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Description automatically generated **Constitution and Rules**

**Of Westbourne RC**

**1 Purpose**

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1.1The name of the club shall be Westbourne RC. The object of the club shall be to develop, promote and encourage running, both socially and competitively (under UK Athletics rules). The club is a non-profit making organisation that maintains a small positive balance to help fund the purchase of club kit stock and unforeseen expenses. Any profit and losses will be transferred to the reserve In the event the reserve exceeds the greater of twice the previous year’s expenditure (excluding individual EA membership fees) or £1,000 it will be used to reduce membership fees unless members agree at AGM to reduce the surplus otherwise.

1.2 Upon dissolution of the Club any remaining assets shall be given or transferred to a local registered sports related charity as agreed upon by the outgoing committee.

​**2 Constitution**

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2.1 Affiliation

The club shall be affiliated to UK Athletics and such other bodies as the committee decide.

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2.2 Club Kit

Club Kit will be a primarily white vest or T shirt (long or short sleeved) with emerald green and bottle green detailing. The front of vests and T shirts will incorporate the words "Westbourne R.C." or "Westbourne Running Club" and may also include a club badge or logo.

Club kit should be worn by first claim members of Westbourne Running Club participating in EA competitive events.

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**3 Membership**

3.1 Membership of the club shall be unlimited and open to:- all athletes being a person of either sex and who is an amateur as defined by and in accordance with the laws of UK Athletics.

3.2 All applications for the club shall be completed on the appropriate "form of application for membership" and accompanied by the appropriate fee. Applications will be approved at the discretion of two or more committee members, else considered at the next committee meeting. All elected members will conform strictly to UK Athletics laws and club rules.

3.2 Members 18 years or over will be entitled to one vote.

3.3 To qualify for the club championship and club entry to the London Marathon, a member must be first claim to Westbourne RC and must have been paid up in full by two months after the due date of the subscription.

3.4 Membership will cease upon notice of resignation, or be deemed to have ceased if membership is not renewed within two months of the due date of subscription.

3.5 If a member does not wish to affiliate to EA they may become a social member. The fees would be the same as Second Claim (i.e. club subscription less EA affiliation). Social members would have the same rights as full members except for competing in the Club championships (Full and Off Road series) and earning the London club marathon place.

**4 Management**

4.1 The general management of the club shall be vested in a committee comprised of duly elected officers of the club. A minimum of three committee members will constitute a quorum.

4.2 The elected officers of the club shall be :- Chairman, Honorary Secretary and Honorary Treasurer, Mens Captain and Ladies Captain.

4.3 The election of the officers of the club shall be undertaken at the AGM. Nominations for these posts shall be forwarded to arrive no later than 48hrs prior to the date fixed for the meeting.

4.4 The said committee have the power to co-opt if vacancies arise.

4.5 The committee shall have the power to elect such members as they consider necessary in the discharge of duties, e.g. kit and equipment officer, press officer etc.

4.6 Sub-committees, as approved at an AGM or by the elected committee, may be established to deal with matters of special purpose as may be necessary.

4.7 The committee shall be empowered to conduct the financial affairs of the club without the recourse a general meeting.

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**5 Finance**

5.1 The financial year shall commence on 1st January and shall end on the last day of December.

5.2 The Honorary Treasurer shall submit to the AGM a Report and Accounts, including a Balance Sheet detailing income and expenditure for the financial year.

5.3 The AGM shall elect an auditor(s), (who can be a club member not holding the position of Treasurer). The auditor’s duties will include periodically reviewing the club finances (including validation of Bank Account transactions and verification of receipted expenditure) and review and approve the Report & Accounts ahead of the AGM.

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**6 Meetings**

6.1 The Annual General Meeting (AGM) shall be held no later than January 31st. The Secretary must give every Member at least 21 days’ notice of the Meeting, and notice of any business which it is desired be placed on the agenda must be given in writing to the Secretary at least 14 days prior to the meeting. An agenda and notices of propositions, to be circulated to members at least 7 days prior to the AGM.

6.2 Extraordinary General Meeting (EGM). An EGM must be called by the Secretary within 14 days of the receipt by him/her of a requisition in writing signed by at least ten Members of the Club, which states the proposition to be discussed and voted on. Notices of propositions to be circulated to members at least 14 days before the EGM.

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**7 Changes to Clubs Rules or Constitution**

In order to make a change to the club’s rules or constitution the process outlined below needs to be followed:

7.1 All proposed changes need to be submitted to the club secretary or committee (in the absence of the club secretary) in writing in accordance with the timetable outlined in “Meetings” part 6.1 (currently at least 14 days prior to the AGM).

7.2 Proposals should include detail around existing rules impacted, new rules proposed, a rationale and clear voting options;

7.3 All proposed changes need to have been communicated to members in accordance with the timetable outlined in “Meetings” part 6.1 (currently at least 7 days prior to the AGM). This is to enable members to fully consider the proposals with the opportunity to give feedback to the proposer. This also enables members to decide if they wish to attend the AGM to discuss and vote on a particular proposal.

7.4 In order to ensure that all members have sufficient opportunity to consider the content and impact of proposed changes the notice periods outlined must be adhered to, consequently new proposals for changes to the club rules or constitution cannot be made during the AGM itself.

7.5 For a proposal to be ratified and implemented it must pass a vote at the clubs AGM and be supported by a majority of members (including both those present and those voting by proxy).

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**8 Proxy Voting**

8.1 Purpose; the purpose of proxy voting is to allow members who are unable to attend the AGM or an EGM to vote on club matters. Nevertheless it remains the club’s view that attendance at AGMs and EGMs is to be encouraged.

8.2 Notice of proxy votes must be submitted to the Honorary Secretary no later than two days prior to either the AGM or EGM.

8.3 Appointing a proxy: a member may appoint any other member, including a club official, to act as their proxy and must advise the Hon. Secretary of the appointment at least 48 hours before either the AGM or EGM. An attendee may only act as a proxy for up to two other members.

8.4 Meeting Attendees: attendance at the meeting cancels any proxy appointment previously made by that attendee.

8.5 As debate on proposals and appointments is encouraged at the AGM and any EGM, advance voting is not allowed.

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**9 Subscriptions**

9.1 The annual club subscription shall be decided at the AGM and is to be paid by 31st March

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**10 Code of Conduct**

10.1 Act with dignity and display courtesy and good manners towards others, especially in the presence of minors.

10.2 Avoid any inappropriate or illegal behaviour that is likely to bring the club into disrepute.

10.3 Comments made verbally or posted on WRC social media pages – Facebook, Twitter and/or website - should not be abusive, offensive or derogatory and that if they are, the moderators reserve the right to delete these types of postings and exclude the author. All members are requested to be mindful of comments posted on social media to ensure the WRC’s reputation is not damaged.

10.4 When competing in all affiliated races for the Club, runners should wear a WRC vest.

10.5 When taking part in events; members are required to comply with all race rules and regulations. Failure to do so may result in disqualification from the race results; in this event your time will not be recorded in the club championship tables.

10.6 Members are requested to look out for other runners of the club to ensure they are safe during training runs and events.

10.7 During races; whenever possible, please support the next Westie over the finish line.

10.8 The Club Committee shall decide any questions as to the interpretation of the rules and decide any matter not definitely provided for therein. The Club Committee shall arbitrate in any dispute and its decision will be final.

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**Club Rules**

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**1 Club Championship**

1.1 Points for a club championship race will be awarded as follows:

50 points for first place, 46 for second, 43 for third, 41 for fourth and then dropping in 1 point increments (I.e. 40 for fifth, 39 for sixth etc). The best 8 scores from 15 races count.

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**2 Marathon points**

2.1 If a member successfully completes a marathon within the season they are awarded a one-off 50 points immediately towards the Club Championship (CC) and the marathon counts as an event in its own right. A member can potentially achieve maximum 400 points with 7 championship races plus a marathon.

2.2 The season begins once the year’s club championship has been determined and runs until the last race of the next CC.

2.3 In the event of a tie, any marathon points will be ignored and the final position be determined based on CC points only. If there is still a tie, then look at the overall head-to-head positions.

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**3 Allocation of Club Marathon place**

The club place(s) will be awarded to the First Claim club member via a club ballot under the following rules:

3.1 The draw will take place following the end of the race calendar based on the amount of completed Club Championship, Off-Road series and DRRL races in the current race year (assuming each of the above leagues run each year).

3.2 The member must have been a first claim member for one full year before entering the club ballot.

3.2 The member must have entered the London marathon public ballot and been unsuccessful. Proof is required in the form of the rejection letter or e-mail.

3.3 Also, any member who received the following places, in the previous year will not be eligible for entry into the club marathon ballot in the following year (ie miss one year): A club place, a public ballot place or a good for age place

3.4 The number of tickets each qualifying member receives for entry into the ballot is as follows:  
One ticket is awarded once a member has completed 8 qualifying races.  
A further ticket is awarded for each additional qualifying race.

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**4 Age Grading competition**

4.1 Age grades will be calculated for all Club Championship, DRRL and Off-Road Series races, using a recognised standard method.

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**5 Recognition Awards**

5.1 Nominations for most supportive member and outstanding achievements can be made during the year to be voted upon at the end of the season.

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**6 Club Records**

The Criteria below needs to be met in order for a club record performance to be recognised:

6.1 The runner must be a fully paid up first claim member of the club at the time of setting the proposed club record time;

6.2 The time must be set at a recognised UK event and must be able to be evidenced in official race results, examples include but are not limited to affiliated races, UKA licensed races and those appearing on Run Britain.

6.3 Parkrun results are also acceptable

6.4 Proposed race record performances must be validated to ensure they meet the criteria by another club member before being officially recognised and the appropriate evidence (eg a copy of or link to the race results) held on file to support

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**7 Club Races**

7.1 Members will be asked to nominate their favourite events and the committee will decide the club championship and off-road series of races. The committee will take into account the popularity of each nominated race, location and cost; aiming to maintain a spread across distances and the calendar whilst avoiding race clashes.