



Club Constitution

Owner: Angela Dellar

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Review Date: 30/10/25

Revision Number	Revision Date	Nature of Revision	By Whom	Approved By
1	Nov 24	In purple for ease until the AGM. Addition of review sheet. Cover page: change of year. P2 addition of GDPR coordinator role. P4 addition of Tiptree 10 Policy. Remove club records paragraph from Internal Club League section. P5 New section for club records to maintain integrity of records.	AD	
	Nov 25	No proposed changes	AD	

2025-26

TIPTREE ROAD RUNNERS Club Constitution



Name	Tiptree Road Runners and will be affiliated to England Athletics.
Aims and Objectives	The aims and objectives of the club will be: • To offer all members, irrespective of gender, ethnicity, nationality, sexual orientation, religion, beliefs or disability, coaching and competitive opportunities in Road Running, Cross Country, Track and Field and Trail Running • To promote the sport of Athletics • 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 • To ensure that all present and future members receive fair and equal treatment
Membership	Membership should consist of officers and members of the club. All members must be over 18 years of age. Tiptree Road Runners does not offer junior membership or training; however, on occasion, the club does host a children's race as part of a club event and members' children may represent the club in junior cross-country events. Responsibility is facilitated as cited in the welfare policy. 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 conduct that the club has adopted and the policies and rules of England Athletics. Members will be enrolled in one of the following categories: • full member (first claim) • lifetime member (competitive) • lifetime friend (social) • second claim member
Membership Fees	Membership fees will be set annually and determined at the Annual General Meeting. Fees will be paid by: • annual subscription payable by 31st March • subscriptions run from April to March
Officers of the Club	The club committee will be limited to 12 members, 4 of which are deemed officers for the club. The officers of the club will be: • Chair • Vice-Chair • Club Secretary • Club Treasurer

Committee Members will be:

- Run Leader Co-coordinator
- Club Kit Co-coordinator
- Welfare Officer/s
- Membership Secretary
- Team Event Coordinator
- IT Coordinator

Non-Committee Support Roles will be:

- Results Coordinator
- Publicity Officer
- Tiptree 10 Race Director
- Maldon 5k Race Director
- Social Coordinator
- GDPR Coordinator
- Any other relevant position

Officers will be elected annually at the Annual General Meeting.

Officers are expected to retain office un-elected for a maximum period of 3 years, committee members for 2 years; committee members reserve the right to resign at any time during their period of office.

Removal of an Officer or member is allowable via a vote of no confidence at the Annual General Meeting.

Committee

Committee meetings will be held 6-weekly unless otherwise determined by the officers.

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

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

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.

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 runs between the 1st November and 31st October

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

Any cheques drawn against club funds should hold the signatures of the two officers.

All electronic payments against club funds must be raised and approved by 2 committee members, authorised by bank mandate.

Annual General Meeting (AGM)

Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Committee.

Nominations for officers of the 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 quorum for AGM's is one quarter of the current 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.

Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

The Committee will meet to hear complaints within 14 days of a complaint being lodged.

The Committee has the power to take appropriate disciplinary action including where appropriate, a suspension of membership in response to disciplinary investigations or procedures or 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 14 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced.

The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

This is in line with England Athletics guidance 'Club Discipline and Appeals Process', which includes details of the above process as well as action that may be taken in response to misconduct.

Policies	The following policies are present within the club - Welfare Policy, Health and Safety Policy, Code of Conduct, Membership Policy, Social Media Policy, Photography Policy, Tiptree 10 Policy and Privacy Notice. These can be found on the Tiptree Road Runners website, under the heading of "Club information". These policies will be periodically reviewed by the Committee and updated wherever necessary.
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 will be distributed to local groups and charities as deemed appropriate
Amendments to the Constitution	The constitution will only be changed through agreement by majority vote at an AGM or EGM.
Club Meetings	Will meet every Tuesday (7.15 pm) at Thurstable School, Tiptree Sports Centre unless otherwise advertised. Alternative meeting venues will be announced on social media and/or by email at least 24 hours in advance. Members also meet on Thursday (7.00 pm) at Thurstable School, Tiptree Sports Centre unless otherwise advertised. Alternative meeting venues will be announced on social media and/or by email at least 24 hours in advance. New members are encouraged to attend the Tuesday meetings first so they can familiarise themselves with the club and existing coaches/members.
Events	The Club will organise a 10-mile road race which will take place annually in October. Maldon 5k Summer Series Periodically the club will organise and promote trail races.
Internal Club League	A points system is operated whereby club members are rewarded for taking part in races, marshalling at club events and for good performance (i.e. personal bests and club records).
Club Standards	An age graded system of Club Standards will be deployed throughout the year. Standards will be offered in line with UKA guidelines. Notifications will be emailed to members on achievement of a standard. Additional awards will be made annually at the club's annual award ceremony for achievement of 5 standards within an age grade.

Club Records	Club records must be achieved on courses that are recorded, or eligible to be recorded on the Power of 10 website and in the correct distance category e.g., 5K not 5KR (relay), 5KS (short), 5KDH (downhill) etc. The only exceptions to the above are parkruns which are uncertified, and 15-mile road races given lack of certified 15-mile events locally.
Club Colours	Predominantly red vests with 'TRR Logo' and 'Tiptree Road Runners' lettering.

Declaration

Tiptree Road Runners hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name and position	Signature	Date
Mark Lawes. Club Chair		tbc
Alex Hadley Club Secretary		tbc