

HOGWEED TROTTERS

CLUB RULES/CONSTITUTION

1. Name

The club will be called the HOGWEED TROTTERS and will be affiliated to England Athletics (EA), the Association of Running Clubs, Avon Athletic Association, and the British Triathlon Federation.

2. Aims and Objectives

The aims and objectives of the club will be:

To offer a welcoming and supportive club environment in which everyone can enjoy their sport.

To ensure a duty of care to all members of the club.

To treat all members fairly and equally.

To offer coaching and competitive opportunities in road and trail running.

To promote running in the South Gloucestershire and Bristol area. The club will extend a welcome to members of all standards and be open and inclusive. The club will adopt best practice in fairness, equal opportunities and equity in running.

Membership of the club shall be open, on application, to anyone aged 18 or over, interested in recreational or competitive running, regardless of sex, age, ability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

3. Membership

Membership shall consist of officers and members of the club.

Membership of the club shall be confined to amateurs as defined by United Kingdom Athletics (UKA)

All persons training with the club will be expected to join by paying their membership fee and completing a written form after a maximum of four sessions.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

All members will be enrolled as full members or, if they are already a member of a club affiliated by England Athletics, second claim members.

All members agree to take an active role in the regular function of the club to the benefit of all other members, e.g. supporting at club events, helping with the maintenance of the clubhouse, participating in the committee if and when requested, looking after new members.

The club will store and process all members' personal data in accordance with its privacy policy a copy of which is on the club website.

4. Cessation of Membership

Membership of the Club shall terminate if:

4.1 The member dies.

4.2. The member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children);

4.3. The member resigns by notice in writing to the club by giving at least seven days' notice in writing to the club provided that upon such resignation the number of members is not less than one.

4.4. The member is in arrears to the club and his or her subscriptions or any other payments are one month overdue.

4.5. The Member is removed from membership by a resolution of the Management Committee as a result of application of the club's disciplinary policy.

4.7. Any person ceasing to be a member forfeits all rights in relation to and claims upon the club, its property and its funds and has no right to the return of any part of their membership fee. Without prejudice to the foregoing, the Management Committee may refund an appropriate part of a resigning member's membership fee if it considers it appropriate in all the circumstances.

4.8. In the event of a member's resignation or expulsion, his or her name shall be removed from the club's register of members.

5. Honorary Life Membership

A special category of Honorary Life Membership exists within Hogweed Trotters. A proposal for someone to be considered for this category of membership can be made by any full member, such proposal to be ratified by the Committee and agreed by members at an Annual General Meeting (AGM).

5. Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at an AGM or Extraordinary General Meeting (EGM).

Membership fees will be paid annually. The membership year will run from 1st April to 31st March.

Registration as a "competing member" with EA is optional for Hogweed Trotters members. A fee, additional to the membership fee is payable for registration to EA.

6. The Management Committee

The Management Committee will be comprised of officers of the club and committee members. The officer positions are:

Honorary President

Chair
Secretary
Membership Secretary
Vice Chair
Club Coach
Treasurer

In addition to the above specific positions there are a maximum of five other committee member positions.

All members of the Management Committee will be elected annually at the AGM. All Management Committee members will retire each year but will be eligible for re-appointment. In the event of any Committee position being oversubscribed, election will be determined by vote/ballot.

To be eligible for the role of Chair, Vice Chair or Treasurer the candidate must secure a majority vote of the Management Committee at the time of proposal for the role.

All members of the Management Committee will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Club Secretary and held no less than four times per year.

The quorum required for business to be agreed at Management Committee meetings will be five.

All decisions will be by a majority vote. The Chair shall have a casting vote in the event of a tie.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members. The Management Committee will be responsible for taking any action of caution, suspension, expulsion or discipline following such hearings.

All Management Committee members agree to take an active role in the ongoing organisation and function of the club such as club notices, housekeeping and securing the clubhouse, looking after new members and managing the purchase and sale of club kit. Also, to organise and help with club events such as the Hogweed Trot, Hogweed Hobble, Cotswold Way Relay, social functions and social runs.

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer and Chair will be responsible for the finances of the club.

The financial year of the club will end on the 31st of October.

An audited statement of annual accounts will be presented by the Treasurer at the AGM.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

8. Annual General Meetings

Notice of the AGM will be given by the Club Secretary.

A minimum of 28 clear days' notice of the date, time and venue of the AGM must be given to all members.

Notice of any business which a member desires to be placed on the agenda must be given to the Club Secretary at least 14 days prior to the AGM.

The AGM will receive a report from the officers of the Club and a statement of the audited accounts.

Nominations for election to the Management Committee must be sent to the Club Secretary prior to the AGM. These must be nominated and seconded by club members, usually at least 14 days prior to the AGM. Elections of the Management Committee are to take place at the AGM.

All full members have the right to vote at the AGM.

The quorum for AGMs will be 30 full members.

The Management Committee and others or twelve club members have the right to call an EGM outside the AGM. Procedures for EGM's will be the same as for the AGM.

9. Club Colours

The colours of the club shall be sky blue vest/t shirt with navy blue and white trim.

Club colours should be worn by all competitors representing the club at all competitive meetings with the exception of charity events.

10. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary at hogweedsecretary@gmail.com.

The Management Committee may exclude the member from the club's premises until a meeting of the Management Committee has considered the matter. The member shall be entitled to attend the meeting in question for the purpose of making representations to the Management Committee. The meeting to take place within 14 days of receipt of the complaint unless exceptional circumstances apply.

The Management Committee shall have the power after due consideration of the facts to caution, suspend or expel any member who in the opinion of the Management Committee (based on majority decision) has been found guilty of misconduct, for example:

Behaviour contrary to the constitution.

Being discourteous to another club member.

Any member cautioned, suspended or expelled will have the right to appeal to the Management Committee at a meeting called at the members request not later than 14 days from the date of the Management Committee ruling.

11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership, either present or by postal vote.

In the event of dissolution, any assets of the club that remain after all debts have been met, will be donated to a registered charity or charities to be used in the furtherance of running in the county. Such charity or charities to be determined at the AGM or EGM called for the dissolution of the club.

12. Amendments to the constitution

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

13. Declaration

The HOGWEED TROTTERS hereby adopts and accepts this Constitution as a current operating guide regulating the action of members.

SIGNED: James Rennie
NAME: JAMES RENNIE
DATE: 31/10/2022

Club Chair

SIGNED: J. K. Boynes
NAME: JULIE BOYNES
DATE: 31/10/2022

Club Secretary

Hogweed Trotters Constitution 31/10/2022