



*a pace for everyone!*

## **Budleigh Runners Local Rules**

### **1. Budleigh Runners**

Budleigh Runners (the Club) was established in October 2019 and is a Charitable Incorporated Organisation (CIO) affiliated to the Association of Running Clubs (ARC).

### **2. Club Committee and Membership**

2.1 The Club is managed by a committee consisting of the Chairperson, Vice Chairperson, Club Secretary, Treasurer, Membership Secretary, Welfare Officer and Social Secretary and three other Club members (maximum of ten members).

2.2 The Chairperson will not exceed a maximum of three years in post.

2.3 Any member of the Club is eligible to put their name forward for election to the Committee. Election will be made at the AGM. In the event of more than one person seeking to stand for the same role, election will be made by a show of hands by all members present at the AGM (except for the Chairperson). In the event of a tie the Chairperson shall have the casting vote.

2.4 The Committee will remain in office until the next AGM. All committee members will retire each year but will be eligible for re-election.

2.5 Club committee meetings will be held monthly.

2.6 The quorum required for business to be agreed at committee meetings will be any four committee members.

2.7 The Club committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club and its activities. Such Club rules may not supersede or contradict the provisions of the Constitution and must be reasonably available to members. Any alteration or amendment to the Club rules shall be subject to the approval by ordinary resolution of the next AGM.



*a pace for everyone!*

2.8 The Committee will have powers to appoint subcommittees in order to meet specific objectives.

2.9 The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/guidelines/Constitution and will be responsible for taking any action following such hearings.

2.10 Any member of the Committee may resign by notice given to the Secretary.

2.11 The Committee may appoint a member to fill any casual vacancy until the next AGM.

2.12 The office of Committee member shall be vacated:

(a) by resignation or

(b) expelled having found to be major breach of Club rules or ethical conduct, or

(c) if he/she shall be absent for half or more Committee meetings held between 1 April and 31 March the following year without the consent of the Committee.

2.13 At least one Welfare Officer will be appointed by the Committee and the Committee must agree a welfare policy in line with the ARC.

2.14 Organise Club social activities.

2.15 Members may only be eligible for election to the Committee after one year's membership of the Club.

2.16 Members may only be eligible for LiRF training after six months membership of the Club. The member will be asked to refund 50% of the fee if they leave the Club in less than a year.

### **3. Annual General Meetings (AGM)**



*a pace for everyone!*

3.1 An AGM will take place within one month of the end of the financial year (31 March). All Club Committee Members are expected to attend.

3.2 AGM attendance is open to all Club members. These members have voting rights at the meeting.

3.3 Not less than 14 days' notice of the AGM will be given by the Club Secretary. Items for the AGM will be received no less than 7 days prior to the meeting.

3.4 The AGM will receive a report from the members of the Committee. The Treasurer will provide a statement of the draft/audited accounts.

3.5 Election of Committee members will take place at the AGM.

3.6 The Club Committee has the right to call and Extraordinary Meetings (EGM) outside the AGM. Procedures for EGM's will be the same as for AGM's.

#### **4. Run Leader Responsibilities**

4.1 Run leaders must adhere to the 'Safety Guidance for Endurance Training Group Leaders' as set by the Association of Running Clubs and local Run Leader Guidelines.

#### **5. Conduct of Members**

5.1 Club members must follow the guidance set out in the Club Members Run Guidelines; Social Media Policy; Welfare Policy and Disciplinary Policy (available on the Budleigh Runners website).

#### **6. Amendments to Local Rules**

6.1 The local Club Rules will only be changed by majority vote at an AGM or EGM.

### **Appendix 1**

#### **Policies**



*a pace for everyone!*

- Welfare Policy
- Health & Safety Policy
- General Data Protection Regulation (GDPR) Policy
- Disciplinary & Grievance Policy
- Social Media Policy

## **Guidelines**

- Run Leader Guidelines
- Club Run Guidelines for Members

## **Appendix 2**

- Committee Roles & Responsibilities