



East End Road Runners' Constitution and Terms of Reference

1. Name

The club is called East End Road Runners (EERR) and is affiliated to England Athletics (2659155).

2. Aims and objectives

The aims and objectives of the club are:

- To offer coaching and competitive opportunities in track and road running.
- To promote fitness and wellbeing within the local community.

In doing this, the club will:

- Provide all its services in a way that is fair to everyone (see the club's Equal Opportunities Policy).
- Ensure a duty of care to all members.

3. Membership

All¹ members of EERR will be registered athletes with England Athletics. The membership of the club will consist of "first claim" and "second claim" members. The members will be subject to the constitution and by joining the club will accept the club's regulations and codes of conduct.

EERR is an equal opportunities club and membership is open to everyone irrespective of background or fitness/running ability. However, the Committee holds the right to refuse membership to individuals who, for good reason, it considers may disrupt the otherwise smooth running of the club.

4. Fees

Membership fees (for new and renewing members) will be set annually and agreed by the Committee. Membership fees will be due in March/April each year by a deadline agreed by the Committee.

Track fees will also be set annually and agreed by the Committee. They will be payable weekly and/or in advance.

¹ In exceptional circumstances, the Committee will consider (on a case-by-case basis), having members who are not registered with England Athletics.



5. Committee

The club will be managed by a Committee consisting of strategic and operational posts. The strategic posts, which will be elected by the membership of EERR annually, include:

- Chairperson
- Club secretary
- Treasurer
- Membership secretary (inc. membership strategy)
- Welfare officer(s)
- Training coordinator (inc. leader/coach development)
- Volunteer coordinator

The strategic committee will be responsible for setting overall direction for the club and making decisions on the club's policies, rules and training strategy.

The club secretary will convene meetings of the strategic committee to take place no less than four times a year. However, decisions may be made on a more regular basis, using the most appropriate forum, as long as a quorum of at least 50% of post holders is in agreement (if more than one person shares a specific post, only one will be eligible to vote).

Operational posts, which are appointed by the strategic committee, have delegated authority for completing tasks and projects that contribute to the day-to-day effective running of the club. The posts may include, but are not limited to:

- Newsletter editor
- Social media and press officer
- Race secretary
- Website developer/editor
- Results lead
- Social secretary
- Track night meet and greet officer (inc. subs collector/kit distributor)
- Elvis coordinator (seasonal)
- EERR Elvis Race Director (seasonal)
- Spitfire coordinator (seasonal)

The Chairperson will define the scope and eligibility requirements for all of the roles with appropriate input from the strategic committee.

The club secretary will convene a meeting of the whole committee (strategic and operational posts) at least once annually.

The Committee reserves the right to create additional operational posts and sub groups for specific tasks as/when required.



6. Annual General Meeting

Notice of Annual General Meetings (AGMs) will be given by the club secretary to members at least 21 days ahead of the proposed date.

The purpose of the AGM will be to review achievements over the past year, discuss and vote on key changes that may need to be made, thank the Committee and others for their work in the past year and elect members to strategic committee posts for the upcoming year.

The AGM will receive a short report from Committee members and a statement of the accounts from the treasurer.

The way by which members can nominate themselves for committee posts and items for discussion/vote at the AGM will be set out clearly in advance of the AGM.

Elections to strategic posts on the Committee will take place at the AGM. All members have the right to vote.

The quorum for AGMs will be 25% of the membership.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

7. Volunteering

The club has a points system for encouraging and rewarding volunteer activity (including all post holders on the Committee). The rules for the system will be published and any significant changes will be agreed at the AGM.

8. Finance

All club monies will be banked in an account held in the name of the club. The treasurer will be responsible for the finances of the club.

Any spend in excess of £100 will require sign off by a quorum of the strategic committee. Any spend below £100 will require sign off by the chairperson and the treasurer.

The financial year of the club will end on 31 March.

A statement of annual accounts will be presented by the treasurer at the AGM.

9. Discipline and Appeals

If members have concerns about the behaviour of other member(s) they are encouraged, in the first instance, to speak to the welfare officer or chairperson.



Any formal complaints regarding the behaviour of members should be presented and submitted in writing to the club secretary.

The strategic committee will hear complaints within 7 days of a complaint being lodged. The strategic committee has the power to take appropriate disciplinary action including the termination of membership.

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.

There will be the right of appeal to the strategic committee following disciplinary action being announced. The strategic committee should consider the appeal within 7 days of the club secretary receiving the appeal.

10. Dissolution

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

In the event of dissolution, any assets of the club that remain will become the property of England Athletics.

11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote of members.

12. Additional policies and guidance

This Constitution is complimented by additional guidance and policy documents, which aim to support the health, safety and wellbeing of members and the smooth running of the club. They may include, but are not limited to:

- Equal opportunities policy
- Data protection policy
- Code of conduct for coaches and leaders
- Code of conduct for members
- Guidance on social media use
- Guidance on headphone use
- Volunteer system rules

Where possible (and relevant) the club will base its guidance and policies on those recommended by England Athletics. All documents will be reviewed regularly by the Committee and displayed clearly on the club's website.



Declaration

East End Road Runners hereby adopts and accepts this constitution as a current operating guide.

Name: Jamie Zucker

Position: Chair

Name: Shirley Sceats

Position: Club secretary

Name: Vanessa Lawrence

Position: Treasurer

Name: Leena Choi

Position: Membership secretary

Name: Catherine Apps

Position: Welfare officer

Name: Charissa Taylor

Position: Training coordinator

Name: Callum Willward

Position: Volunteer coordinator

Date:

