)
10. President (no voting rights)

To preserve objectivity and impartiality, no two committee members may have a close personal association, such as familial, romantic, or domestic partnerships. In the event that a personal association exists between two committee members, it shall be considered a conflict of interest, and one of the associated members must forgo their voting rights for the duration of their overlapping terms. The committee will monitor and enforce this policy to ensure fair decision-making and uphold the integrity of the Club's governance.

There must also be a DBS verifier (which may be combined with another committee role)

*EA specified committee roles

7.2.1. Ex-Officio Honorary Officer (Club President)

The Honorary President of the Club shall perform duties representing the Club and may provide guidance on strategy and probity as required. The President shall be a member of the Committee in a non-voting capacity. The President shall be nominated for a three year term of office by the Committee.

7.2.2. Honorary Officers

The Honorary Officers of the Club shall be the Chair, Vice Chair, the Treasurer, the Club Secretary, the Men's Captain and the Ladies' Captain, who shall be nominated in accordance with the procedure, entitled "Election of Committee" set out below and elected annually by the Members at the Annual General Meeting.

The Honorary Officers shall remain in office after their election for a one-year term until the end of the Annual General Meeting after their election and shall be eligible for re-election.

These Officers may delegate and assign tasks to other members of the committee and Club.

7.2.3. Ordinary Committee Members

The Ordinary Committee Members shall be nominated in accordance with the procedure entitled “Election of Committee” set out below and elected by the Members at the Annual General Meeting.

The Ordinary Committee Members shall remain in office after their election for a one-year term until the end of the Annual General Meeting after their election and shall be eligible for re-election.

The ordinary committee members shall consist of: Membership Secretary and Running Programme Lead.

Ordinary Committee Members shall aid the Honorary Officers by undertaking tasks and roles to facilitate the day-to-day operation of the Club.

The allocation of these duties shall be by mutual consent between the Honorary Officers and the respective Ordinary Committee Member.

Duties may be reallocated at any time as required and may be delegated to Members of the Club.

The Ordinary Committee Member shall report to and advise the Committee on the status of such tasks.

7.2.4. Welfare Officer

The Welfare Officer shall be appointed by the Committee and shall not be subject to election by the membership. The appointment shall be made on the basis that the role requires the confidence and approval of the Committee due to its safeguarding responsibilities. The Welfare Officer shall be a voting member of the Committee for so long as they hold the position.

7.3. Election of Committee

Any First Claim Member may be nominated by any other two First Claim Members, with his/her approval, as a candidate for any of the posts of Honorary Officer or Ordinary Committee Member by notice in writing (including email) to the Secretary at least two weeks before the date of the Annual General Meeting.

A Member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only one of these posts at any time.

If a Member shall be elected to a post during the prescribed course of business, his or her name shall be deleted from all subsequent voting for the remaining elected posts at that meeting.

If the number of candidates for the post of any Honorary Officer (as each falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, ballot papers shall be prepared containing in alphabetical order all the names thus proposed:

- Every eligible Member may vote for each office with the first candidate to reach a majority elected.
- If the number of candidates for election as the Ordinary Committee Members shall be equal to or less than the number of vacancies, they shall be declared elected unopposed.
- If the number of candidates is greater than the number of vacancies, ballot papers shall be prepared, containing in alphabetical order all the names thus proposed.
- Every eligible Member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled.

7.4. Leaving Office

The office of an elected member of the Committee shall be vacated if he/she:

A. Resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
B. Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
C. Is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of England Athletics Limited or UK Athletics Limited.
D. Is asked to resign by all the other Committee members, acting together.

The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Honorary Officers until the next Annual General Meeting.

The Committee shall have the power to remove the Welfare Officer from office where it considers such removal to be necessary in the best interests of the Club. Any such decision shall require a simple majority of the voting Committee members present. In the event of an equality of votes, the Chair shall have a casting vote.

Any Honorary Officer or Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

7.5. Proceedings of the Committee

The Committee shall meet at least six times each year in person and as often as may from time to time be necessary. Any additional meetings (above six) may be held in a manner agreeable to the committee (for example using zoom or MS Teams).

6 of the voting members of the Committee shall be the quorum necessary for the transaction of business.

A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these rules.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below six in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee.

Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands.

In the case of an equality of votes, the Chair shall have a casting or additional vote.

The Committee may regulate their meetings and proceedings as they think fit. The Secretary shall maintain minutes and as soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee members for comment.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

7.6. Conflicts of Interest

Each Officer must declare the nature and extent of any direct or indirect interest which conflicts or may possibly conflict with his or her duties to the Club.

If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer must withdraw from that part of the meeting and shall not vote.

If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

7.7. Powers of the Committee

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

A. Make Club Rules and regulations to allow for the day-to-day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.
B. Operate a Member’s Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
C. Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested. The Chairman from time to time is nominated as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or

Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment.

D. Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
E. Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
F. Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
G. Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
H. Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
I. Determine how and by whom any such power shall be executed, operations effected, and documents signed or things done.
J. Appoint Members or sub-Committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time-to-time delegate to them.
K. Organise Club activities. The members of the Committee and any trustees appointed under paragraph (c) above to act as trustees shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

8. General Meetings

The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting.

Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting. At all such meetings the President or Chair, or in his or her absence a member of the Club selected by those members of the Committee present, shall take the Chair.

At all Special General Meetings, every Member shall have one vote unless disqualified from voting by the Constitution.

For all official club meetings requiring a vote, members may submit their votes either in person, via email, or through an online voting platform. The choice of voting method will be at the discretion of the committee, based on what is deemed most appropriate for the specific circumstances. The chosen voting method will be communicated to all members in advance of the vote opening to ensure clarity and accessibility for participation.

Every resolution submitted at a meeting shall be decided by a show of hands and in the case of an equality of votes, the Chair of the meeting shall have a casting vote.

The following rules shall apply to all General Meetings:

A. The quorum for a General Meeting shall be twenty Members (or 51% of the club's total membership, whichever is lower) personally present and entitled to vote. No business shall be transacted at any Special General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.
B. All resolutions (and amendments thereto) shall be put to the meeting.
C. Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.
D. Amendments may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.
E. The Chair shall deal with amendments in the strict order in which they are proposed, although he/she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed. During the course of debate the proposer of a resolution may accept an amendment to the resolution, in which case the amended resolution shall become the resolution under debate. The proposer can withdraw a resolution or amendment. The resolution shall be debated and decided by the meeting. The Chair of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

8.1. Annual General Meetings

8.1.1. Calling of an AGM

The Annual General Meeting of the Club shall be held within four months after the accounting year end date, on a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

- To receive from the committee an Annual Report, balance sheet and statement of accounts for the preceding financial year;
- To elect the Honorary Officers and the Committee and to ratify the selection of the Honorary President.
- To elect the Cross-Country Manager.
- To decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

Not less than three weeks' notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Annual General Meeting shall elect from those present a Returning Officer to oversee any elections conducted at the meeting.

8.2. Special General Meetings

8.2.1. Calling of a Special General Meeting

Not less than three weeks' notice of a Special General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Secretary shall, on the requisition in writing (including email) of not less than ten Members entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt by him/her of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting.

9. Interpretation of Club Constitution and Rules

The Constitution may be added to, repealed, or amended by resolution at any Annual or Special General Meeting carried by a majority of at least two-thirds of the Members voting thereon.

The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules.

The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in a Special or Annual General Meeting.

10. Dissolution of the Club

If at any Special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further Special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened Special General Meeting. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities. Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics, or to UK Athletics Limited for use in community-related road running initiatives ,or to a charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.

11. Club Disputes and Complaints

The club has agreed to adopt English Athletics guide to managing club disputes and complaints and follow their published grievance and disciplinary processes which can be found here:
https://www.englandathletics.org/clubhub/resource/club-guide-managing-disputes

Appendix 1: Club Operational Rules

A1. Safeguarding

The club adopts the recommended UKA guidance on safeguarding. Any safeguarding concerns must be reported to a Welfare Officer via their email address welfare@widnesrunningclub.com.

If the safeguarding concern involves a Welfare Officer, it must be reported directly to UKA here:
https://www.uka.org.uk/submit-a-concern

Further information on safeguarding can be found here:
https://www.uka.org.uk/governance/safeguarding_2021

A2. Club Championship Rules

The club championship rules are as determined by the Club Captains and the Committee and are reviewed annually.

A3. Cross Country Leagues

The club will endeavour to become affiliated in local Cross Country leagues when appropriate to do so. Once we have done so, rules of intra- club championships will be determined.

A4. Off Road Running

The club will endeavour to have an Off-Road Running section. Once set up, rules of intra-club championships will be determined.

A5. **London Marathon Places**

As the Club is affiliated to England Athletics Limited, it is entitled to receive a number of entry places into the London Marathon each year. These places will be allocated to club members via an open ballot.

Entry into the ballot is open to those members who have been first claim members since the cutoff date of continued membership as specified by UKA in the year prior to the actual London Marathon race date.

Members are required to forward their “rejection slips” to the Club Secretary no later than 24 hours before the date of the ballot.

The following will render a club member ineligible to enter the club ballot for the prescribed period as stated.

- Racing in the London Marathon under:
    - A club ballot place.

Prescribed period for ineligibility: Permanent following the member’s London Marathon race date.

In the event that there are insufficient rejection slips to fill the available places, all the rejection slips entered into the ballot shall receive the club places.

Any remaining club places shall then be allocated in an open ballot of any members expressing an interest in accepting a club place.

Declaration The Club duly adopted these Rules as its governing document on (09/07/2026)	
Signed:	(Paul Busow - Chair)
Signed:	(Penny Worthington - Secretary)