

4th of June 2019

Dear Members,

As you may be aware, we were unable to complete the agenda at our recent AGM and thus it was agreed at the AGM to hold an EGM in order to complete those items not resolved at the latter.

In addition, it has been brought to the committee's attention that two further rule amendments need to be considered and which are proposed as part of the agenda below.

In the interests of time, we have allocated time limits to each agenda item and which, in as far as possible, we would like to adhere to so as to ensure a succinct, but productive meeting.

We hope that as many of our members can attend our upcoming EGM as possible.

In advance of the EGM we wanted to give all members the opportunity to familiarise yourselves with the **current open committee positions** not filled at the AGM.

If you are interested in joining the committee, a summary of what each committee position entails can be found on our website under "[Meet the Committee](#)". Alternatively, do talk to the current incumbent, who will be able to give you further detail.

There is also important information below regarding **proposed Rule Changes** and which will require your votes to ratify into the constitution for the 2019/20 period. To view the current Club Rules [CLICK HERE](#)

If you have any questions on the below, do feel free to contact me chairman@ndroadrunners.com or the secretary secretary@ndroadrunners.com in advance of the meeting.



Details of the North Devon Road Runners EGM (2019)

* Paid-up members only

Tuesday, 25th June 2019 | 20h00

North Devon Leisure Centre (Meeting room), Seven Brethren Bank, Barnstaple EX31 2AP

[IMPORTANT: CLICK HERE TO REGISTER YOUR INTEREST TO ATTEND](#)

We ask our members to arrive early and get to your seats, as the EGM will start promptly at 20h00. Please do feel free to join us for coffee /tea from 19h45 onwards. Note: No food will be provided at the EGM.

It is important that your membership subscription is fully paid-up at the date of the EGM. If you are not paid-up, you will not be allowed to address the meeting, or vote on any changes being discussed. We would encourage you to check your membership status in advance and if you are unsure, please do contact memberships@ndroadrunners.com

It is important that if you wish to stand for any of the open positions not filled at the AGM, you put your name forward in advance. The deadline for submissions is the 18th of June 2019, however the committee will use their discretion to accept nominations on the night.

Open positions are listed later in this document.

You can review current committee positions with a summary of each role by [CLICKING HERE](#).

The Important bits:

Any proposed amendments / corrections to the current draft AGM minutes, need to be received by 19h00 on the 18th of June in order to be considered.

At the same time, inclusion of "Any Other Business" suggestions in the Agenda, is at the sole discretion of the committee and time allowing.

You can submit your suggestions when you [register to attend the EGM](#) /or by emailing me chairman@ndroadrunners.com /or the secretary secretary@ndroadrunners.com in advance of the meeting.

We would love it if all our members could attend! - Both long-standing and new members; including those having taken out membership while on the beginners course this year.

This is your chance to influence the future direction of the club.

We look forward to seeing you all there on the 25th of June.

Kind regards,

Your NDRR Committee

Agenda *(Current proposed Agenda as at 4th June 2019)*

1. Apologies & Welcome (5 mins)
 2. Agree draft minutes from AGM (10 mins)
 3. Open Committee Positions 2019/20 (10 mins)
 4. Election of the 2019/20 Open Committee Positions (5 mins)
- (30 mins)*

SHORT BREAK FOR FINAL COMMITTEE TO ASSEMBLE (5 mins)

1. General Rules (Tokens) :: Amendment to Club Rule: Rule 44 (15 mins)
 2. London Ballot :: Amendment to Club Rule: Note# Rules 32 (c) & 32 (e) only (10 mins)
 3. General Rules (Barnstaple Marathon) :: Amendment to Club Rule 45 (10 mins)
- (1 hour 10 mins)*

EGM Rule Change Proposals:

1. Proposed amendments to Rules 14 (Surplus funds) and Rule 15 (Closing dates for accounts). (10 mins)

Follow-up from AGM:

1. Ltd Company details publicized (5 mins)
- (1 hour 25 mins)*

Any other business (at the discretion of the Chair):

1. Club Cohesion :: General Discussion (20 mins)
2. Doone Run (5 mins)
3. Other (10 mins - Time allowing)

(Meeting closes 2 hours @ 22h00)

NDRR AGM :: Advanced Notification of Open Committee Positions

Committee Structure:

** We appreciate, some of the below assumes re-election of the Officers. That said, the current Committee does have the right to state the Committee Positions which are re-electable in advance of the AGM.*

In light of the number of members standing down from their Committee positions and with a view to serving our members in the best way possible in 2019, we reviewed the current positions on the Committee and have come up with a structure that we believe will cover the broadest spectrum of our needs, while keeping the Committee effective.

Structure 2019/20

Officers (as/per rule 7.):

* 7. Four members of the Management Committee including no more than two Officers shall form a quorum.

1. Chairman
2. Secretary
3. Treasurer

Full Committee - Monthly Meetings:

1. Chairman
2. Secretary
3. Treasurer
4. Vice Treasurer
5. Membership Secretary
6. Vice Membership Secretary
7. Members Representative Men's
8. Members Representative Woman's
9. Coaching Representative
10. Beginners Representative
11. Social Secretary / Event Officer (Not filled)
12. Logistics Officer

Officer Roles (Attending Committee Meetings on an 'as- and-when-needed basis'):

1. Race Directors (Where they are not already members of the Committee)
2. Race sub-committee members (Where they are not already members of the Committee)
3. Health & Safety Officer
4. Welfare Officer
5. Overseas Race Coordinator
6. Kit Supervision

NDRR AGM :: Advanced Notification of Proposed Rule Changes

Rule 7 :: Quorum (Approved AGM)

Taking into consideration the number of committee members we now have. (10+), we believe that Rule 7, which determines the minimum number of Committee Members for a valid meeting (Quorum) should be updated.

PROPOSED WORDING:

QUORUM.

- ~~7. Three members of the Management Committee including one Officer shall form a quorum.~~ Four members of the Management Committee including no more than two officers shall form a quorum.

Rule 29 - 30 :: Membership Fees (Approved AGM)

With reference to the rule below and the fact that it has been a number of years since any increase in annual NDRR Membership Subscriptions, the committee has come to the difficult decision that we have no choice but to propose a membership fee increase.

At present, the annual operating costs of the club do not come close to being met by membership fees alone. This will be further explained at the AGM during the Treasurers Report, but suffice to say, this position is untenable and it is not the responsibility of our Race Directors to fund the shortfall.

That said, we are a community-led, non-profit club and although the proposed increase does not serve to bridge the gap between our operating costs and our membership fee revenue, it will play a part in taking the pressure off our races to deliver the shortfall.

With that in mind, it is the committee's proposal that fees increase from ~~£21.50~~ to **£26.00** for all **Memberships up for renewal after the date of the AGM.**

The committee commits to review annual fees each year at the AGM and will constantly strive to lower costs in order to ensure members get value out of their membership.

ANNUAL SUBSCRIPTION.

29. The annual subscription for members shall be such sum as shall be determined at the Annual General Meeting by a simple majority of the member's presents thereat. Subscriptions shall be due on an annual basis.

30. All annual subscriptions shall be payable within one month of renewal. Any Club member whose annual subscription is not paid within the said period shall be suspended from any benefits of membership and races. Membership benefits will be reinstated from the date on which the subscription is subsequently paid but will not be backdated.

Rule 31 - 33 :: NDRR London Ballot (Approved in part at AGM)

Last year at the AGM, the proposed wording changes were adopted and sought to remove the obligation to apply for entry to the London Marathon in advance of the Ballot and therefore remove the requirement to provide a Rejection Letter.

Furthermore, the requirement to Marshal / Volunteer at least two North Devon Road Runner hosted events, was replaced with a requirement to have accumulated 10 tokens in the calendar year, which in essence required same level of volunteering as the 2017/18 wording, but rewarded those who have actively volunteered, versus passively volunteered.

CURRENT WORDING:

LONDON MARATHON.

31. Every year, the Club applies for a number of guaranteed London Marathon places (herein-after referred to as 'club places'). Members wishing to apply for a club place must request an application form from a member of the Management Committee. The form should be completed by the member and handed to a member of the Management Committee before the deadline that shall be set and advertised by the Management Committee.

32. For a member of the club to stand chance of being awarded one of the club places, the following criteria must be met:

- a) The member must have been a fully paid up club member for 12 months, before the date of the London Marathon in question. Priority will be given to U.K.A. membership;
- b) The member must have independently applied for a place in the London Marathon in question and that application must have been rejected;
- c) The member must have proof, at the discretion of the Management Committee, that they have completed three races in club colours and a member must have accumulated a minimum of 10 tokens in the calendar year preceding the application for the London Marathon place; and
- d) Any member who has secured a club place in the previous year shall not be eligible to reapply.
- e) In the event of you securing the club place, 10 tokens will be redeemed against your available total.

33. Following receipt of application forms (Rule 31), the member's applications that satisfy all criteria as set out in rule 32 shall be randomly drawn, to the number of club places available, to decide the members who shall be awarded the club places.

PROPOSED WORDING FOR LONDON BALLOT AMMENDMENT (RULE 31 - 33):

We have received feedback from members this year past, which the committee has listened to and resultantly have included in the proposal below. In addition, the committee also proposes introducing some additional amendments, that will hopefully make the application process fairer and reduce ambiguity.

PROPOSED WORDING:

LONDON MARATHON.

~~31. Every year, the Club applies for a number of guaranteed London Marathon places (herein-after referred to as 'club places'). Members wishing to apply for a club place must request an application form from a member of the Management Committee. The form should be completed by the member~~

~~and handed to a member of the Management Committee before the deadline that shall be set and advertised by the Management Committee. Every year, the Club applies for a number of guaranteed London Marathon places (herein-after referred to as 'club places'). Members wishing to apply for a club place must do so by registering for the 'ballot event entry' via the club website and before the deadline advertised by the management committee.~~ **(Approved at AGM)**

32. For a member of the club to stand chance of being awarded one of the club places, the following criteria must be met:

- a) ~~The member must have been a fully paid up club member for 12 months, before the date of the London Marathon in question. Priority will be given to U.K.A. membership. The member must have been a fully paid up club member for the 12 months, prior to the date of the London Marathon in question. You must also have taken out U.K.A. Membership in the qualifying year of the ballot. The committee reserves the right to open up the ballot to non-UKA registered members ONLY where no valid UKA members have applied.~~ **(Approved at AGM)**
- b) The member must have independently applied for a place in the London Marathon in question and that application must have been rejected; **(Retained at AGM)**
- c) ~~The member must have proof, at the discretion of the Management Committee, that they have completed three races in club colours and a member must have accumulated a minimum of 10 tokens in the calendar year preceding the application for the London Marathon place. The member must be able to provide proof that they have completed three races in club colours and must have accumulated a minimum of 10 tokens in the period from January to the ballot-draw-date for the London Marathon ballot place in question.~~ **(TO APPROVE AT EGM)**
- d) ~~Any member who has secured a club place in the previous year shall not be eligible to reapply. Any member who has secured a club place in the previous year shall be eligible to reapply.~~ **(i.e. remove clause).** **(Approved at AGM)**
- e) ~~In the event of you securing the club place, 10 tokens will be redeemed against your available total. To apply for the club ballot place, you must register for the ballot event entry on the club website and pay with 10 tokens. In the event of you NOT securing the club place, the 10 tokens will be returned to you.~~ **(TO APPROVE AT EGM)**
- f) **(New Clause)** The member who wins the club ballot must wear their club vest / t-shirt on race day, even if running for charity. (The charity logo can be added to the club vest / t shirt at the runner's discretion.) **(Approved at AGM)**
- g) **(New Clause)** At the time of entering the ballot, a member should believe themselves to be fit and able to complete the London Marathon and also have the intention of running the London Marathon in the following year. Requests for deferrals should not be made by a member without undue reason. **(Approved at AGM)**

33. Following receipt of application forms (Rule 31), the member's applications that satisfy all criteria as set out in rule 32 shall be randomly drawn, to the number of club places available, to decide the members who shall be awarded the club places. **(Clause Amendment)** The draw to take place on a club night in front of all members present. **(Approved at AGM)**

Rule 44 :: Tokens

CURRENT WORDING:

GENERAL RULES.

44. Members will have the ability to earn tokens, redeemable against North Devon Road Runner hosted races, through their active participation in volunteering. Tokens may be earned at North Devon Road Runner hosted races, Beginners Courses, Winter Handicaps and Club Relays in the manner described below.

Caveats for 2018 only:

- *In the interest of fairness; tokens will retrospectively be applied to all volunteers involved with the Braunton 10 and to all Beginners' Volunteers / Winter Handicap Volunteers, who have assisted from the 1st of January 2018.*
- *You will only be able to redeem tokens against races occurring after the AGM, where the race entries are still open and only once the change to Rule 44 has been voted in.*

The amount of tokens awarded to a volunteer, are listed by category below:

- Marshalling / Water Stations :: 5 tokens
- Race Finish :: 2 tokens
- Registration & Parking :: 2 tokens (Applies to those volunteers helping prior to running the event themselves)
- Pacemaker / Sweeper :: 5 tokens
- Set-up prior to the event, including collection from the container, course mark-out etc. :: 5 tokens
- Break-down after the event, including re-packing the container, course clearing etc. :: 5 tokens
- Registration (including setting up the registration hall) / Timekeeping :: 5 tokens
- NDRR-hosted Club Relay (Marshalling) :: 5 tokens
- Club Relay (Participation) :: 1 tokens (per/relay)
- Beginners Group registered support runner :: 1 tokens (per/session)
- Winter Handicap support / marshals :: 2 tokens (per/session)
- Coaching Representatives :: 2 tokens (per/session)

Rules:

- Tokens are awarded at the sole discretion of the Race Director / Beginners or Winter Handicap lead representatives and will be issued after the event on confirmation that the volunteer completed the tasks they registered for.
- To receive tokens, the volunteer must register on the North Devon Road Runner site as a registered user (i.e. not a guest). However, the volunteer DOES NOT NEED to be a full club member.
- Volunteers may not part-pay for race entries in tokens. (i.e. You must have all the tokens required for each qualifying event in order to claim your place).
- You may spend your tokens by registering another person for an event. (i.e. Sign up another member or guest for a race using your own tokens).
- Tokens will expire 24 months after their issue date. As the Barnstaple Marathon & Half Marathon is administered outside of the North Devon Road Runner system, the method of redeeming tokens may vary. In 2018, you will be issued a voucher code for MyLaps in exchange for the relevant tokens.

PROPOSED WORDING:

As we have a number of members and non-members who have accumulated a significant amount of tokens as a result of extensive volunteering and who are unlikely to use their tokens on races alone, (for themselves /or others), the committee are pleased to announce the we propose to extend the redemption of tokens against the Annual Dinner and Coach Transport the club provides to races / events.

That said and before confirming the rule change proposal below, there has been a suggestion from member/s that we consider disbanding the Token System altogether and which we should discuss before adopting any rule changes.

Our intention is to further increase this scope, (as our system allows), to clothing in 2020. However this option may only be presented at next year's AGM.

GENERAL RULES.

44. Members will have the ability to earn tokens, redeemable against North Devon Road Runner hosted Races, **(new) Coach Transport and the Annual Dinner**, through their active participation in volunteering. Tokens may be earned at North Devon Road Runner hosted races, Beginners Courses, Winter Handicaps and Club Relays in the manner described below.

Caveats for 2018 only:

- ~~○ In the interest of fairness; tokens will retrospectively be applied to all volunteers involved with the Braunton 10 and to all Beginners' Volunteers / Winter Handicap Volunteers, who have assisted from the 1st of January 2018.~~
- ~~○ You will only be able to redeem tokens against races occurring after the AGM, where the race entries are still open and only once the change to Rule 44 has been voted in.~~

The amount of tokens awarded to a volunteer, are listed by category below:

- Marshalling / Water Stations :: 5 tokens
- Race Finish :: 2 tokens
- Registration & Parking :: 2 tokens (Applies to those volunteers helping prior to running the event themselves)
- Pacemaker / Sweeper :: 5 tokens
- Set-up prior to the event, including collection from the container, course mark-out etc. :: 5 tokens
- Break-down after the event, including re-packing the container, course clearing etc. :: 5 tokens
- Registration (including setting up the registration hall) / Timekeeping :: 5 tokens
- NDRR-hosted Club Relay (Marshalling) :: 5 tokens
- Club Relay (Participation) :: 1 tokens (per/relay)
- Beginners Group registered support runner :: 1 tokens (per/session)
- Winter Handicap support / marshals :: 2 tokens (per/session)
- Coaching Representatives :: 2 tokens (per/session)

Rules:

- Tokens are awarded at the sole discretion of the Race Director / **Coach** / Beginners or Winter Handicap lead representatives and will be issued after the event on confirmation that the volunteer completed the tasks they registered for.
- To receive tokens, the volunteer must register on the North Devon Road Runner site as a registered user (i.e. not a guest). However, the volunteer DOES NOT NEED to be a full club member.
- Volunteers may not part-pay for race entries in tokens. (i.e. You must have all the tokens required for each qualifying event in order to claim your place).

- You may spend your tokens by registering another person for an event. (i.e. Sign up another member or guest for a race / **coach trip / annual dinner** using your own tokens).
- Tokens will expire 24 months after their issue date. As ~~the Barnstaple Marathon & Half Marathon~~ is many of our races are administered outside of the North Devon Road Runner system, the method of redeeming tokens may vary. ~~In 2018, you will be issued a voucher code for MyLaps in exchange for the relevant tokens.~~ In most cases, a voucher code will be issued for you to redeem against your entry. The race director will supply information regarding the process in advance of each race.
- **(New)** The tokens required for each race / event / coach transport will be communicated to members at the time entries and/or bookings open and are at the sole discretion of the Committee and/or Race Director, who have a responsibility to ensure the issue of 'free' allocations do not have an adverse financial impact on the club.
- **(New)** Members will be entitled to redeem tokens for coach travel / Christmas Party during 2019/20, providing they have the total amount of tokens required. (Part payment will not be accepted). The number of tokens required will be at the discretion of the Committee and as the cost of Coach Travel / the Christmas Party is not known as this time.

The committee propose to review this at the 2020 AGM with regard to redeeming tokens against club kit.

Rule 45 :: Barnstaple Marathon & ½ Marathon

CURRENT WORDING:

GENERAL RULES.

45. Those members wishing to run the Barnstaple Marathon & ½ Marathon shall provide a non-NDRR volunteer of 18+ years to assist with the event.

It has come to the committee's attention that some of our members, who volunteer regularly throughout the year, are being unfairly prejudiced when it comes the Barnstaple Marathon & ½ Marathon rule, which stipulates providing a non-NDRR volunteer in order to run. We propose a rule amendment whereby active volunteers are exempt from this requirement. Due to the significant challenge of securing enough volunteers each year to put on the race/s, the requirement remains for those members who do not have enough tokens to enter the race/s.

PROPOSED WORDING:

GENERAL RULES.

45. **(Current wording)** ~~These members wishing to run the Barnstaple Marathon & ½ Marathon shall provide a non-NDRR volunteer of 18+ years to assist with the event.~~ **(Amended wording presented at AGM)** ~~These members wishing to run the Barnstaple Marathon & ½ Marathon shall provide a non-NDRR volunteer of 18+ years to assist with the event, (new concession) unless the member has a sufficient token balance (i.e. ½ Marathon = 20 tokens / Full Marathon = 30 tokens), in which case, the member will be able to use their token balance as payment /or make payment as normal, without the need to supply a non-NDRR marshal. Non-members registered on our system and with sufficient tokens will also be able to use their token balance as payment /or make payment as normal, without the need to supply a non-NDRR marshal. Members and non-members may use their token balance to purchase a marathon / ½ marathon place on behalf of someone else, but in this scenario, members will still need to provide a non-NDRR volunteer of 18+ years to assist with the event, unless the member has a sufficient token balance.~~ **(Further amended wording to be presented at EGM)** Those members wishing to run the Barnstaple Marathon and 1/2 Marathon shall provide a non-NDRR volunteer of 18+ years to assist with the event, unless the member has a sufficient token balance (i.e. 1/2 Marathon = 20 tokens / Full Marathon = 30 tokens), in which case, the member must pay using their token balance as payment, without the need to supply a non-NDRR marshal. Non-members registered on our system and with sufficient tokens will also be able to use their token balance as payment.

Rationale for further amendment to wording:

Having reviewed this, it was considered by the committee that there was potential for a member, who had sufficient token balance to buy a place by credit / debit card in 2019 and would not be required to provide a non-NDRR volunteer /nor lose their tokens. This same member could then use their tokens to buy a place for the 2020 marathon / ½ marathon without marshalling at any other event during 2020 and still not have to provide a non-NDRR volunteer. Therefore, the committee agreed to remove the option of 'making payment as normal' i.e. with a credit / debit card. In addition to this, it was considered unfair for a member to have to provide a non-NDRR marshal volunteer if they pay for someone else's 2020 marathon / ½ marathon entry with their own tokens.

Therefore, the revised wording was agreed by committee members and which will be proposed to members at the EGM.

NEW FOR EGM

Proposed amendments to Rules 14 and 15

A member has brought it to the committee's attention that there is potential conflict to two of our current rules and which require review /amendment at the upcoming EGM.

RULE 14:

This rule does not currently allow the club to make charitable donations. Therefore, the following wording was agreed by committee members present and which will be proposed to members at the EGM:

Current Wording:

14. The club shall be deemed as non-profit making and as such any surplus income or gains shall be reinvested into the club. Surpluses or assets cannot be distributed to its members or to third parties.

Proposed Wording:

~~14. The club shall be deemed as non-profit making and as such any surplus income or gains shall be reinvested into the club. Surpluses or assets cannot be distributed to its members or to third parties.~~ The club shall be deemed as non-profit making and as such any surplus income or gains shall be reinvested into the club. Surpluses or assets cannot be distributed to its members or to third parties, other than UK registered charities, approved by the relevant Race Director and the Committee.

RULE 15:

Due to the club changing status to a Limited Company, the date the accounts are now due may have to be changed from the current date of the 31st January and therefore the above rule will need to be amended to reflect this.

Current Wording:

15. The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the 31st of January each year which shall after an independent examination be printed and circulated amongst the members at the Annual General Meeting. All payments made for or on behalf of the Club shall be made by cheque, debit card, credit card or via online banking, such payments to be made on behalf of the Club by the Treasurer, Chairman, Secretary, or by such officers of the Club as the Management Committee shall determine.

Proposed Wording:

15. The Treasurer shall keep the accounts of the club and shall make up the annual statement of accounts and balance sheet of the club to the **31st March** each year, which will be presented to members at the Annual General Meeting. Thereafter, verified statements will be made available to members. All payments made for or on behalf of the Club shall be made by cheque, debit card, credit card or via online banking, such payments to be made on behalf of the club by the Treasurer, Vice Treasurer or another person authorised by the Treasurer.

North Devon Road Runners Ltd proposed wording for website

Follow-up wording post AGM for website regarding North Devon Road Runners Ltd to be communicated in the "[About Us](#)" and "[Meet the Committee](#)" sections of the website:

Proposed wording:

North Devon Road Runners Ltd (Company number 11489338) is a non-profit Community Sports Association (CSA) with limited liability and is registered C/O Hayne Associates at 66 Whittingham Road, Ilfracombe, Devon EX34 9LL. For correspondence the registered postal address is North Devon Road Runners Ltd, PO Box 396, Barnstaple EX32 2HN

The company is formed of directors fulfilling the following duties at North Devon Road Runners Ltd and having been voted in at the club's Annual General Meeting each year namely; The Chairman, Treasurer, Secretary, Membership Secretary, Race Directors (*Braunton 10, Hartland Hartbreaker, Arlington Court Canter and Barnstaple Marathon & ½ Marathon*), Coaching & Beginners Representative.

After each AGM it is the management committee's responsibility to ensure that director's names reflected at [Companies House](#), reflect that of the incoming incumbents and that retired persons are removed.

In addition to the above, our website footer will be updated to include our company number and Ltd status. Our postal address has already been updated in the "Contact Us" section of the website.