



[WWW.BERKSHIRETRAILRUNNERS.UK](http://WWW.BERKSHIRETRAILRUNNERS.UK)

## CLUB CONSTITUTION

### 1. NAME

The club will operate under the name *Berkshire Trail Runners* and will be affiliated to *England Athletics*.

### 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To encourage and promote running within a social atmosphere.
- To provide a welcoming environment for people who want to start running for the first time.
- To create an opportunity for existing runners who want to join a social group.
- To offer guidance and competitive opportunities in running for those who want them.
- To promote the club within the local community.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

### 3. CLUB EQUITY STATEMENT

This club is committed to ensuring that equity will be incorporated across all aspects of its development. In doing so, it 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.*

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.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club 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 club disciplinary procedures.

## **4. MEMBERSHIP**

To ensure all present and future members receive fair and equal treatment.

“The Club” will constitute officers and members of the club.

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

Members will be considered to be “enrolled” by logging on to the web site and providing relevant details; and by paying their membership fee which will be renewed annually.

A membership fee of £15.00 (agreed for 18/19) is required only after one calendar month from first registration.

Members must be at least 18 years of age to run with the club unless supervised by a parent or guardian.

Before running with the club every runner must register on our “Run Together” page and ensure they book themselves in for EVERY run.

All members will be advised of the AGM dates and invited to attend.

## **5. MEMBERSHIP FEES**

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid annually into the BTR bank account.

## **6. COMMITTEE AND OFFICERS OF THE CLUB**

The officers of the club will be:

- Chair
- Club Secretary.
- Treasurer and Members administrator

- Social secretary, events and communications.

Officers will be elected annually at the Annual General Meeting.

All appointments will be for a Calendar year but will be eligible for re-appointment.

The above will be the Management Committee. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Secretary of the club and held no less than 4 times per year.

The quorum required for business to be agreed at Management Committee meetings will be 3.

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

The Management Committee will have powers to appoint subcommittees or additional posts as necessary and appoint advisers to the Management Committee as necessary to fulfil its business requirements.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. FINANCE**

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

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

The financial year of the club will end in April.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## **8. ANNUAL GENERAL MEETINGS**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

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

## 9. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately in accordance with the club's policy and procedures. The Members administrator is the lead contact for all members in the event of any concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing

The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The 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 Management Committee following disciplinary action being announced. The committee should consider the appeal within *a month* of the 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.

Upon dissolution, any funds remaining after all debts have been met will be donated to a charity decided by the Committee.

## 11. AMENDMENTS TO THE CONSTITUTION


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


## 12. DECLARATION

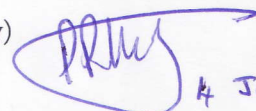
*Berkshire Trail Runners hereby adopt and accepts this constitution as a current operating guide regulating the actions of members.*

**Date of Constitution:** 11/05/2018

Signed: Chair (Karen Thomas)  7 June 2018

Signed: Treasurer and membership (Katherine Simpson)  8<sup>th</sup> June 2018

Signed: Secretary (Pam baker)  8<sup>th</sup> June '18

Signed: Communications and Events (Patrick Kerry)  4 JUN 2018

## **BTR Data Protection Policy.**

**This document outlines how BTR comply with Data Protection legislation.**

### **What sensitive personal data do BTR hold?**

BTR may receive the following data from Runtogether or from you for various reasons in connection with running the club. This may be ; name, address, personal contact details and details about your health in terms of readiness to partake in physical exercise.

### **Why do BTR capture this data?**

This is standard practice for all running and fitness groups and in line with recommendations from England Athletics (the body with which we are affiliated). We do not **EVER** pass your details on to any third parties or use it for anything other than declared in this policy.

### **What do BTR do with my data?**

BTR will look at any information provided and assess (from the details on the form) if you are ready to participate or not in physical exercise. BTR will also keep a record of emergency contact details which would be used if there were ever an issue on an Organised Run<sup>1</sup>

### **How do BTR keep my data safe?**

BTR keep data either electronically or in physical form and have the following methods in place to protect your data.

Electronically: when you sign up with Runtogether your data will be protected via the software protocols written into and covered by Runtogether

Hard copy: If you have provided details to us in hard copy format, we will keep the paper copy in a securely locked cabinet.

### **How and when do BTR dispose of my data?**

If you indicate, you no longer wish to be a part of BTR we will delete or destroy your information. We will inform Runtogether of this and have your details removed. We will ensure any hard copies are either burned or shredded. If you have not attended an Organised Run for the period of three months we will contact you to ask if you would like us to delete your information – if we do not hear from you we will delete all records accordingly.

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<sup>1</sup> Organised Run means runs posted on Runtogether, or Facebook and hosted by a qualified Leader in Running Fitness. Other ad hoc runs may be arranged by other means (IE messenger) but are not considered Organised Runs.