

## Reading Joggers Byelaws

	Contents	Page number
1	General	1
2	Effective date	1
3	Sport governing body	1
4	Membership	1
5	Subscription fees	2
6	Resignation from the club	2
7	Joining process	2
8	Ballot for London Marathon awarded to Club	2
9	Data protection	3
10	Conduct required of members	3
11	Social media	4
12	Coaching	4
13	Club colours	4
14	Use of club colours	4
15	The Committee	4
16	Committee candidate and membership	5
17	Particular committee duties	5
18	Club governance	6
19	Disciplinary procedures	6

### 1. General

- 1.1. This document lays out the regulations by which Reading Joggers, hereinafter referred to as “the Club”, shall be administered by its Officers, the appointment of those Officers, and the conduct expected of its members.
- 1.2. The Rules supplement the Constitution, providing interpretation and details of implementation of the policies laid out therein. For the avoidance of doubt, the Constitution always takes precedence over the Rules.

### 2. Membership

- 2.1. The subscription fee year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March
- 2.2. Membership subscription fees comprise three components, namely:
  - 2.2.1. Joining fee
  - 2.2.2. Club subscription fee
  - 2.2.3. Governing body affiliation fee
- 4.3 The *joining fee* becomes due upon first joining the Club and upon re-joining after any period of non-membership.
- 4.4 The *Club subscription fee* and governing body affiliation fees both become payable upon joining the Club and annually thereafter on the first day of the new fee year. A member who has not renewed by 1 June (starting from 1<sup>st</sup> June 2020) shall be deemed to have resigned from the Club, and will need to pay a new joining fee.

### 5 Setting subscription fees

- 5.1 The Committee shall decide the amount paid for the joining fee and Club subscription fee annually and present its decision to the AGM.
- 5.2 The Club has no influence over the affiliation fees levied by England Athletics and passes this fee through to members without mark-up. Changes in the affiliation fee are passed through to members as soon as they are implemented by the governing body.
- 5.3 Members may elect not to affiliate with the governing body or may already be affiliated through another club; therefore the affiliation fee does not need to be paid. For those who do not affiliate, they are registered as '2<sup>nd</sup> Claim' members of the Club.
- 5.4 Arrears of subscription fees. A lapsed member may not present themselves as a member of the Club to attend Club events, enter races or claim discounts as a member of the Club, other than as a member of the public.

## **6 Joining process**

- 6.1 Prospective members may take part in sessions before joining the Club after contacting the [info@ReadingJoggers.org](mailto:info@ReadingJoggers.org) email.
- 6.2 Anyone wishing to join the Club shall submit a completed electronic application and in doing so agrees to abide by the Club Rules.
- 6.3 The Club offers the following classes of membership:
  - 6.3.1.1 1st Claim full member with all benefits and affiliated to the governing body
  - 6.3.1.2 2nd Claim member affiliated to the governing body through another club.
  - 6.3.1.3 Life members who have been awarded Life status
  - 6.3.1.4 Social non-running members who take part in social events
- 6.4 Note that for the current format (July 2019) Tuesday group run sessions a minimum requirement of being able to comfortably run 3 miles at 12.30 min/mile pace is recommended for the efficient running of the session, This does not apply to 'Couch to 5K groups'.

## **7 Ballot for London Marathon awarded to the Club.**

- 7.1 A Reading Jogger cannot enter the RJ's London marathon ballot within 12 months of joining the Club.
- 7.2 2<sup>nd</sup> and social claim members are excluded from the ballot
- 7.3 Once you have a ballot place you cannot enter the RJ's ballot for another 4 years.
- 7.4 Anyone planning on entering the ballot must provide proof of rejection from the public London marathon ballot

## **8 Data Protection**

- 8.1 By signing an Application Form or by renewing membership online members shall be deemed to have accepted that their personal details will be stored on computers and be processed by the Club as the Data Controller for as long as their membership continues.
- 8.2 In addition, members who wish to affiliate to the sport governing body shall be deemed to have agreed that the Club may, on their behalf, enter their details into the computer systems operated by the sport governing body, for which the sport governing body is the Data Controller.
- 8.3 At the point of resignation from the Club, insofar as the Club's computer systems are concerned, the Club shall comply with the "right to be forgotten", should the resigning

member wish to exercise that right. However, the resigning member would need to deal directly with the sport governing body to exercise their right in respect of its computer systems.

8.4 In regard to the “right to be forgotten”, the Club shall take reasonable endeavours to purge the ex-member’s name and contact details from all Club databases and websites. Neither the ex-member’s past postings on the Club’s social media, nor reference to the ex-member in race results or newsletters will be redacted.

8.5 The Club shall not sell or make available to third party organisations members’ details with the exception of:

8.5.1 the sport governing body for members who affiliate to it

8.5.2 the online membership processing service

8.5.3 Conversely, the Club may forward information that it has received from a third party to members that the Committee believes may be of interest to or benefit members such as beneficial race entry terms for affiliated members.

8.5.4 The Club actively uses email to advise members of forthcoming events and other topical items. Members shall have the right to opt out of receipt of Club circulars.

8.5.5 A small number of emails that the Committee deems to be important may be sent regardless of opt-out requests (e.g. invitation to renew membership online).

8.5.6 The Club is able to state that it will not divulge members’ details to third parties and will honour requests to opt out from receipt of circular emails. However, members are reminded that the Club has no control over the sport governing body, which will send affiliated members email of its own without reference to the Club, and which has its own operating practices regarding safeguarding members’ details.

8.5.7 Only Committee members will have access to members details.

## **9 Conduct required of members**

9.1 Members shall abide by the Rules laid out herein.

9.2 Members shall never cause the Club to be brought into disrepute.

9.3 Members shall abide by the rules governing any event in which the Club is participating or in which they are participating as an individual affiliated to the Club.

9.4 When training on public highways, footpaths, and any other places that are accessible to the general public, members shall exercise due consideration to other users of such places. This shall be in respect of both safety and courtesy, thus ensuring the continued upkeep of the good name of the Club. When running in groups on public highways and footpaths, a group leader should be chosen to oversee compliance with this Rule, and be supported by other runners in the group by adhering to the leader’s instructions.

9.5 It shall be the joint responsibility of the group leader, and the others in the group to ensure that no individual is left behind unattended.

## **10 Social media**

10.1 The Club has active social media accounts, namely Facebook, Instagram and Twitter.

10.2 Once a member is a paid up member they will be granted access to the club’s private social media accounts.

10.3 All members shall conduct themselves responsibly in their use of the Club’s social media and refrain from posting abusive comments or making remarks that other members may find offensive or derogatory.

10.4 Members may lose their access privileges to the Club's social media if these rules are not abided to. Members will be subject to the Club's Disciplinary Procedure which may result in expulsion from the Club.

10.5 The Clubs social media policy shall form a separate standalone document and shall be made available to members.

#### **11 Coaching**

11.1 All members may take part in coaching sessions.

11.2 The Club shall sponsor expenses for training and qualifying as a coach, under the guidance of the Coaching Co-ordinator and with approval by the Committee.

11.3 The coaching group shall be led by a coach qualified in accordance with the prevailing regulations of the sport governing body.

#### **12 Club colours / Dress code**

12.1 The Club's registered colours for representing the Club in races comprise of: White / Blue Vest or T-Shirt displaying the Club logo. The lower section contains items unique to the club, water tower, trees (Sulham Woods) and runners in a group.

12.2 The Club logo comprises of a royal blue Reading Joggers Club name contained in a circle.

12.3 The words 'Reading' Joggers are displayed diagonally on the kit.

#### **13 Use of Club colours**

13.1 Members should wear Club colours in races, failure to do so may result in the Club disqualification from being presented with a prize or trophy.

13.2 Members who wish to score in a Club Championship race shall wear Club colours.

13.3 Only fully paid-up members shall be entitled to wear Club colours in events, irrespective of their right of ownership. Any member not fully paid up and in breach of this Rule shall have their name reported to the sport governing body, together with a request for suspension.

#### **14 The Committee (supplementing sections 16-18 of the constitution)**

14.1 The Committee shall manage the affairs of the Club on behalf of its members.

14.2 There shall be no benefit or inducement for membership of the Committee.

14.3 By submitting their names as candidates for Committee membership, members agree to make all reasonable endeavours to attend Committee meetings, as called by the Chairperson, and to discharge actions assigned to them at such meetings in a timely fashion.

14.4 The Committee shall normally meet on a 6 weekly basis, though this may be varied at the discretion of the Committee. The General Secretary shall publish minutes of each Committee meeting in the Club newsletter to ensure transparency of how the Committee is serving the members of the Club.

#### **15 Committee candidature and membership**

15.1 Candidates for membership of the Committee shall be elected by ballot held at an AGM; their tenure shall be for a period of one year.

15.2 Committee member's co-opted mid-term shall stand for election at the next AGM if they intend to continue as Committee members after the AGM.

15.3 Nominations for membership of the Committee shall be made on the official form available from the General Secretary. The form shall require signatures (electronic or hard copy) by the candidate, a proposer and a seconder, each of whom shall be a paid-up

member, and be received by the General Secretary no less than one week prior to the date of the AGM.

15.4 Each candidate shall state their reason for standing as a Committee member at the AGM. In the event that any candidate is unable to attend the AGM, they shall submit a written statement to be read out at the AGM by the Chairperson.

15.5 Only fully paid-up members (of any category of membership) shall be entitled to vote in the election of candidates to the Committee.

15.6 The candidates will be chosen from a show of hands from all paid up members of the committee.

15.7 Being a member of the Committee is a serious undertaking, requiring a responsible attitude, an ability to work effectively in a team, a willingness to accept tasks and deliver corresponding results, skills and experience, and a desire to achieve the best outcomes for members. Recognising that there are frequently no more candidates than places available, a candidate could be elected with no more endorsement than he or she voting for his or herself.

## 16 Particular Committee duties

16.1 **The Treasurer** shall manage the financial affairs of the Club and shall be authorised to sign cheques, use the bank debit card and online banking facilities to undertake financial transactions on behalf of the Club. The following provisions shall apply:

16.2 The Treasurer shall maintain the current account with sufficient funds to meet day to day operational needs, and hold more funds than are necessary to run the Club.

16.3 All payments exceeding £300 shall be approved in advance by the Committee, either at a Committee meeting or by email.

16.4 The Treasurer shall present the accounts for audit annually following the end of the Club's financial year. The appointed auditor shall be qualified to undertake the audit and shall report their findings to the Committee.

16.5 The Club shall reimburse expenses claimed by members on Club business matters that have been pre-authorised by the Committee; this should be supported by documentary evidence of the expenditure incurred.

16.6 In the event that one or more of the Executive Officers, Chairperson, Treasurer and General Secretary, should resign before their term is complete, the Committee shall meet to attempt to resolve the situation. The following actions shall be tried in the order stated:

16.6.1 Appoint an existing Committee member to take up each vacated Executive Officer role.

16.6.2 Co-opt a member to join the Committee and take up each vacated role that remains unfilled.

16.6.3 Call an Extraordinary General Meeting to ask the membership to elect a replacement Committee to manage the affairs of the Club until the next AGM or until some other time as agreed by the EGM.

16.6.4 The Committee shall recruit and appoint various roles that are vital to the effective running of the Club. Such roles include;

- Club Captain
- Club Championship Organiser
- Newsletter Editor
- Coaching Co-ordinator

- Kit Manager
- Website Manager

## **18. Club governance**

- 18.1.** Overall governance of the Club is through the Annual General Meeting, where the outgoing Committee reports to the members and the members elect the new Committee for the forthcoming year.
- 18.2.** Both the Committee and a group of ordinary members shall have the right to call for an Extraordinary General Meeting to resolve an urgent issue in need of remedial action that cannot wait until the next AGM.
- 18.3.** Once months' notice will be given for the AGM, usually happens in March/early April. Members will be notified by email and an event added to Facebook.
- 18.4.** Decisions taken at an AGM shall be on the basis of a simple majority.
- 18.5.** Only matters formally placed on the agenda will be discussed and voted upon at an AGM.
- 18.6.** The meeting shall be chaired by the Chairperson, unless that would be deemed a conflict of interest with the purpose for which the meeting has been called, in which case the meeting shall be chaired by the General Secretary.

## **19. Disciplinary procedures**

- 19.1.** The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its members during or subsequent to Club events.
- 19.2.** Any member maybe disciplined or excluded from membership of the Club if his/her conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority of at least 2/3 of those present and voting at properly convened Committee Meeting.
- 19.3.** Such member shall have one month's clear notice of the Committee meeting sent to him/her with details of the case against them. The member shall be entitled to attend the meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit.
- 19.4.** Sanctions may include:
- 19.4.1.** a written warning, including a clear statement of the remedy required of the member to correct the breach of Rules
- 19.4.2.** removal of rights and privileges commensurate with the inappropriate behaviour unless and until the breach of rules has been remedied
- 19.4.3.** a final warning to remedy the unacceptable behaviour or be brought before a Disciplinary Committee
- 19.4.4.** request for the member to appear before a Disciplinary Committee comprising 3 Committee members (excluding the Chairperson), which shall have the power to expel the member concerned
- 19.4.5.** expulsion from the Club and notification to the sport governing body that the expelled member is no longer a member of the Club, either as an outcome of a Disciplinary Committee hearing or because the member declined to attend such a hearing when requested to do so immediate expulsion in cases of the most severe breach of the Rules
- Following the outcome of a Disciplinary Committee hearing, the member shall have the right to appeal against the action taken to an independent Appeals Committee, which shall

comprise the Chairperson and 3 other Committee Members, none of whom should have sat on the original Disciplinary Committee.

- Disciplinary Committee and Appeals Committee decisions shall be taken on the basis of a simple majority vote of the respective Committee members.
- Disciplinary action taken by the Committee, together with a record of the evidence on which it was based, shall be recorded for audit purposes but not published beyond Committee members and anyone directly affected by the behaviour that led to disciplinary action being taken.