



Harlow Running & Tri Club

Club Constitution

Effective: February 2026

1. Introduction

Harlow Running & Tri Club is a vibrant, volunteer-led community dedicated to promoting health, fitness, and camaraderie through running and multi-sport. Originally founded in 1989 as Harlow Running Club, the organisation expanded in 2016 to embrace the growing interest in triathlon, forming a unified club that now supports athletes of all abilities.

The Club exists to inspire participation, foster personal achievement, and create a welcoming environment where members can train, compete, and socialise. Whether preparing for a first 5K, a marathon, or a Sprint triathlon, members are supported by a culture of encouragement, inclusivity, and mutual respect.

Our foundations are built on friendship, teamwork, and a shared passion for sport. These values remain central to everything we do. All members are expected to uphold this ethos and contribute positively to the Club's community spirit. The Committee is committed to maintaining these standards and will address any conduct that undermines them.

2. Name

The official name of the organisation is **Harlow Running & Tri Club**.

3. Objectives

The Club's primary objective is to promote amateur running and triathlon. It aims to:

- Encourage participation in running, triathlon, and related disciplines.
- Foster a fun, social, and team-oriented environment.
- Support members in achieving their personal and athletic goals.

4. Club Colours

The Club colours are **blue, red, and white**.

Members taking part in the following races must wear a club top to ensure points are scored: Mid-Week League / Essex Cross Country, Inter Club Cross Country / Essex Championship. Members are encouraged to wear a Club top at other race events unless representing a registered charity.

Member who are awarded a London Marathon place through the HRTC ballot **MUST** wear a Club top when taking part in the London Marathon.

5. Governance and Management

5.1 Structure

The Club is governed by a Committee comprising:

- **Executive Committee Officers:**
 - Chair
 - Vice-Chair
 - Club Secretary
 - Membership Secretary
 - Treasurer
 - Welfare Officer (Male)
 - Welfare Officer (Female)

- **General Committee Officers:**
 - Men's Team Captain
 - Women's Team Captain
 - Webmaster
 - Social Media & Communications Officer
 - Club Kit Officer
 - DBS Checker
 - Social & Events Secretary
 - Race Secretary
 - Fundraising Secretary

5.2 Elections and Terms

- Executive Committee Officers are elected at the Annual General Meeting (AGM) and serve until the conclusion of the AGM in the year their term expires.
- General Committee Officers are elected annually and serve until the following AGM.
- All Officers are eligible for re-election unless otherwise stated in this Constitution.
- If a committee officer resigns, they are required to return all official documents and HRTC property.

5.3 Committee Operations

- A quorum requires six Committee Officers including at least two Executive Committee Officers.
- The Committee meets at least every eight weeks, with a minimum of seven days' notice and a published agenda.
- Decisions made by the Committee are binding on all Officers and Members.
- The Committee may:
 - Create new Officer roles as needed (subject to majority approval).
 - Fill vacancies with Ordinary Members (proposed and seconded by Committee members).
 - Delegate responsibilities to sub-committees or individuals, who report to a designated Officer.

6. Compliance

- The Club shall maintain affiliation with England Athletics, the British Triathlon Federation, and other relevant governing bodies.
- The Club shall maintain appropriate insurance coverage.
- All Members must comply with:
 - This Constitution
 - Club Member Code of Conduct
 - Social Media Policy & Guidelines
 - Club Discipline & Appeals Process
- The Committee shall also adhere to the Committee Code of Conduct.
- Amendments to governance documents must be approved by the Committee and presented at the AGM.

7. Membership

Membership is open to individuals who apply, are accepted, and pay the annual subscription. Membership is maintained in the Club's official database.

8. Subscriptions

- Annual subscriptions are set by the Committee and ratified at the AGM. Fees are due on 1st April each year.
- New members joining mid-year will pay a pro-rated fee to 31st March.
- Membership lapses if not renewed within two months of expiry.
- Refunds are at the discretion of the Executive Committee.
- Expelled members may not reapply for a minimum of five years. Their details may be shared with relevant governing bodies.

9. Resignation of Membership

- Members must provide at least seven days' written notice to the Membership Secretary.
- Resignation is not accepted until all Club property is returned and any outstanding debts are settled.
- Members who do not resign before the end of their subscription year remain liable for the following year's fees.
- Rejoining within five years is subject to Committee discretion.

10. Annual General Meeting (AGM)

- Held annually in February.
- Members will receive a minimum of 21 days' notice. Agenda item and A.O.B. items must be received at least 14 days prior to the AGM.
- The agenda will be circulated seven days prior to the meeting and includes:
 - Reports from the Chair, Treasurer (including financial statement), and Membership Secretary
 - Election of Committee Officers
 - Discussion of submitted motions

10.1 Nominations and Elections

- Nominations must be submitted in writing at least 14 days before the AGM.
- To be nominated for a Committee role, a member must be a first claim member and have been so for at least one year. Nominees will require and proposed and seconder.
- If only one candidate is nominated for a role, they are elected unopposed.
- Contested roles are decided by Alternative Vote.
- A Returning Officer is appointed at the AGM to oversee elections.

11. Extraordinary General Meeting (EGM)

- An EGM may only be called by:
 - A written request from at least 10 Members
 - A Committee resolution supported by 75% of Officers and 10% of Members
- An EGM must be called with 14 days of receipt of the above.
- Members will receive at least 7 days' notice and an agenda.
- Financial matters require the Treasurer or a designated deputy to be present.
- Decisions are binding if passed by a simple majority.

12. Amendments to the Constitution

Changes may only be made at an AGM or EGM. Proposed amendments must be submitted in accordance with the procedures outlined in this Constitution.

13. Complaints

Complaints regarding Member conduct must be submitted in writing to the Secretary. The Secretary will investigate and make a recommendation to the Committee. The Committee's decision is final and binding.

14. Disciplinary Procedure

The Committee may take disciplinary action for breaches of Club rules or conduct, including:

- Verbal warnings
- Reimbursement of Club-incurred expenses
- Suspension
- Termination of membership
- Temporary bans from reapplying

Suspended Members may not participate in Club activities or forums. All disciplinary actions are documented and may be reported to governing bodies.

15. Appeals Procedure

- Appeals must be submitted in writing to the Chair within 14 days of notification.
- An Appeals Committee, comprising the Chair and two approved non committee Members, will review the case within 14 days.
- The Appeals Committee may uphold, amend, or overturn the original decision.
- Outcomes may be reported to governing bodies.

16. Financial Management

- The Club is a non-profit organisation. Surpluses are reinvested or donated to local charities (subject to AGM approval).
- The Treasurer maintains financial records and presents an annual income & expenditure / balance sheet at the AGM.
- Expenditures over £100 require Committee approval. The Treasurer must authorise smaller amounts.

17. Dissolution

The Club may be dissolved by a vote of at least 90% of Members present at an AGM or EGM. No Member may benefit financially from dissolution.

18. Indemnity

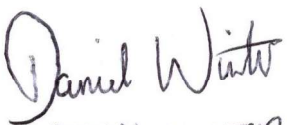
Committee Officers and Club Coaches are indemnified against liabilities incurred in the course of their duties, except in cases of gross negligence or misconduct, and subject to the terms of governing body insurance.

Signed: 

Name: **Phil Middleton**

Title: Chair

Date: **4/3/26**

Signed: 

Name: **DANIEL WINTER**

Title: Club Secretary

Date: **9/3/2026**

Version:	Author:	Date approved (at AGM or EGM):	Changes:
1	Club Chair	10/11/2021	New Constitution
2	Miguel Luque	06/02/2025	Change to Committee positions
3	Phil Middleton		Reduced wording to make document easier to read. Section 4 – members are “encouraged” not “expected” to wear club colours. Section 8 – changed to five years (from three years) to bring in line with section 9. Section 13 – changed to “Secretary” from “Chair”.

			Section 15 – changes to “Chair” from “Secretary”. Section 16 – removed need to submit annual accounts. Replaced with income expenditure / balance sheet. Removal of Declaration section as information better presented in version control section. Version control table added.
--	--	--	--