

Constitution

ARTICLE I: NAME

- (i) The name of the club is Headington Road Runners.

ARTICLE II: ADDRESS

- (i) The Headquarters of the club is the OXSRAD Sport and Leisure Centre, Court Place Farm, Marsh Lane, Marston Oxford, OX3 0NQ. The club postal address is Headington Road Runners, c/o OXSRAD Sport and Leisure Centre, Court Place Farm, Marsh Lane, Marston, Oxford OX3 0NQ.

ARTICLE III: STATEMENT OF PURPOSE

- (i) The club seeks to promote amateur athletics by:
 - a. Providing appropriate training, coaching and competition for its members
 - b. Publicising its aims and achievements to the community
 - c. Organising running events and encouraging a wider participation in athletics.

ARTICLE IV: MEMBERSHIP

- (i) Application for and Commencement of Membership. Membership of the club is open to all, aged 18 and over, of Amateur status as defined by the UK athletics governing body. A candidate for membership must apply in writing on a form provided for the purpose. Membership dates from the receipt of the completed form and the payment of the appropriate membership fee to the satisfaction of the membership secretary.
- (ii) Membership Fees.
 - a. The annual membership fee is payable on application and subsequently to be renewed on 1st March each year.
 - b. The membership fee is non-refundable.
 - c. The annual membership fee shall be reviewed by the committee each year and any increase must be approved by resolution at the AGM, with the exception of any increase in the England Athletics affiliation fee (see article X).
- (iii) **Resignation:** Whilst their membership is valid, any member intending to resign from the club shall give notice in writing to the Membership Secretary, and their membership will terminate on that date unless they are financially indebted to the Club, in which case the committee will withhold acceptance of the resignation until they have discharged their liability.
- (iv) **Grievance and Discipline Policy:** Any complaints of misconduct regarding the behaviour of members shall be presented in writing to the Club Secretary (and where the matter relates to the Club Secretary, the complaint shall be submitted to the Welfare Officer). The complaint shall be investigated by the general committee who shall appoint a sub-committee from among its members for that purpose. If a serious offence is found to have been committed or the club has been brought into disrepute, the member may be given a written warning or may be expelled from the club. The member may appeal against such a decision, and this appeal shall be heard by members of the committee who were not part of the original investigation. If deemed a serious breach/offence by the committee it shall also be reported to and dealt with by

England Athletics in accordance with its Disciplinary Procedures.

- (v) **First Claim Status:** First Claim status of members is as defined by the governing body UK Athletics (UKA). All training sessions as well as the Club Time Trial and the 5K series are open to all members, irrespective of status.
- (vi) **Guest Runners:** The club welcomes guest runners from other clubs but expects that such persons shall become members after three guest runs.

ARTICLE V: MANAGEMENT COMMITTEE

- (i) **Committee Membership:** The management of the club is vested in a committee consisting of four executive officers: Chair, Vice-Chair, Honorary Treasurer, Honorary Secretary, and at least four but no more than eight other members. In addition, the club Membership Secretary, Men's Captain, Women's Captain and Head Coach shall be nominated by the committee and be non-voting unless also elected as committee members. A quorum shall consist of half of the voting committee plus one, at least two of whom must be executive officers. A voting committee member may call for this to be increased to half of the elected voting committee plus two prior to a vote for any issue they consider of particular importance. All committee members are to be elected annually at the AGM or SGM and shall serve until the close of the next AGM. The committee has power to fill any vacancy which may arise, or to elect any executive post replacement should the incumbent's continuous occupancy term have exceeded five years, and a candidate has come forward. Any person so co-opted is granted full voting committee rights and forms part of any quorum.
- (ii) **Duties of the Committee:** The management committee will oversee the running of the club with regard to all its members and their interests, promote the club through training, competition and publicity, maintain club discipline, and liaise and affiliate with appropriate bodies as regard competition, athletics development and promotion.
- (iii) **Executive Committee:**
 - a. The four executive officers have the authority to make urgent decisions in the best interest of the club between committee meetings. These decisions must be ratified by the next full management committee.
 - b. The maximum period of continuous occupancy in any executive post must not exceed five years, except in cases when no new candidate is successfully elected at the AGM for that specific post, or until a successor is elected by the committee when a candidate comes forward before the next AGM. In the above case, occupancy will continue only until a candidate is elected by members at the AGM or by the committee before the next AGM. This ensures continuity of essential club governance functions.
- (iv) **Standing Committees and Coordinators:**
 - a. The management committee shall seek to appoint suitably qualified or experienced persons to coordinate the areas of coaching, training, road racing, cross-country racing, orienteering and the organisation of competitions. In addition, the committee shall seek to appoint persons to liaise with bodies and organisations to which the club is affiliated.
 - b. Voting on external bodies to which HRR is affiliated shall be exercised by a delegate of the club committee.

ARTICLE VI: FINANCE

- (i) **Management:** The finances of the club will be maintained by the elected Honorary Treasurer who must record all income and expenditure, establish a budget and issue a monthly statement of account to the committee. The club's financial year will run from 1st January to 31st December. End-of-year accounts must be published on the club's website within three months of the end of the financial year, with arrangements publicised to allow members to raise queries with the Treasurer and call an SGM in the event of concerns raised.
- (ii) **Bank Accounts:** All club finances must be processed through the club bank account and all payments authorised by two authorised signatories.

ARTICLE VII: ANNUAL AND SPECIAL GENERAL MEETINGS

- (i) **Annual General Meeting:** A General Meeting shall be held during the month of November in every year to receive the Committee's report, approve the annual budget and membership fee for the forthcoming financial year, elect Officers and Committee and deal with any other matter specified on the Agenda. The Honorary Secretary must give every member 21 days' notice of the meeting, and notice of any business desired to be placed on the Agenda must be given to the Honorary Secretary at least 14 days prior to the meeting.
- (ii) **Special General Meeting:** A Special General Meeting must be called by the Honorary Secretary within 14 days of receiving a requisition in writing signed by ten Members of the Club stating the business to be brought before such a Meeting.
- (iii) **Notice of AGM and SGM Meetings:** The Honorary Secretary shall give at least seven days' notice to every member of the time and place of any General Meeting and the business to be dealt with at any such meeting. The Agenda is to be posted on the Club Notice board at least seven days prior to the meeting in question.

ARTICLE VIII: ALTERATION TO CLUB CONSTITUTION

- (i) Any alteration to the club constitution can only be made by means of motions proposed and debated at either an AGM or SGM.

ARTICLE IX: DISSOLUTION OF CLUB

- (i) **Dissolution Procedure:** The motion to dissolve the club through means of a special general meeting must come from the management committee and must be determined by majority vote. Dissolution of the club can only be implemented by measure of a Special General Meeting as outlined in Article VII. Upon dissolution, all monies shall pass to the governing affiliated body, which is the Oxfordshire Athletics Association, for use in the promotion of road and cross-country running.

ARTICLE X: COMPETITION GUIDELINES

- (i) **Club Strip:** The Club colours for competition and registered with the UKA are as follows; Vest: Yellow and blue. Club colours must be worn at UKA permitted events.
- (ii) **Competition:** Members must uphold the UKA 'Rules for Competition' at all times during competitive events.
- (iii) **EA Affiliation:**
 - a. Members wishing to affiliate to EA as 'competing members' must pay the current EA affiliation fee in addition to the HRR membership fee. The affiliation fee is set annually by EA and, as such, increases do not require

approval by resolution at the AGM.

- b. Members not wishing to affiliate to EA may join HRR as 'training members' and are not required to pay the EA affiliation fee.
- c. Second claim members affiliate to EA through their first claim club.

Accepted at the HRR AGM on 19th October 2000 and last changed at the AGM on 20th November 2025