



Islwyn Running Club Constitution and Rules

1. Interpretation of the Club Constitution and Rules

- 1.1. This constitution shall only be changed through agreement by majority vote at an Annual General meeting (AGM) or Emergency General Meeting (EGM.)
- 1.2. The Management Committee shall be the sole authority for the interpretation of the constitution and rules.
- 1.3. The decision of the Committee on any such interpretation shall be binding on all members except if directed by the club at an AGM or EGM.

2. Name of Club / Title

- 2.1. The Club will be called Islwyn Running Club (Hereinafter will be referred to as 'the Club') and may also be known as IRC. Islwyn Running Club will be affiliated to Welsh Athletics.

3. Aims and Objectives

- 3.1. The aims and objectives of the Club will be:
 - To encourage the practice, promotion, development, and participation of athletics locally and in the wider community.
 - To offer coaching and competition opportunities for members.
 - To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
 - The Club shall cater for the following athletics disciplines: Road Running, CrossCountry Running, Fell and Mountain Running, and Trail Running.
 - To ensure a duty of care to all members of the Club.
 - To provide all services in a way that is fair to everyone.

4. Membership

- 4.1. Membership of the Club shall be open to persons who are amateurs as defined by UK Athletics / Welsh Athletics at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available resources and facilities is allowable on a nondiscriminatory basis.
- 4.2. The age of club membership shall be open to those 16 years and over.
- 4.3. The membership shall consist of the following categories:
- Senior Member
 - Life Member
 - Honorary Member
- 4.4. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and the Codes of Practice/Behaviour that the Club has adopted.
- 4.5. Members in each category will pay membership fees, as determined at the Annual General Meeting.
- 4.6. Renewal of membership fees are due between 1st January and 31st March of each year.
- 4.7. Renewal fees not paid by 31st March will result in lapsed membership and the individual will not be eligible for associated benefits.
- 4.8. New members may join at any given point throughout the year.
- 4.9. 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.
- 4.10. A member will wear the official club colours when representing the Club in competitions.

- 4.11. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers, the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.

5. Membership - Resignation

- 5.1. Any member wishing to resign from the Club must do so in writing or by email to the club Secretary.
- 5.2. Resignation shall be considered by the Club Committee within one calendar month of receipt and will be held as effective from the date of tendering.
- 5.3. Resignations will not be accepted if the member is financially indebted to the Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.

6. Membership - Appointing Life and Honorary members

- 6.1. Life and membership will ordinarily be granted only in recognition of a significant personal contribution to the club's affairs.
- 6.2. Honorary Membership will ordinarily be granted only in recognition of significant personal contribution to the club.
- 6.3. The total of life and honorary members is not limited, but a maximum of five memberships may be granted in one financial year.
- 6.4. Individuals to be appointed as life or honorary members shall be proposed and elected at a Committee meeting and must have the support of two thirds of the voting members present.
- 6.5. Life and honorary members are exempt from paying annual subscriptions but shall still be required to pay Welsh Athletics subscriptions and will otherwise have the same rights as ordinary members.

7. Membership Eligibility - London Marathon Club Ballot

- 7.1. Membership of club for one FULL membership year (1st April to 31st March)

- 7.2. Must have entered the main marathon ballot and produce letter/email of rejection to be eligible to enter club ballot.
- 7.3. Renewed membership for the year of the marathon must be paid prior to entry details being submitted.
- 7.4. Prior to registration club secretary to confirm with successful ballot members that relevant entry details are correct.
- 7.5. Club Secretary will provide registration procedure from London Marathon for club ballot places
- 7.6. It will be the responsibility of the club member to complete registration for the London marathon.

8. Membership – Club Relays

8.1 Athletes transferring their Welsh Athletics affiliation to Islwyn Running Club shall not be prioritised for selection in relay events for a period of **three months** from the official date of transfer.

During this three-month period, transferred athletes may be considered for selection only where selected athletes withdraw or where team composition requires additional runners.

In such circumstances, the **Club Captains and/or Team Selectors** shall have delegated authority from the Committee to select recently transferred athletes, provided that all standard selection criteria are applied consistently.

All relay selections shall be made in accordance with the Club's principles of fairness, transparency, and competitive integrity.

9. Membership – Data Protection

The club (IRC) is committed to protecting the personal data of its members and ensuring compliance with data protection laws, including the General Data Protection Regulation (GDPR).

8.1. Personal data will be collected and used solely for the purposes of managing club activities, membership administration, and communication with members. Only data that is necessary for the club's operations will be collected and processed.

8.2. Members' consent will be obtained for the collection and use of their personal data.

Consent will be informed, freely given, and can be withdrawn at any time

- 8.3. Members are required to keep their Welsh Athletics information up to date to ensure the Club holds personal data that accurate and up to date.
- 8.4. The Club shall not be held responsible for any inaccuracies in the information it holds that are due to incorrect or inaccurate data provided by Welsh Athletics or Club Members.
- 8.5. Personal data will be stored securely, with appropriate technical and Organisational measures in place to prevent unauthorised access, loss, or damage.
- 8.6. Access to personal data will be restricted to authorised personnel only.
- 8.7. Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected. Once no longer needed, data will be securely deleted or anonymised.
- 8.8. Members have the right to access their personal data and request corrections if the data is inaccurate or incomplete.
- 8.9. Members can request the erasure or restriction of their personal data under certain conditions.
- 8.10. Members have the right to receive their personal data in a structured, commonly used, and machine-readable format.
- 8.11. The club will promptly address any data breaches. Members will be notified of any breaches that may affect their personal data.
- 8.12. The club will ensure that any third-party processors engaged to handle personal data on behalf of the club comply with data protection laws and have appropriate safeguards in place.

10. Equality and Diversity

- 9.1. The Club is committed to ensuring that equality is incorporated across all aspects of its development.

- 9.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
- 9.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- 9.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 9.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- 9.6. The Club will actively promote inclusive practices and ensure that all activities, events, and communications are accessible to all members, including those with disabilities.
- 9.7. The Club, where practicable will provide regular training and education on equality and diversity issues to all members, ensuring that everyone understands their responsibilities and the importance of these principles.
- 9.8. The Club will regularly monitor and evaluate its equality and diversity practices to ensure they are effective and make improvements where necessary.
- 9.9. The Club will establish clear and confidential reporting mechanisms for members to raise concerns or incidents related to discrimination or harassment.
- 9.10. The Club will work in partnership with relevant organisations and bodies to promote equality and diversity within the wider community.

11. Management Committee

The affairs of the Club shall be conducted by a management committee consisting of nominated Club Officers and Ordinary Members. The committee shall not exceed 16 members.

- 10.1. The management committee shall consist of members who shall be elected at the Annual General Meeting. Other such persons may be co-opted onto the management committee as required.

- 10.1.1. Club officers shall consist of the following roles:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Membership Secretary • Social Secretary
- Social Media Secretary
- Female Captain
- Female Vice Captain
- Male Captain
- Male Vice Captain

10.1.2. The ordinary Committee members shall be elected by members and attend Committee meetings and not exceed five in total.

10.1.3. The Honorary Life President shall be appointed by the Committee and be ratified by members of the club at the AGM. The Honorary Life President does not need to be nominated annually or seek re-election.

10.1.4. The Honorary President of the club shall perform duties representing the club and may provide guidance on strategy and probity as required.

10.1.5. The Honorary President shall be invited to attend committee meetings by either the Chair or Club Secretary and not be entitled to vote.

10.2. A member may nominate themselves (with exception of the Honorary Club President) as a candidate for any post on the Management Committee by notice in writing to the Club Secretary in advance no later than one week prior to the AGM.

10.3. All posts will be voted on at every AGM.

10.4. If the number of candidates for any post is only one, then that candidate shall be elected unopposed. In the event of more than one candidate per post, then a ballot of members in attendance at the AGM shall be undertaken and majority vote carried.

10.5. All committee members must be members of the Club.

10.6. The term of office shall be for one year, and members shall be eligible for reelection.

- 10.7. 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.
- 10.8. Any elected member can only hold one Committee post at any one time. If a member has been nominated for a subsequent post after already being successfully elected to a post, then his/her name shall be withdrawn from the subsequent vote.
- 10.9. The management committee will be responsible for adopting new policies, codes of conduct / practice / behaviour and rules that affect the organisation of the Club.
- 10.10. The committee will have powers to co-opt and appoint any advisers to the committee as necessary to fulfil its duty and business effectively.
- 10.11. The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- 10.12. The committee meetings will be convened by the Chairperson of the Club and be held at an interval of one meeting per calendar month.
- 10.13. Only the management committee above will have the right to vote at committee meetings.

12. Management Committee - Role

The Management Committee shall be responsible for the management of the club and shall have the authority to:

- Make club rules and regulations to allow for the day-to-day operation of the club and its activities.
- Operate a member's welfare policy in accordance with the policy and procedures of UK/Welsh Athletics.
- Appoint any person(s) to accept and hold in trust for the club any property belonging to the club or in which it is interested.

- Make and give receipts, releases, and other discharges for any amount payable to the club and for claims and demands of the club.
- Invest, place on deposit and deal with any finances of the club.
- 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 clubs banking accounts
- 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.
- Pay all costs and expenses of, and incidental to, any of the aforementioned matters.
- Determine by how and whom any such power shall be executed, operations affected, and documents signed, or things done.
- Organise club activities as a whole Committee or as an elected Sub Committee.
- Upon receipt to the Club Treasurer, members of the Committee 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.

13. Management Committee - Meetings

12.1. Requests for agenda items by club members can be made to any member of the management committee. Any other business will always be on the agenda for ordinary meetings, but AGMs will be strictly agenda led.

12.2. The following rules shall apply to all ordinary meetings:

- All resolutions and amendments shall be put to the meeting.
- Resolutions may be taken from the agenda or any other business.
- Amendments may be proposed at any time during the meeting and shall be captured in the agreed Actions/Minutes.
- The Chair shall deal with amendments in strict order.
- A subsequent amendment cannot be proposed until the existing has been dealt with.
- If the amendment is positively voted in the new resolution shall become effective until a further amendment is passed.

12.3. At all meetings, the Chair will preside, in his/her absence the Vice Chair will take over. If both are absent the Secretary will oversee committee meetings.

- 12.4. At least two thirds of the elected members need to be in attendance of monthly members meetings, to enable the meeting to be quorate and voting legal. All Committee members are eligible to vote on matters.
- 12.5. Questions arising at any meeting shall be determined by a simple majority vote illustrated by a show of hands. In the case of equal votes the Chair shall have the casting say.
- 12.6. Minutes of meetings will be taken and be available to members on request from the Secretary.
- 12.7. A proposer of an amendment may withdraw their proposal at any time during the meeting.
- 12.8. The Committee will hold a minimum of two open meetings each calendar year for members to attend should they wish. Confidential or sensitive issues will not be discussed during these meetings.
- 12.9. The Committee may invite non-members to address the meeting as guests.
- 12.10. Any concerns, issues, and general complaints (not in relation to another member) can be raised to one of the club officers and should not be shared publicly on any social media pages. The Committee will endeavour to address this issue at the next scheduled Committee meeting.

14. Management Committee - Leaving Office

The office of an elected member of the Committee shall be vacated if they:

- Resign at any time by notice in writing to the Secretary and such resignation will take effect immediately.
- Ceases to be a member or is excluded or suspended from the club for disciplinary reasons.
- Is suspended from holding office or taking part in any activity related to the administration or management of a club by a decision of the WA.
- Is asked to resign by the majority of the other Committee members.

The Committee may appoint a stand in temporary Committee member to any vacated post until the next AGM. This casual member will stand down at the next AGM but may stand for reelection as a permanent member of the Committee, conducting his/her previously temporary role.

15. Management Committee – Unprecedented Events

An event or situation that is not covered under the rules of the club or constitution and therefore not within the management committee remit shall be deemed as unprecedented and presented to the membership to vote on via an Emergency General Meeting (EGM).

16. Finances

- 15.1. The Club treasurer will be responsible for the finances of the Club.
- 15.2. The financial year of the Club will run from 1st April and end on 31st March.
- 15.3. All club monies will be banked in an account held in the name of the Club.
- 15.4. An independently verified statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 15.5. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- 15.6. No action involving expenditure in the name of, or on behalf of, the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution committee.
- 15.7. The Club operates as a not-for-profit organisation and all surplus income, or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
- 15.8. If the accounts are not accepted an impartial accountant may be appointed to investigate member's concerns.

17. Properties and Facilities

- 16.1. The club's facilities and equipment shall be provided to its members without discrimination.
- 16.2. The club may also in furtherance with the objectives of the club:

16.2.1. Sell and supply food, drink, and related sports equipment and clothing.

16.2.2. Remunerate members for providing goods and services, providing such arrangements are agreed by the Committee.

16.2.3. Pay for reasonable hospitality for visiting teams and guests.

16.3. No member shall be paid a salary, bonus fee or other remuneration for competing for the club.

18. Finance - Charity Sponsorship

By sponsoring a charity, the Islwyn Running Club aims to make a positive impact on the community and support important causes and is dedicated to giving back to the community and supporting charitable causes. To this end, the club will:

- Each year, the club will select a charity to support which will be done through a member vote.
- The club will support fundraising initiatives and activities throughout the year to raise funds for the selected charity. These may include charity raffles, auctions, and social events.
- The club will actively promote the chosen charity and its mission through club communications, social media, and at events, raising awareness among members and the wider community.
- A portion of the proceeds from designated fundraising events will be donated to the selected charity. The management committee will determine the amount and frequency of donations.
- Members are encouraged to participate in fundraising activities, volunteer their time, and contribute ideas for supporting the charity.

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19. Finance - Sponsorship and Fundraising

The club is committed to raising funds to support its activities and enhance the experience of its members. To achieve this:

- The club will host various fundraising events throughout the year in the form of organised running events and social events to generate funds for club activities and initiatives.

- The club will actively seek sponsorships from local businesses and organisations. Sponsors will be acknowledged in club communications and at events, providing them with valuable exposure.
- The club (when applicable) will apply for grants from relevant bodies to support specific projects and initiatives that align with the club's objectives.
- Members are encouraged to contribute to fundraising efforts by participating in events, promoting club activities, and suggesting new fundraising ideas.
- All funds raised will be managed transparently, with regular financial reports provided to members.

The use of funds will be aligned with the club's objectives and approved by the management committee.

20. Annual General Meetings and Extraordinary General Meetings

General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

19.1. The Club shall hold the Annual General Meeting (AGM) in the month of April to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chair and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect members of the management committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

19.2. Notice of the AGM will be given by the Club secretary with at least 21 days' notice to be given to all members.

19.3. Nominations for officers of the committee will be sent to the secretary prior to the AGM.

19.4. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

19.5. All members in attendance have the right to vote at the AGM.

- 19.6. The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- 19.7. An Extraordinary General Meeting (EGM) can be called by an application in writing to the Secretary supported by at least 30% of the members of the Club.
- 19.8. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- 19.9. The business which may be conducted at an EGM may be one or more of:
- Removing all of or any of the officers or committee members of the Club and filling vacancies thereby caused
 - Changes to or altering the rules outlined in this constitution
 - Dissolving the Club
- 19.10. All procedures at EGMs shall follow those outlined above for AGMs.

21. Amendments to the Constitution

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

22. Discipline and Appeals

- 21.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of members (including but not restricted to children, young people, and vulnerable adults) will be recorded and responded to swiftly and appropriately in accordance with Disciplinary Procedure (see section 22).
- 21.2. The Club Welfare Officer(s) is the lead contact for all members in the event of any welfare concerns.
- 21.3. All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Welfare Officer.
- 21.4. The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

21.5. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

21.6. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 working days of the Secretary receiving the appeal.

23. Disciplinary Procedure

The club shall not tolerate the physical or mental abuse, harassment, discrimination, or defamation of any of its members during or subsequent to club events. Any member may be disciplined or excluded from membership of the club if their conduct has been prejudicial to the interests of the club. Exclusion shall be agreed by resolution of a majority of at least two thirds those present and voting at a properly advertised and convened meeting.

Any member who makes a complaint about another member will need to follow the process as set out below:

- Complaints should be made to one of the Welfare Officer(s) in writing to **islwynrcwelfare@gmail.com**.
- A written acknowledgement of the complaint will be sent to the complainant.
- Complaints will be passed onto the Secretary, Chair and Vice Chair.
- Welfare Officer(s) to meet with concerned parties.
- Welfare Officer(s) to feedback to Committee following a meeting (where appropriate and needed).
- If no resolution has been reached the complaint will be escalated to the Committee.
- The Chair, Vice Chair or Welfare Officers may take advice from relevant bodies where necessary.

22.1. The Committee will meet to hear complaints within 21 working days of a complaint being shared with the Welfare Officer.

22.2. The Committee has the power to take appropriate disciplinary action including the termination of membership.

22.3. On receipt of any concern or complaint against a member then one month's notice of any disciplinary meeting will be given.

22.4. At any disciplinary meetings individuals shall have the right to attend and defend themselves but will have no voting rights and will not be in the room during any voting action.

22.5. Any member disciplined or excluded shall have the right to appeal. The appeal will be decided by three arbitrators (one chosen by the Committee, one chosen and paid for by the appealing member and a third chosen by the two arbitrators). In the event of the two original arbitrators failing to agree on the third, WA will appoint them. Such arbitrators will uphold or reject the disciplinary or excluding action and their decision will be final.

22.6. The outcome of any disciplinary meeting shall be notified in writing to the complainant and the member against whom the complaint was made within 7 working days of the meeting by the Welfare Officers.

24. Indemnity

23.1. The members of the committee shall not be liable (otherwise than the members) for any loss suffered by the Club as a result of the discharge of their respective duties.

23.2. The members of the management committee shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

25. Dissolution

24.1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

24.2. The dissolution shall take effect from the day when the resolution is passed, and the committee shall be responsible for the winding up of the assets and liabilities of the Club.

24.3. In the event of dissolution, all debts should be cleared with any remaining club funds. Any assets of the Club that remain following this will become the property of Welsh Athletics

26. Declaration

25.1. Islwyn Running Club (IRC) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	