PONTYPRIDD ROADENTS ATHLETICS CLUB

CLUB CONSTITUTION

1. **NAME**

- The club will be called ***Pontypridd Roadents Athletics Club***, referred to as ***Pontypridd Roadents AC*** and will be affiliated with ***Welsh Athletics***.

2. **CLUB COLOURS**

- The colours of the club will be black and white harlequins.

3. **AIMS AND OBJECTIVES**

AIMS

- To provide a friendly and inclusive running community where members can run (subject to membership subscription) irrespective of ability or experience.
- To encourage runners of all abilities to enjoy the social nature of running in company and provide help and encouragement to set and achieve personal goals.
- To provide a club training plan.
- To provide information on events, running organisations and equipment, and encourage members of the group to enter events and represent the club.
- To uphold among members and between the club, and all others persons and organisations, a spirit of good sportsmanship, honest and honourable dealing, friendship, assistance and cooperation.
- To affiliate to the governing bodies of athletics in Great Britain and to observe their laws.

OBJECTIVES

- Generate sufficient funding to support the club and its members.
- Continue to increase the number of participants at club training runs.
- Develop skills within the group to enable the club to continue to organise events for other local runners.
- Continue to promote and strengthen the club's group identity and promote both the club and running within the local community.

4. **CLUB EQUALITY STATEMENT**

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- The club is fully committed to the principles of diversity and equal opportunity.
- No participant or volunteer in the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference.
- The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any participant or volunteer as grounds for disciplinary action under the relevant rules.

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5. MEMBERSHIP

- All members will be subject to the rules of the constitution and by joining the club will be deemed to accept these rules and the codes of conduct that the club has adopted.
- Membership of the club will be open to amateurs as defined by the governing body of athletics.
- Membership is only available to people over the age of 16.
- There are four types of membership

FULL MEMBER	A fully-paid member of Pontypridd Roadents AC and Welsh Athletics and able to participate in athletics competitions for the club.
ASSOCIATE MEMBER	A fully paid up member of another Welsh Athletics affiliated club wishing to train with Pontypridd Roadents AC on occasion but not able to compete for the club.
LIFETIME MEMBER	A member awarded lifetime membership to Pontypridd Roadents AC and able to compete for the club upon payment of Welsh Athletics affiliation fee.
SABBATICAL MEMBER	A member that has held full membership for at least a year can apply to the committee for ***Sabbatical Membership***. An application should contain a valid reason for leaving temporarily (injury, maternity etc) with the intention of returning. Sabbatical members WILL NOT be a member of Welsh Athletics and will not be able to enter and participate in races as part of the club, however, they will retain access to the members page and other club information.

- Members of the club will be classified according to age; and will contribute an annual subscription.
- Membership applications must be submitted to the Membership Secretary on the official application form and include appropriate payment.
- The Committee have the absolute discretion to accept or reject any application for membership.

6. SUBSCRIPTIONS

- Subscriptions are due annually and must be paid by 31st March each year. Full membership will include automatic membership of Welsh Athletics.

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7. MANAGEMENT

- The club is managed by the Committee, consisting of Chair, Vice Chair, General Secretary, Treasurer, Membership Secretary, Kit Supply Officer, Race Captains and PR Officers. The makeup of the general committee can be varied according to the club's needs.

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- Committee Meetings will be convened by the Secretary of the club and will take place monthly if possible.
- The Committee oversees the general operation of the club, including organisation of events, fundraising and finance, social media, training plans and all other communications.
- The Committee are responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Committee can appoint sub committees as required and appoint advisors to the committee as necessary to fulfil its role.
- The quorum required for business to be agreed at committee meetings will be 50% of the committee in its entirety.
- The Committee is responsible for disciplinary hearings of members who infringe the club rules / regulations / constitutions or whose actions or behaviours are deemed unacceptable or brings the club into disrepute.
- The Chair and the Secretary may call emergency meetings of the committee if they consider it to be in the interest of the club.
- In the absence of the Chair, the Vice Chair may chair the meeting.
- If a committee meeting is quorate, decisions reached by the committee will be made by a simple majority. In the event of a tied vote the Chair of the Meeting will cast an additional vote.
- Members of the committee must be registered with Pontypridd Roadents AC as their primary club and will not be eligible to hold a committee role if they are registered through another club (Associate Members)
- A member can hold more than one role on the committee but can only cast one vote in any instance.
- Members who have completed Leadership in Running Fitness (LiRF) or Coaches in Running Fitness (CiRF) are responsible for the following

    - Delivering organised runs for the club membership
    - Discussing and agreeing run routes, effort session formats, safety issues and improvements and any other matters relating to the delivery of the regular run program.

- A member of the Committee shall be deemed to have vacated office if

    - They resign their office by notice to the club.
    - They miss three consecutive committee meetings without good reason.
    - They are subject to a vote of no confidence by the club's membership

- The committee may appoint any full member to fill any casual vacancy on the committee temporarily or until the AGM if that is within two months. If the AGM is more than two months away then a members vote will be held within two months of the position becoming vacant.

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8. ROLES WITHIN THE CLUB

The following are elected roles

Chair	Guides the activities of the club in accordance with general policy decided at AGMs and / or EGMs; chairs committee meetings, AGMs and / or EGMs; represents the club's interests at regional and national forums. Is the spokesperson for the club. Ensures the committee communicate with the members clearly. Acts as a source of information for the club.
Vice Chair	Supports the Chair as appropriate. Deputises for the Chair whenever they are unable to fulfill their duties. In the event of the Chair's resignation, the Vice- Chair will act as a temporary Chair until the latter position is replaced at a general meeting of the membership. In the Chair's absence, the Vice-Chair will carry out the duties outlined of a Chair.
General Secretary	Liaises with club members, committee, Welsh Athletics and the local community. Organises the agenda for relevant meetings, AGM, EGM and committee meetings and circulates it to the relevant members and ensures that all business is completed and that all decisions are properly understood and recorded (minutes). Receives, records and responds to all club correspondence. Maintains and files all club records. Compiles the club's annual report, comprising of the Chairman's report, Treasurers report, New committee, London Marathon draw and any other matters discussed.
Treasurer	Ensures that records are kept of all financial transactions, advises there club on financial viability and sustainability, and advises the club oaf all financial, legal and regulatory requirements. Provides reports to the committee on the financial standing of the club and a detailed report of the club's financial status at the Annual General Meeting. Keeps simple but detailed records of income and expenditure. Applies for grants from other bodies if required. Collects any monies that is owed to the club.
Membership Secretary	Ensures that records are kept of all membership, manages the membership data protection forms and maintains and up to date database of members. Maintains and updates registered members information with Welsh Athletics. Works with the

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	Treasurer to ensure payment of subscriptions. Develops and maintains a membership handbook and ensures that it is distributed to all members. Within the confines of GDPR provides the Race Captain with relevant information regarding club members.
Race Captain	Ensures members are informed of future team fixtures such as cross country and relay races. Encourages members to participate in team events. Creates teams and ensures the team entries are submitted in a timely manner. Works with the membership secretary to ensure only registered members participate.
PR Officer	Responsible for publicity relating to the club, such as posters, leaflets, email, texts, internet, social media and other mediums used to advertise the club and the club's races and other activities, in consultation with the committee. Communicates event information and announcements to club members. Develops a strategy to promote the club via all forms of media in order to attract and retain members. Produces regular newsletter publications.
Kit Offer	Ensures that a stock of club race vests are always available for members to purchase. Provides the committee with regular stock lists. Communicates with online companies for provision of training kit. Identifies companies and requests competitive quotes for additional kit required for club events.

The following roles are appointed:

Welfare Officer	Has undertaken safeguarding awareness training. Ensures that the club maintains a safe and supportive environment for training. Acts as a key point of contact for anyone needing support or guidance. Implements the Athletics Welfare Policy and Procedures in conjunction with UK Athletics and WA policy. Ensures all members are aware of the UKA and the club's Codes of Conduct.
President	The President is an officer of the club who shall act as Chair of all general meetings unless he / she wishes not to do so. The President is entitled to attend, speak and vote at all meetings. Performs ceremonial duties such as giving awards

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at events and awards ceremonies, giving speeches at club events, and meeting with sponsors at club events. Represents the club in meetings with UK Athletics, Welsh Athletics, and other sporting organisations.

The club reserves the right to create other roles as deemed appropriate.

9. FINANCE

- The club is a non profit organisation.
- The club will seek funding for its activities through organised races, grant applications and membership subscriptions. Any surpluses not required for the operation of the club will be used for the development of members and the club.
- All monies payable to the club will be deposited into the club bank account, preferably by direct transfer with the Treasurer notified.
- The Committee will ensure that proper accounts are kept. The Treasurer will ensure that the books and records of the club are open to inspection. On an annual basis, the accounts of the club will be subject to an independent inspection by any other member as nominated by the Committee.
- The accounts will be prepared each year and will be made available to every member at the AGM.

10. ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS.

- The Committee will decide when the AGM is to be held and members of the club will be notified of the date and time of the meeting.
- The AGM will discuss the following business.
- The Chair's Report - Report detailing and discussing the activities of the club since the previous AGM or EGM. Delivered by the Chair.
- Accounts of the Club - Report detailing and discussing the accounts and financial position of the club. Delivered by the Treasurer.
- Election of the Committee - Member vote to determine the Committee members for the following 3 years. This term does not preclude any club member wishing to apply for a post being able to do so within the 3 years. In this instance a vote will be held for the post at the AGM.
- Points To Raise - Deal with any matters which the Committee or any other member wishes to bring before the membership. Notice of any other points proposed at the AGM shall be given in writing to the Secretary at least 14 days before the meeting.
- No greater period than 15 months shall elapse between each AGM.
- An EGM may be called by the committee when deemed necessary.
- The quorum for the AGM and EGM will be 20 Members.
- In the absence of the President or his / her unwillingness to chair, the Chair or the Vice Chair will chair the meeting.
- Each member present will have one vote, resolutions will be passed by a simple

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majority of those members who have voted on the night or by proxy. Associate members are not eligible to vote at the AGM or at an EGM.

- In the event of a tied vote, the Chair of the Meeting shall have an addition vote **WHICH MUST BE USED TO DEFEAT THE PROPOSAL**.
- The Secretary will take the minutes at the AGM / EGM and circulate them to all members.
- If within 30 minutes, from the time appointed as the start of the AGM / EGM, a quorum is not present, the meeting shall be dissolved and reconvened as appropriate.
- If, at the reconvened meeting, within 30 minutes, from the time appointed as the start, the meeting is still not quorate, then the meeting will proceed.
- The Committee will announce the appointment of a president who will hold office for a maximum of two years. The outgoing President shall be eligible for re-appointment at the end of the two year term.
- Nominations for any officers of the club must be made in writing, signed by a proposer and seconder (both of whom must be members) and sent to the secretary not less than 14 days before the date of the AGM at which the officer is to be elected.

If there are no nominations then a post will remain vacant until a suitable candidate is identified and appointed.

11. CLUB COMMUNICATIONS

- The primary form of communication to all members will be through Facebook and a specific Members Only group.
- The Committee will keep all club members informed of committee decisions and any other developments affecting them by updates on the specific Members Only group.
- The Committee will maintain and official social media presence on the following platforms, which will be the club's public face.

Official Website	PRIMARY
Facebook	PRIMARY
Twitter	SECONDARY
Instagram	SECONDARY

- Post to these platforms will be managed by a small team of administrators.
- The public facing Facebook page will be used to provide details of training sessions, races hosted by the club and to publicise any relevant club achievements.
- The club will also maintain a private Facebook group (the specific members only group) to notify the membership of committee decisions and any other relevant discussions.
- Comments on social media shall not be abusive, offensive or derogatory. If they are, the moderators reserve the right to delete these posts and in some cases, exclude the author. **(Please refer to Social Media Policy)**

12. DISCIPLINE AND APPEAL

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- The Committee has the authority to take appropriate disciplinary action against any member of the club and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the club.
- If necessary, Welsh Athletics will be informed of any disciplinary activity.
- All individuals have the right of appeal to any disciplinary decision made by the committee.

In line with Welsh Athletics we will appoint a Disciplinary Panel of three members In the interests of fairness and impartiality none of the members of The Panel shall have been directly involved in the matter being heard.

http://www.welshathletics.org/media/739816/national-disciplinary-procedure-for-affiliated-members.pdf

- Any individual subject to a disciplinary decision can request an appeal hearing. Requests should be made to the secretary or Chair within 14 days of the disciplinary decision. Such a hearing should be convened within 14 days of the request for an appeal hearing being received.
- An appeal hearing should be convened by a member of the committee and no more than 4 additional club members who are independent of the original hearing and decision.

13. **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 that remain will become the property of Welsh Athletics or alternatively some other club with similar objectives to those of Pontypridd Roadents AC.

14. **AMENDMENTS TO THE CONSTITUTION**

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

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15. **DECLARATION**

Pontypridd Roadents Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date: 18 / 02 / 2026

Name: Adam Bull

Position: Chairperson

Signed: Date: 18 / 02 / 2026

Name: Mair Hewett

Position: Vice Chairperson

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