



## **Manchester Road Runners Constitution**

Constitution adopted xxx

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Manchester Road Runners President

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## Definitions

**Core Committee** - The group of members which make decisions on behalf of the club and its members. Positions in the core committee hold voting rights and bar Founding Chairman are elected during the clubs AGM.

**Support Committee** - The group of members which assist in the day to day running of the club, but hold no voting rights.

**Ambassadors** - A representative of the club which helps the club achieve its objectives.

**The Club** - Refers to Manchester Road Runners (“MRR”).

**Club Run** - Any run hosted by the club through Ambassadors leading.

**Code of Conduct** - A document that outlines the expectations of Members in relation to their conduct whilst taking part in Club activities. All Members will have agreed to the Code of Conduct on becoming a Member, and must abide by it.

**Member** - The Members shall be those persons listed in the Club’s register of members, which shall be maintained by the Membership & Ambassador Secretary.

## 1. Club Name & Colours

- 1.1. The Name of the Club is Manchester Road Runners (“MRR”)
- 1.2. Manchester Road Runners are based at The Wharf, 6 Slate Wharf, Manchester M15 4ST
- 1.3. The Club was informally established on 19<sup>th</sup> June 2013 and formally established with English Athletics in 2015.
- 1.4. The Club Colours are Green and White.

## 2. Club Ethos

- 2.1. The club was founded on the ethos of being a free social running club for all.
- 2.2. The club strives to allow runners of any ability to come join us in a friendly, relaxed and safe atmosphere, with a focus heavily on the social aspect of the runs.
- 2.3. 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.’

- 2.4. 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, disability, gender, gender reassignment, race (including ethnicity and nationality), religion, belief, sex, sexual orientation, pregnancy, maternity or social/economic status.
- 2.5. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 2.6. All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

### **3. Objectives of the Club**

#### **3.1. The Objectives of the Club will be:**

- 3.1.1. To host free weekly club runs, which are friendly and welcoming, with at least one session per week being open to all abilities:
  - 3.1.1.1. Wednesday - Flagship session open to all abilities, with the following groups:
    - 3.1.1.1.1. 3K
    - 3.1.1.1.2. 5K
    - 3.1.1.1.3. 7.5K
    - 3.1.1.1.4. 10K
    - 3.1.1.1.5. Intervals
  - 3.1.1.2. Sunday - Long Runs
  - 3.1.1.3. Trail Division, Hikes or Trail Runs.
- 3.1.2. To promote mental/physical wellbeing through the club runs.
- 3.1.3. To offer an environment for Members to make new friends and socialise.
- 3.1.4. To ensure a duty of care to all Members of the club.
- 3.1.5. To promote and increase the participation of the local community in all club runs and socials.
- 3.1.6. To provide all of its services in a way that is fair to everyone.
- 3.1.7. To contribute to the local community, through participating in local events and engaging with fellow Manchester clubs.
- 3.1.8. To use the clubs platform to support charities which Members support.

- 3.1.9. To continue to support the defibrillator at The Wharf, in memory of past Committee Member, Emma Horrell. Additionally raising awareness of how to use a defibrillator if needed and promoting Members of the warning signs of cardiac diseases.
- 3.1.10. To raise sufficient funds to ensure that Manchester Road Runners remains free to join and has the appropriate resources to deliver on its objectives as stated here.

## 4. Exercise of Powers

- 4.1. In furtherance of the clubs objectives but not otherwise the Club may exercise the following powers:
  - 4.1.1. to carry on a sports club;
  - 4.1.2. to provide sports coaching, training and equipment;
  - 4.1.3. to participate in and organise leagues, competitions, tournaments and matches and related activities;
  - 4.1.4. to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;
  - 4.1.5. to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
  - 4.1.6. to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;
  - 4.1.7. to accept or disclaim gifts of money or any other property;
  - 4.1.8. to raise funds and to invite and receive contributions;
  - 4.1.9. to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use;
  - 4.1.10. to sell, charge, let, mortgage or otherwise dispose of property and buildings;
  - 4.1.11. to employ such staff as are necessary for the proper pursuit of the objectives and to make all reasonable provisions for the payment of pensions and superannuation to staff and their dependants;
  - 4.1.12. to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;
  - 4.1.13. to insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers;
  - 4.1.14. to set aside income for special purposes or as a reserve against future expenditure but only in accordance with a policy in Writing on reserves determined by the Committee; and
  - 4.1.15. to do all such other lawful things as may further or are conducive to the Objects or any of them.

## 5. Affiliation

- 5.1. Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

## 6. Club Membership

- 6.1. The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership & Ambassador Secretary.
- 6.2. The Committee may make bye laws under rule 17 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the Club's register of members.
- 6.3. At this time, there are three types of membership for the club:
  - 6.3.1. EA Affiliated Membership
  - 6.3.2. Paid Club Member
  - 6.3.3. Free Registered Membership
- 6.4. Admission to Membership
  - 6.4.1. Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Membership and Ambassador Secretary.
  - 6.4.2. 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 (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religion, political or other beliefs, pregnancy (save that the Club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity. A person may appeal against any denial of membership in accordance with rules set out in section 20 below.
  - 6.4.3. The Committee or the Members may from time to time fix the levels of admission fees and annual subscriptions to be paid by different categories of Members provided that the Committee or the Members (as the case may be) shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.
  - 6.4.4. Membership is not transferable to anyone else.

## 6.5. Conditions of Membership

- 6.5.1. These Rules, including any bye laws made under rule 17 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.

- 6.5.2. The Members shall pay any admission fees and annual subscriptions set by the Committee under rule 6.4.3 above.
- 6.5.3. Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the objectives and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

## 6.6. Cessation of Membership

- 6.6.1. All types of Membership of the Club shall terminate if:
  - 6.6.1.1. the Member dies;
  - 6.6.1.2. 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) at the committees discretion
  - 6.6.1.3. 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.
  - 6.6.1.4. the Member is in arrears to the Club and their subscriptions or any other payments are at least three months overdue;
  - 6.6.1.5. the Member is removed from membership by a resolution of the Committee as a result of the application of the Club's (or England Athletics) disciplinary policy.
  - 6.6.1.5.1. The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that the Member shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with rules set out in section 20 below.
  - 6.6.1.6. Free Registered Membership will be revoked if a club member hasn't signed in for a club run for over a year by the 1st April each year.
- 6.6.2. 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 his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 6.6.3. In the event of a Member's resignation or expulsion, their name shall be removed from the Club's register of members.

## 7. Annual General Meetings

- 7.1. The Committee shall call an Annual General Meeting (AGM) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:
  - 7.1.1. the receipt of a report of the activities of the Club over the previous year;
  - 7.1.2. the receipt of a report of the Club's finances over the previous year;
  - 7.1.3. the election and retirement of Core Committee Members; and
  - 7.1.4. any other business.
- 7.2. All General Meetings other than the AGM shall be called Extraordinary General Meetings (EGMs).
  - 7.2.1.1. An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in Writing, signed by not less than twenty-five per cent of Paid Club Members & EA Affiliated Membership stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

### 7.3. Notice of General Meetings

- 7.3.1. An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Paid Club Members & EA Affiliated Membership may agree to shorter notice.
- 7.3.2. The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.
- 7.3.3. The Secretary shall send to each Paid Club Members & EA Affiliated Membership an email with notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.
- 7.3.4. The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting

### 7.4. Proceedings at General Meetings

- 7.4.1. No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of twenty Paid Club Members & EA Affiliated Membership or 25% of the total number of Paid Club Members & EA Affiliated Membership.
- 7.4.2. If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.
- 7.4.3. If the number of Paid Club Members & EA Affiliated Membership present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule

7.4.1 above, the Paid Club Members & EA Affiliated Membership present shall constitute a quorum.

7.4.4. The President, or in their absence any other Officer, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

7.4.5. The Secretary, or in their absence any other Officer, shall enter the minutes into the Club's minute book.

7.4.6. The Committee may make whatever arrangements they consider appropriate to enable Paid Club Members & EA Affiliated Membership attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation

## 8. The Committee

### 8.1. The Core Committee

8.1.1. The Core Committee shall consist the following Officers:

8.1.1.1. President,

8.1.1.2. Club Secretary / Vice President,

8.1.1.3. Treasurer,

8.1.1.4. Lead Welfare Officer,

8.1.1.5. Membership & Ambassador Secretary,

8.1.1.6. Fixtures Secretary,

8.1.1.7. Social & Communications Secretary,

8.1.1.8. Founding Chairman,

8.1.2. Role descriptions can be found in Appendix 1 "Core Committee Role Descriptions", but may be amended from time to time by the Core Committee.

8.1.3. The Founding Chairman is an unelected position, held by Chris Rider.

8.1.4. The Founding Chairman can dissolve the current committee and call an AGM, no more than once per running year.

8.1.5. The President shall have oversight of all areas of the club, ensuring all activities are carried out inline with club risk assessments and insurance policies. They shall assist in preceding, e.g. disciplinary when called upon for support.

8.1.6. The Core Committee shall be elected by the Paid Club Members & EA Affiliated Membership at an AGM. Nominations for election of Paid Club Members & EA Affiliated Membership as Officers shall be made:

8.1.6.1. by the Committee; or

8.1.6.2. in Writing by the proposer, whom must be an existing Member, to the Secretary not less than one day before the meeting.

- 8.1.7. Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.
- 8.1.8. Any vacancy on the Core Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, which is passed by a direct-majority vote by the current Core Committee Officers.
- 8.1.9. An Officer may not appoint an alternate or substitute to act on their behalf at any Committee meeting.
- 8.1.10. Core Committee Officers can be cohabiting.
- 8.1.11. Core Committee members are accountable for the Support Committee positions under them.

## **8.2. The Support Committee**

- 8.2.1. The Support Committee Shall consist of members, which sit under each Core Committee Officer:

### **8.2.2. President and Club Secretary / Vice President:**

- 8.2.2.1. Wednesday Lead,
- 8.2.2.2. Long Run Lead,
- 8.2.2.3. Trail Division Captain,
- 8.2.2.4. RTS Liaison,

### **8.2.3. Club Secretary / Vice President:**

- 8.2.3.1. Partnerships Secretary,

### **8.2.4. Treasurer:**

- 8.2.4.1. Club kit Secretary,
- 8.2.4.2. Canal 10K Secretary,

### **8.2.5. Lead Welfare Officer:**

- 8.2.5.1. 2<sup>nd</sup> Welfare Officer,
- 8.2.5.2. DBS Verifier,

### **8.2.6. Members & Ambassador Secretary:**

- 8.2.6.1. EA Affiliation Sec,
- 8.2.6.2. Ambassador Secretary Assistant,

### **8.2.7. Fixtures Secretary:**

- 8.2.7.1. Race Secretary,
- 8.2.7.2. Parkrun Secretary,
- 8.2.7.3. XC Captain,
- 8.2.7.4. 24 Hour Liaison Officer,

8.2.7.5. Trip Secretary,

**8.2.8. Social & Communications Secretary**

8.2.8.1. Social Media Secretary,

8.2.8.2. Club Newsletter Sec,

8.2.8.3. Social Secretary (Regular),

8.2.8.4. Birthday Social Lead,

8.2.8.5. XMAS Social Lead,

8.2.9. The following support committee positions, also have sub committee positions which report directly into them:

**8.2.10. Wednesday Lead,**

8.2.10.1. Couch to 5K Lead,

**8.2.11. Long Run Lead,**

8.2.11.1. Route Planner,

**8.2.12. Trail Division Captain,**

8.2.12.1. Trail Division Social Media Secretary,

8.2.12.2. Trail Division Trip Secretary,

8.2.13. Role descriptions can be found in Appendix 2 “Support Committee Role Descriptions”, but may be amended from time to time by the Core Committee.

8.2.14. The Support Committee shall be appointed by a simple majority vote of the Core Committee.

8.2.15. Members interested in Sub Committee positions shall make their intentions aware:

8.2.15.1. in Writing by the proposer, whom must be an existing Member, to the Secretary not less than one day before the Annual General meeting.

8.2.16. Each Support Committee Member shall hold office from the date they were appointed to their role until the conclusion of the next AGM. A retiring Sub Committee Member may be re-appointed by the new elected Core Committee Officers.

8.2.17. Any vacancy of the Support Committee which arises between one AGM and the next may be filled by a Member by the mutual decision of the Core Committee Officer they report into and President of the Club.

8.2.18. If a mutual decision cannot be made between the Core Committee Officer and President of the Club in relation to the appointment of a support committee member, a direct majority vote will be held by the Core Committee to decide if the Member takes up the support committee position.

8.2.19. Sub Committee Members may not appoint an alternate or substitute to act on their behalf without prior approval of the Core Committee member they report into.

8.2.20. Sub Committee Members can be related or cohabiting, including being Core Committee members.

### 8.3. Powers of the Core Committee

8.3.1. The Core Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.

8.3.2. No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Core Committee which would have been valid if that alteration had not been made or that direction had not been given.

8.3.3. The Core Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.

8.3.4. Subject to these Rules and the general law, the Core Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

8.3.5. 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.

8.3.6. make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.

8.3.7. 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.

8.3.8. issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts,

8.3.9. promissory notes, securities and instruments, negotiable and non- negotiable, to operate on the Club's banking accounts.

8.3.10. enter into all such negotiations and contracts and rescind and vary all such contracts

8.3.11. 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,

8.3.12. determine how and by whom any such power shall be executed, operations effected

### 8.4. Powers of the Support Committee

8.4.1. The Support Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club, under the supervision of the Core Committee.

8.4.2. No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Support Committee which would have been valid if that alteration had not been made or that direction had not been given.

- 8.4.3. Subject to these Rules and the general law, the Support Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the objectives and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.
- 8.4.4. make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club, under the supervision of the Core Committee.

## 8.5. Calling a Committee Meeting

- 8.5.1. The Core Committee shall hold committee meetings at least every two months.
- 8.5.2. A meeting of the Core Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.
- 8.5.3. Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

### 8.5.4. Proceedings of a Committee Meeting

- 8.5.4.1. Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.
- 8.5.4.2. Core Committee members will represent the interests of the Support Committee Members under them.
- 8.5.4.3. Meetings of the Committee shall be chaired by the President or in their absence the Vice President. The chair of the meeting shall have a casting vote in the event of a tie.
- 8.5.4.4. The quorum for the transaction of business of the Committee shall be the greater of three Officers or two-thirds of all of the Officers (rounded up).
- 8.5.4.5. Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.
- 8.5.4.6. Decisions of the Committee of meetings shall be entered into the Club's minute book.
- 8.5.4.7. A resolution in Writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).

## 8.6. Conflicts of Interest

- 8.6.1. Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with their duties to the Club.

- 8.6.2. If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 8.6.3. 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.

## 8.7. Disqualification from Office

- 8.7.1. A person shall cease to hold office as a Core or Support Committee Member if:
  - 8.7.1.1. they are disqualified from holding office as a company director;
  - 8.7.1.2. they are subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
  - 8.7.1.3. the Core Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove them from office;
  - 8.7.1.4. they resign from their office by notice to the Club (at least two weeks);
  - 8.7.1.5. they are absent without the permission of the Committee from all its meetings held within a period of four months without good reason and the Committee decide that the office be vacated;
  - 8.7.1.6. a bankruptcy order or an order is made against them in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
  - 8.7.1.7. they make a composition with their creditors generally in satisfaction of their debts;
  - 8.7.1.8. they are removed from office by the Committee on the grounds that they are in material or persistent breach of the Club's code of conduct as amended from time to time or deemed unfit to hold office (e.g. not carrying out listed responsibilities). A decision to remove a Core or Support Committee from office under this rule 8.7.1.8 may only be passed by direct majority vote if:
    - 8.7.1.8.1. the Core or Support Committee Member has been given at least seven clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and
    - 8.7.1.8.2. the Core or Support Committee Member or, at the option of the Core or Support Committee Member, the representative (who need not be an Core or Support Committee member) has been allowed to make representations to the meeting; or
  - 8.7.1.9. they cease to be a Member for any reason whatsoever.

## 8.8. Irregularities

8.8.1. The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

## 8.9. Minutes

8.9.1. The Committee shall cause minutes to be made in books kept for the purpose:

- 8.9.1.1. of all appointments of Officers made by the Members or the Committee;
- 8.9.1.2. of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 8.9.1.3. of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

## 8.10. Communications by the Club

8.11. Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 8.11.1. in electronic form; or
- 8.11.2. by making it available on the Clubs website.
- 8.11.3. Communicated by the Clubs WhatsApp.

## 9. Ambassadors

- 9.1. Ambassadors are representatives of the club which help the club achieve its objectives.
- 9.2. Ambassadors must abide by the Ambassador's code of conduct at all times as amended from time to time.
- 9.3. Ambassadors may volunteer to help lead, middle or tail any club run, provided they have completed the relevant training module.
- 9.4. Ambassadors may have their privileges to volunteer for certain types of club runs receded if concerns are raised via the session lead to the Membership & Ambassador Secretary regarding the safety of their leading and following of training:
  - 9.4.1. On first instance re-training will be offered to the Ambassador involved and privileges will be reinstated. If further concerns are raised, privileges will be revoked for a period as deemed necessary by the Membership & Ambassadors Secretary.

9.5. Ambassadors may be appointed through the approval of Membership & Ambassador Secretary and President. Session leads can approach the Membership & Ambassador Secretary in regards to adding a new member.

9.5.1. If mutual approval cannot be met, a vote will be held by the Core Committee.

## 9.6. Disqualification of Ambassadors

9.6.1. A person shall cease to hold the title of Ambassador if:

9.6.1.1. they are disqualified from holding office as a company director;

9.6.1.2. they are subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;

9.6.1.3. they resign from their office by notice to the Club;

9.6.1.4. they have not volunteered at a club run for more than 3 months, unless communicated to the Membership and Ambassador Secretary with good reason (e.g injured).

9.6.1.5. a bankruptcy order or an order is made against them in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;

9.6.1.6. they make a composition with their creditors generally in satisfaction of their debts;

9.6.1.7. they are removed from office by the Membership & Ambassador Secretary and Welfare Officers on the grounds that they are in material or persistent breach of the Ambassadors code of conduct as amended from time to time. If agreement can not be reach or a more serious breach has occurred, they may escalated to the Core Committee, which may only be passed by direct majority vote if:

9.6.1.7.1. the Ambassador has been given at least seven clear days' notice in Writing of a meeting with the Membership and Ambassador Secretary and Welfare Officers or Core Committee if deemed necessary which the decision will be made and the reasons why it is to be proposed; and

9.6.1.7.2. the Ambassador or, at the option of the Ambassador, the representative (who need not be an Ambassador) has been allowed to make representations to the meeting; or

9.6.1.8. they cease to be a Member for any reason whatsoever.

## 10. Club Finance

10.1. A bank account shall be opened and maintained in the name of the Club (Club Account). Designated account signatories shall be the President, Founding Chairman, and the Treasurer.

10.2. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of

the designated signatories subject to a maximum amount fixed by the Committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable.

- 10.3. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.
- 10.4. The Treasurer will ensure proper accounts are kept and provide Officers with accurate financial reports at each Committee meeting.
- 10.5. The Club's financial records shall always be open to inspection by the Core Committee.
- 10.6. The Club's financial year shall end on 31<sup>st</sup> March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.
- 10.7. The Treasurer shall present accounts for the previous Financial Year to the AGM for consideration and ratification, copies of these will be available to Paid Club Members & EA Affiliated Membership at the meeting. If the Accounts are not accepted at the AGM, a qualified Accountant may be appointed to investigate Paid Club Members & EA Affiliated Membership' concerns.

## 11. Property and Facilities

- 11.1. The property of the Club, other than cash at bank, shall be vested in the Committee who shall deal with the property as directed by resolution of the Core Committee.
- 11.2. The Club's facilities shall be provided to its members without discrimination.

## 12. Application of Surplus Funds

- 12.1. 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 or otherwise in furtherance of the Club's objectives, or held as a cash balance in the Club's bank account.
- 12.2. The Club may also in furtherance with the objectives of the Club:
  - 12.2.1. sell and supply food, drink and related sports clothing and equipment;
  - 12.2.2. 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;
  - 12.2.3. reimburse any Committee Member their reasonable and proper out of pocket expenses incurred on Club business;
  - 12.2.4. 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;
  - 12.2.5. pay for reasonable hospitality for visiting teams and guests.

- 12.2.6. Donate to charity.
- 12.3. No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

## 13. Interpretation of Club Constitution & Rules

- 13.1. 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 Paid Club Members & EA Affiliated Membership voting thereon.
- 13.2. The Core Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules.
- 13.3. The decision of the Core 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.

## 14. Alteration of the Rules

- 14.1. No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least three-quarters of the Paid Club Members & EA Affiliated Membership present.

## 15. Personal Risk

- 15.1. Members 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.
- 15.2. The liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 15.3. Nothing in these Rules shall limit or exclude liability:
  - 15.3.1. for death or personal injury caused by negligence;
  - 15.3.2. for any loss or damage caused by criminal or fraudulent conduct; or
  - 15.3.3. for any other liability which cannot lawfully be limited or excluded.

## 16. Indemnity

- 16.1. Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

## 17. Bye Laws

- 17.1. The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:
  - 17.1.1. the establishment of different categories of membership of the Club;
  - 17.1.2. the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
  - 17.1.3. the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;
  - 17.1.4. the adoption or alteration of such other regulations or policies as the Committee thinks fit;
  - 17.1.5. the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;
  - 17.1.6. the terms on which Members and guests may be permitted to take part in the Club's sporting activities;
  - 17.1.7. the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes;
  - 17.1.8. any licensable or other regulated activities of the Club.
  - 17.1.9. the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;
  - 17.1.10. the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;
  - 17.1.11. any procedures to assist the resolution of disputes within the Club;
  - 17.1.12. generally, all such matters as are commonly the subject matter of club rules; provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics.
  - 17.1.13. may decide to change support committee roles from time to time and decide to leave them unfilled, through passing a simple majority vote. If unfilled, the responsibilities pass onto the Core Committee officer that the position report into.
- 17.2. The Club in General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

## 18. Complaints and Disputes

- 18.1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 18.2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Welfare Officers (and where the matter relates to the Welfare Officer, the complaint must be submitted to the Secretary). Unless exceptional circumstances apply, the Welfare Officer will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Welfare Officer will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. A decision of the disciplinary panel shall be final and conclusive.
- 18.3. Any appeals must be received by the Welfare Officer within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 18.4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.
- 18.5. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## 19. Dissolution of The Club

- 19.1. 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.
- 19.2. 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 Core Committee shall proceed to realise the property of the Club and discharge all liabilities.
- 19.3. 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.

## 20. Disciplinary Procedures

- 20.1. The Club shall not tolerate any physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, club runs, races, or social events. This includes activity on electronic platforms, for instance social media.
- 20.2. Any Member may be disciplined or excluded from membership of the Club if their conduct has been, or is likely to be, prejudicial to the interests of the Club. This will be determined by the Welfare Officers when reviewing all evidence in relation to the allegations. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Core Committee Meeting and at which no fewer than five of the total voting members of the Committee shall be present.
- 20.2.1. Such Member shall have one week's clear notice of the Committee Meeting sent to them together with details of the case against them. The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, they shall not be entitled to vote.

## 21. Privacy Policy

- 21.1. Manchester Road Runners are committed to protecting and respecting Members' privacy. For any
- 21.2. personal data provided for the purposes of membership, Manchester Road Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. The Club's Privacy Policy is available at the Club website.

## 22. Notices

- 22.1. Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by email or by posting on the Club's website, Instagram or WhatsApp announcement channel.

## 23. Declaration

- 23.1. The Club duly adopted these Rules as its governing document on 07/05/2025.

Signed.....

**President**

Signed.....

**Founding Chairman**

Chris Rider

Signed.....

**Club Secretary and Vice President**

## **24. Appendix 1 - Core Committee Role Descriptions**

### **24.1. President**

- 24.1.1. Responsible for the efficient running of the club on a day-to-day basis
  - 24.1.1.1. Be the named responsible person on all official documents and with appropriate registered bodies.
  - 24.1.1.2. Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
  - 24.1.1.3. Maintaining necessary club documents and levels of training required for club affiliation (LiRF, DBS).
  - 24.1.1.4. Ensure MRR club UKA affiliation is up to date each year.
  - 24.1.1.5. Chairs committee meetings (Subjected to agreed amount by committee)
  - 24.1.1.6. Deciding vote in committee meetings if there is a tie.
  - 24.1.1.7. Leads on the overall direction of the club, including the set-up of all sessions.
  - 24.1.1.8. Has admin access on all club social media channels and WhatsApp.
  - 24.1.1.9. May delegate their own tasks and responsibilities where needed and necessary to the Vice President.
  - 24.1.1.10. May ask for additional tasks and responsibilities to be completed by committee members where the need arises.
  - 24.1.1.11. Oversees all committee positions, offering advice, knowledge and guidance when needed.
  - 24.1.1.12. Responsible for overseeing the following positions (Delegating to the Vice President when needed):
    - 24.1.1.12.1. Wednesday Lead
    - 24.1.1.12.2. Long Run Lead
    - 24.1.1.12.3. RTS Leads
    - 24.1.1.12.4. Trail Division Captain

### **24.2. Club Secretary / Vice President**

- 24.2.1. Ensures the meeting minutes are produced whenever the committee convenes.
- 24.2.2. Manages the admin side of the club, including helping with club inboxes and WhatsApp moderation.
- 24.2.3. Assists the President in regards to maintaining the clubs legal responsibilities regarding the club compliance. Particularly the clubs standing with insurance and risk assessment of activities.
- 24.2.4. Applies for the affiliated place in the London Marathon.
- 24.2.5. Completes tasks and responsibilities delegated to them from the President, from time to time.
- 24.2.6. Responsible for overseeing the following positions:

24.2.6.1. Partnerships Secretary

**24.3. Founding Chairman**

- 24.3.1. Can dissolve the current committee and call an AGM once per running year.
- 24.3.2. Assists the President where needed in any queries in regards to maintaining the club.
- 24.3.3. Manages any legacy club systems.

**24.4. Fixtures Secretary**

- 24.4.1. Responsible for managing the club's presence at external events.
- 24.4.2. Ensuring, where possible, there are no clashes in the clubs external event fixture.
- 24.4.3. Ensures club members are aware of the external events that the club is attending.
- 24.4.4. Responsible for overseeing the following positions
  - 24.4.4.1. Race Secretary
  - 24.4.4.2. parkrun Secretary
  - 24.4.4.3. XC Captain
  - 24.4.4.4. 24 Hour Liaison Officer
  - 24.4.4.5. Trip Secretary

**24.5. Lead Welfare Officer**

- 24.5.1. promote safeguarding at the club and encourage good practice
- 24.5.2. respond appropriately to safeguarding concerns
- 24.5.3. regularly report to the club's organising committee on safeguarding matters
- 24.5.4. maintain records of safeguarding training attended by club members
- 24.5.5. maintain records of club coaches and officials' licences and criminal record checks
- 24.5.6. make sure the sports volunteers/staff, and members are aware of:
  - 24.5.6.1. how to contact the CWO
  - 24.5.6.2. the codes of conduct for working with adults at risk
  - 24.5.6.3. how to respond to safeguarding concerns
- 24.5.7. deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- 24.5.8. keep up to date with developments in safeguarding
- 24.5.9. attend the relevant safeguarding courses for the role of CWO
- 24.5.10. complete a criminal record check through the relevant Home Country procedures
- 24.5.11. maintain confidential records of reported safeguarding concerns and action taken
- 24.5.12. Responsible for monitoring the club's WhatsApp channels.
- 24.5.13. Responsible for overseeing the following positions:
  - 24.5.13.1. 2nd Welfare Officer
  - 24.5.13.2. DBS Verifier

**24.6. Treasurer**

- 24.6.1. Manages club bank and Paypal accounts, providing a monthly tracking spreadsheet of any income and outgoings.
- 24.6.2. Processes the payment of invoices and bills
- 24.6.3. Tracks the payment of any club items such as club kit, affiliation and social tickets.
- 24.6.4. Responsible for:

24.6.4.1. Club Kit Secretary

24.6.4.2. Canal 10K Secretary

#### **24.7. Membership & Ambassador Secretary**

24.7.1. Responsible for managing all ambassadors across the club

24.7.2. Responsible for organising Ambassadors for Wednesday sessions.

24.7.3. Organises the London Marathon ballot draw for the club

24.7.4. Organises the monthly ambassador of the month awards.

24.7.5. Responsible for all registered members and affiliates at the club.

24.7.6. Responsible for overseeing the following positions:

24.7.6.1. Ambassador Secretary Assistant

24.7.6.2. EA Affiliation Sec

#### **24.8. Social & Communications Secretary**

24.8.1. Dictates the club's direction on all social media platforms.

24.8.2. Dictates the club's branding guidelines.

24.8.3. Manages the club's email inbox.

24.8.4. Responsible for managing and monitoring the club's WhatsApp channels.

24.8.5. Responsible for overseeing the following positions:

24.8.5.1. Social Media Secretary

24.8.5.2. Club Newsletter Sec

24.8.5.3. Social Secretary (Regular)

24.8.5.4. Birthday Social Lead

24.8.5.5. XMAS Social Lead

24.9. All Committee Members are accountable for the responsibilities of the support committee positions under them.

### **25. Appendix 2 - Support Committee Role Descriptions**

#### **25.1. Race Secretary**

25.1.1. Organises the clubs presence at races throughout the year for the club, specifically:

25.1.2. Manchester Marathon, Manchester Half Marathon, Greater Manchester Run and Wilmslow 10K's.

25.1.3. Organises the cheer squad and any volunteering opportunities for the events above.

25.1.4. Organises the post-race social (e.g. meal) for any events the club attends.

25.1.5. Organises discounted entry for members where available from race officials.

#### **25.2. parkrun Secretary**

25.2.1. Ensures the clubs monthly parkrun meet-up takes place followed by breakfast afterwards.

25.2.2. Ensures a monthly parkrun report on members activities is posted.

#### **25.3. 24 Hour Liaison Officer**

25.3.1. Manages the clubs commitment and relationship with The Manchester 24 Hour Run Against Homelessness

#### **25.4. XC Manager**

25.4.1. Ensures the clubs participation in MACCL and liaises with their committee.

25.4.2. Recruits/Promotes new members for MACCL.

25.4.3. Promotes other XC opportunities and facilities entries for members. E.g. National XC Championship and Regional Championships.

**25.5. Wednesday Lead**

25.5.1. Responsible for overseeing the set-up and format of sessions. (Not for making sure ambassadors are present). Including ensure location for bag drop, suitable alternative routes for social runs when United are at home and risk assessed alt routes when there's weather adverse conditions.

25.5.2. Ensures the running of Wednesday sessions

**25.6. Couch to 5K Lead**

25.6.1. Creates a couch to 5K programme for members to follow.

25.6.2. Leads on the sourcing of Ambassadors for MRR's couch to 5K programme.

25.6.3. Ensures the Ambassadors for each session know the programme to follow.

**25.7. Long Run Lead**

25.7.1. Responsible for organising the clubs weekend long run, through creating a session plan, providing routes and sourcing ambassadors to lead.

25.7.2. Risks assess all routes, including adverse conditions (Guidance to come).

**25.8. Route Planner**

25.8.1. Produces routes for the long runs as delegated by the Long Run Lead, ensuring any route created abides by the MRR risk assessment.

**25.9. RTS Liaison**

25.9.1. Responsible for sourcing ambassadors to lead RTS sessions.

25.9.2. Ensures RTS compliance with MRR insurance and run lead format.

**25.10. Trail Division Captain**

25.10.1. Responsible for managing Trail Division, the hiking and trail running sector of the club.

25.10.2. Ensures all ambassadors are trained and have correct gear before leading sessions.

25.10.3. Ensures regular hikes and trail runs take place for the club.

25.10.4. Manages the Trail Division branding

25.10.5. Ensures all routes are properly risk assessed and advertised at the correct level.

25.10.6. Responsible for overseeing the following positions:

25.10.6.1. - Trail Division Social Media Secretary

25.10.6.2. - Trail Division Trip Secretary

**25.11. Ambassador Secretary Assistant**

25.11.1. Responsible for aiding the Membership & Ambassador Secretary with tasks where delegated to.

25.11.2. Primary to assist the Membership & Ambassador Secretary with the sourcing of Ambassadors for Wednesday sessions.

**25.12. Canal 10K Sec**

25.12.1. Organises the clubs annual Emma Horrell Canal 10K race.

**25.13. Club Kit Sec**

25.13.1. Organises all club kit, both MRR / TD.

25.13.2. Including placing and distributing orders and ensuring payment has been taken.

**25.14. Trip Secretary**

25.14.1. Organises at-least 1 large trip per year for the club.

**25.15. Partnerships Secretary**

25.15.1. Organises partnerships for where the opportunities arrive. E.g. Shoe Try ons with Up & Running.

**25.16. 2nd Welfare Officer (Opposite gender to lead)**

25.16.1. promote safeguarding at the club and encourage good practice

25.16.2. respond appropriately to safeguarding concerns

25.16.3. regularly report to the club's organising committee on safeguarding matters

25.16.4. maintain records of safeguarding training attended by club members

25.16.5. maintain records of club coaches and officials' licences and criminal record checks

25.16.6. make sure the sports volunteer/staff, and members are aware of:

    25.16.6.1. how to contact the CWO

    25.16.6.2. the codes of conduct for working with adults at risk

    25.16.6.3. how to respond to safeguarding concerns

25.16.7. deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse

25.16.8. keep up to date with developments in safeguarding

25.16.9. attend the relevant safeguarding courses for the role of CWO

25.16.10. complete a criminal record check through the relevant Home Country procedures

25.16.11. maintain confidential records of reported safeguarding concerns and action taken.

25.16.12. Responsible for monitoring the club's WhatsApp channels.

**25.17. DBS Verifier**

25.17.1. Is responsible for verifying DBS checks at the club.

**25.18. EA Affiliation Sec**

25.18.1. Affiliates members with the EA registration system, ensuring all details are accurate and club payment has been received.

**25.19. Social Media Secretary**

25.19.1. Ensures the active posting of club content to social media platforms decided by the social & communications secretary to ensure advertisement and engagement of the club.

25.19.2. Maintains the club's events on social media platforms decided by the social and communications secretary.

25.19.3. Responsible for maintaining responses to clubs social media accounts.

**25.20. Club Newsletter Sec**

25.20.1. Produces the club's monthly newsletter to affiliates and registered members. Working with the committee to ensure all sectors of the club are covered.

**25.21. Social Secretary (Regularly)**

25.21.1. Organises regular socials for the club.

25.21.2. Maintains the club's relationship with the cross club social.

**25.22. Birthday Social Lead**

25.22.1. Organises the club's birthday party.

**25.23. XMAS Social Lead**

25.23.1. Organises the club's Christmas Meal, ensuring any agreements with vendors are honoured.

**25.23.2. Trail Division Social Media Secretary**

25.24. Ensures the active posting of Trail Division content to the separate Instagram account to ensure advertisement and engagement of TD.

25.24.1. Manages the announcement channel of TD in WhatsApp.

#### 25.25. Trail Division Trip Secretary

25.25.1. Organises at-least 1 trip per year for trail division.

## 26. Appendix 3 - Committee Structure Diagram

