

Brackley and District Running Club

Club Constitution

1. Club Name, Branding & Colours

The Name of the Club is "Brackley and District Running Club" ("the Club"). The club was established in 2008. The Club Colours shall be an orange vest with black trim and black shorts. The vest will be available only from the club and will have club logos front and back.

The "F1 Chicken Run" and "The Brackley 10km Chicken Run", are recognised and copyrighted owned brand names which are the sole property of 'Brackley and District Running Club' and limited entirely to the use by the Ordinary Committee of the Club and will be maintained as such for as long as the Club is in existence. No individual member or non-member shall have any rights to use the brand without prior written permission from the Ordinary Committee. Any logo used from time to time will also remain the sole property of the Club and use of such material is strictly limited to Club activities and promotion.

2. Objectives of the Club

The Objectives of the Club are:

- to facilitate participation in and promotion of recreational and competitive running and jogging amongst the adult community, adult being determined as 18 years of age or over, in the area of Brackley, (and surrounding community catchments) Northamptonshire, and amongst the community thereof and related sporting & social activities therein;
- to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 [including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post training/meet refreshment]; and
- to do all such things as the Ordinary Committee thinks fit to further the interests of the club or to be incidental or conducive to the attainment of all or any of the objects above.

3. Membership of the Club

Eligibility

Membership is open only to those aged 18 years or over at date of application.

Paid up members may invite eligible guests to attend training sessions on the understanding that they are attending with a view to joining the Club in the near future. The member extending the invite is responsible for explaining to their guests the need to join or pay per session after their initial three free sessions.

The exception to the Guest status rule is at the discretion of the Club Chairman or Club Secretary only. Membership is open to runners of other Clubs under second claim status provided they can prove current membership of their first claim Club.

Membership Application

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running and jogging, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs but must be aged 18 years or over on the day of application.

Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Ordinary Committee from time to time. Applications must be submitted in the first instance to the Clubs Membership secretary or to an Ordinary Committee Member of the Club and accompanied by the appropriate subscription fee.

Every candidate for membership shall be considered by the Membership Secretary. In the event that the Membership Secretary considers that to admit a candidate for membership would be contrary to the best interests of the sport or the good conduct and interests of the Club then referral should be made to the Ordinary Committee who should decide the outcome of the candidate's application.

By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited, the Association of Running Clubs and the rules and regulations of England Athletics Limited (or relevant successor bodies).

Membership Categories

The Club shall have the different categories of membership set out below. Members will enjoy the rights and obligations specifically outlined in this document. Members must also designate themselves as either "First Claim" or "Second Claim" Members.

Annual Ordinary Subscription Membership

Anyone satisfying the general admission criteria (as determined from time to time by the Membership Secretary or by referral, the Ordinary Committee) can become an Annual Ordinary Subscription Member provided that: they are an amateur as defined from time to time by UK Athletics or the Association of Running Clubs and that they are aged 18 or over at the date of their application.

There are 2 classes of annual ordinary subscription membership: first claim and second claim. Ordinary Members shall be entitled to receive notice of, attend and vote at general meetings of the Club. First and second claim members shall have equal voting rights.

Honorary Members

Honorary membership can be bestowed, from time to time, with unanimous agreement of the Ordinary Committee, in recognition of service given to the Club or other reasons. Honorary Membership requires that the member concerned is not obliged to pay the usual annual subscription charges, although can do so if they wish, but, if racing competitively, will be required to pay for their affiliation to the chosen governing body.

There will be two levels of Honorary Membership:

1. Lifetime Honorary Membership
2. Fixed Period Honorary Membership.

Honorary Members shall be entitled to receive notice of, attend and vote at general meetings of the Club. First and second claim Honorary members shall have equal voting rights.

Subscriptions

Other than Honorary Members, The Club will, as a condition of Annual Ordinary Subscription membership, require annual subscription fees to be paid by Members of the Club, the rates to be determined from time to time by the Ordinary Committee provided that the Ordinary Committee shall ensure that the subscription fees are set on a non-discriminatory basis and do not preclude open membership of the club.

Ordinary Members shall pay their subscription fees into the Club's Bank Account directly, advising the Treasurer that they have done so, OR to the Membership Secretary by March 31st each year. Members having arrears of subscriptions of more than four weeks (i.e. if the fees are not paid by April 30th) will have their consecutive membership rights automatically terminated and will not be eligible to participate in the *affairs or activities of the Club, including voting in any General Meeting. In addition, they will forfeit any rights to reduced membership fees for continuous and unbroken membership.* Payment of a full NEW member subscription at a later date will enable the former member to be readmitted by the Ordinary Committee. Reductions in fees for new members joining part way through a financial year will be decided by the Ordinary Committee and posted as appropriate on the club's website.

There shall be no concessionary rates for partners or family members.

Behaviour

All members are expected to behave towards, and have respect for, other members and members of the public in an acceptable manner at all times when representing the Club during training sessions, when participating in Club Championship races, other organised races and social events.

All members will comply with the constitution of the club

Cessation of Membership

Members may resign from membership at any time by notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period except at the discretion of the Ordinary Committee who will be required to consult the membership on each individual case. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.

The Ordinary Committee shall have the power to expel a Member when, in its opinion, it would not be in the interests of the Club for him or her to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

4. The Club Committee(s)

The Ordinary Committee

The day to day management of the Club shall be entrusted to an Ordinary Committee consisting of a minimum of EIGHT Officers. The Ordinary Committee Members shall be nominated in accordance with the procedure entitled "Election of Committee" set out below and elected by the Members at the Annual General Meeting. The Ordinary Committee Members shall remain in office for a MINIMUM one year term until the end of the Annual General Meeting in the year after their election and shall be eligible for re-election.

Ordinary Committee Members shall undertake the day to day operation of the Club. The allocation of these duties shall be by mutual consent between the Ordinary Committee Members. Duties may be reallocated at any time as required and may be delegated to Members of the Club. The Ordinary Committee Members shall report to and advise the Ordinary Committee on the status of such tasks.

The officers will be:

1. THE CHAIRPERSON
2. THE CLUB SECRETARY
3. THE TREASURER
4. THE MEMBERSHIP SECRETARY
5. THE RACE SECRETARY
6. THE SOCIAL SECRETARY
7. THE WEBMASTER
8. THE MERCHANDISE OFFICER

At the AGM by election, or from time to time by appointment by the Ordinary Committee, up to two General Committee Members can be appointed to assist the Ordinary Committee in their duties. General Committee members can only be appointed if there are no vacancies of officer positions on the Committee as listed above.

All officers and General Committee members will have full voting rights on the Ordinary Committee.

Deputy Officers shall NOT have full Ordinary Committee status and shall not be required to attend Committee meetings unless their presence is requested. Examples of such posts are as follows:

1. Deputy Club Championship Secretary
2. Deputy Social Secretary
3. Deputy Membership Secretary
4. Session Leader Manager
5. Session Leaders

For clarification THE CHAIRPERSON may, after election, be referred to as either The Chairman or The Chairlady depending on who accepts the role.

No one person may hold more than one post at any one time and any existing Ordinary Committee Member must resign from a post before requesting or accepting nomination for another. However, the tasks of any unfilled post(s) can be shared by mutual agreement amongst the other Ordinary Committee Members until such time as the post is filled. The tasks may be delegated to other members of the club.

Election of Club Ordinary Committee

Any Member may be nominated (proposed and seconded) by any other two Members, with his/her approval, as a candidate for any of the posts of Ordinary Committee Member.

If the number of candidates for the post of any Officer (as each falls for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, the membership shall be informed of the potential candidates and asked to vote ballot papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible Member may vote for each office with the first candidate to reach a majority elected.

Proceedings of the Ordinary Committee

The Committee shall meet at least three times each year in person and as often as may from time to time be necessary in a General Meeting. Any additional meetings may be held in a manner agreeable to the Committee (including by e-mail). ALL General Meetings, including one Annual General Meeting (to be held in November of each year and to be convened by the Chairperson at a time and venue suitable to most Members of the Club) shall be open to ALL members.

Three of the voting members of the Ordinary Committee shall be the quorum necessary for the transaction of business. A meeting of the Ordinary Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Ordinary Committee by this constitution.

The Committee may act notwithstanding any vacancy in its numbers, so long as the number of members of the Committee entitled to vote is not reduced below three in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Ordinary Committee at a General Meeting. Questions arising at any meeting and requiring a decision shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chairperson shall have a casting or additional vote. ALL members of the club shall be entitled to vote at General Meetings.

The Ordinary Committee may regulate their meetings and proceedings as they think fit. The Ordinary Committee shall, within two weeks of each meeting, record, in minutes of that meeting, the decisions that it has taken. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the Webmaster who will upload these to the club web site to allow comment by other Ordinary Committee members and all club members.

The Ordinary Committee may invite persons who are not members of the Ordinary Committee to address a General Meeting and/or a club Committee meeting.

Powers of the Ordinary Committee

The Ordinary Committee shall be responsible for the management of the Club. The Chairperson, with a minimum of **two** further Ordinary Committee Members acting together, shall have the following specific powers delegated to a minimum of **three** Ordinary Committee Members to:

- (a) Make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members. This must be done in consultation with all club members as soon as possible
- (b) Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested.
- (c) Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- (d) Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Ordinary Committee thinks fit.
- (e) Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
- (f) Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- (g) Pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (h) Determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (i) Appoint Members or sub-Committees to exercise such functions as the Committee may from time to time delegate to them.
- (j) Organise Club activities.

The members of the Ordinary Committee and any members appointed to act as trustees shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

5. Club Meetings

The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.

At all such meetings Chairperson, or in his or her absence a member of the Club selected by those members of the Ordinary Committee present, shall take the Chair. At all special General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes the Chairman of the meeting shall have a casting vote. The Chairperson will only vote if required to give a casting vote.

The following rules shall apply to all General Meetings:

- (a) The quorum for an Annual General Meeting shall be ten Members personally present and entitled to vote. No business shall be transacted at any General Meeting unless a required quorum of **five** members is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum, unless the number present falls below five, and may transact the business for which the meeting was called.
- (b) All resolutions (and amendments thereto) shall be put to the meeting.
- (c) Resolutions proposed for consideration by a General Meeting shall be submitted in writing to the Secretary at least one week before the date of the meeting.
- (d) Amendments may be proposed at any time during debate, although the Chairperson shall have the right to require these to be put in writing together with the name of the proposer.
- (e) The Chairperson shall deal with amendments in the strict order in which they are proposed, although he or she shall have the right to refuse amendments which negate the resolution. If an amendment to a resolution is proposed, no further amendments shall be proposed until the first is disposed of. If an amendment is lost, a further amendment may be moved to the original resolution but only one amendment shall be submitted to the meeting at one time; if an amendment to a resolution is carried, then the resolution as amended shall become the resolution to which further amendments may be proposed.

The Chairperson of the General Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from the point at which the adjournment took place.

Annual General Meetings

Calling Of AGM

The Annual General Meeting of the Club shall be held within the month of November each year, on a date and at a reasonable time and place to be fixed by the Ordinary Committee for the following purposes and order of business:

- to receive from the Ordinary Committee an Annual Report, balance sheet and statement of accounts for the preceding financial year;
- to elect the Ordinary Committee.
- to decide on any resolution which may be duly submitted to the meeting as provided by these Rules.

Not less than three **week's** notice of an Annual General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Annual General Meeting shall elect from those present a Returning Officer to oversee any elections conducted at the meeting. This can be an Ordinary Committee member or a club member and shall only be in post for the duration of the meeting.

General Meetings

Not less than **three week's notice** of a General Meeting specifying the place, day and time of the meeting shall be given to the Members.

The Secretary shall, on the requisition in writing (including email) of not less than five Members entitled to vote at such meetings, convene a Special General Meeting within four weeks of the receipt by him or her of the requisition stating the business to be raised. No other business is to be discussed at a Special General Meeting.

The Brackley 10km Chicken Run Sub Committee

The Brackley 10km Chicken Run Committee is a sub Committee to the Ordinary Committee of the Club and shall always remain subservient and servile to the needs of the Ordinary Committee at all times. The Brackley 10km Chicken Run Committees sole purpose is to plan, organise and stage the annual open Brackley 10km Chicken Run race to the requirements of the Ordinary Committee. The Brackley 10km Chicken Run Committee will ensure that:

- a) The Brackley 10km Chicken Run is entirely self funding and that ordinary Club funds raised from membership subscriptions will not be compromised in any way whatsoever.
- b) The Brackley 10km Chicken Run will not create any debt for the Club
- c) The Brackley 10km Chicken Run will apply maximum effort to create a surplus profit that can be used to help fund future improvements to the race, support local charities, from time to time, of the Ordinary Committees choosing and create additional wealth for the Club for the purpose of Club development, purchase of training equipment, payment of training facilities and other support to it's members.
- d) The Brackley 10km Chicken Run will take place on a date and time that is acceptable to the Ordinary Committee for the purpose of gaining maximum support from the members and minimum disruption to local communities
- e) The Brackley 10km Chicken Run finances are kept entirely separate from the day to day membership subscriptions and other financial matters of The Club but that, at all times, such funds are always transparent and accessible to the Ordinary Committee.
- f) Where surplus monies remain at the close of any Brackley 10km Chicken Run event, control of those funds remains with the Ordinary Committee at all times and any expenditure thereof is at the discretion of the Club Treasurer.

It is a requirement of the Ordinary Committee that a delegated member of the Ordinary Committee always sits on the Brackley 10km Chicken Run Committee to ensure, where necessary, that a casting vote can be made in instances where a unanimous decision can not be reached on Brackley 10km Chicken Run matters.

It is also a requirement of the Ordinary Committee that the Club Treasurer also performs the role of The Brackley 10km Chicken Run Race Treasurer to ensure overall control of Club funds is kept uniform.

Officers of the Brackley 10km Chicken Run Committee shall be:

1. The Race Director
2. The Race Treasurer – also the Club Treasurer.
3. The Course Director
4. The Race Chief Marshal
5. The Race Entrant Secretary

Other officers can be appointed to the Brackley 10km sub-Committee by members of that sub-Committee and will have full voting rights of that sub-Committee.

Election of Brackley 10km Chicken Run Committee

Members of the Brackley 10km Chicken Run Committee are NON voting members of the Ordinary Committee therefore it is acceptable for Ordinary Committee Members to hold one or two posts on the Brackley 10km Chicken Run Committee in addition to their Ordinary Committee posts provided they can assure the Ordinary Committee that they can commit the time and resource to fulfilling all posts.

Because planning and organisation of the Brackley 10km Chicken Run commences well in advance of the Clubs Annual General Meeting, it is essential that the Brackley 10km Chicken Run Committee is established no later than December of the preceding year of the next race.

Election to the Committee is therefore based on the current Brackley 10km Chicken Run Committee seeking volunteers to step into new roles or take over any vacant posts at the completion of each Race. This will be managed by the current Race Director who may, once the Committee has been secured for the following year's race, step down from office.

It is the responsibility of the current or outgoing Race Director to ensure the suitability of all future Brackley 10km Chicken Run Committee members.

Leaving Office – All Committees

The office of an elected member of the Committee shall be vacated if he or she:

- (a) Resigns at any time by notice in writing to that effect given to the Chairperson and such resignation shall take effect immediately.
- (b) Ceases to be a member or shall be excluded or suspended from the Club under disciplinary proceedings.
- (c) is absent for more than two consecutive General Meetings.
- (d) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of, the Association of Running Clubs, England Athletics Limited or UK Athletics Limited.
- (e) is asked to resign by all the other Ordinary Committee members, acting together.

The Ordinary Committee shall, between General Meetings, have the power to appoint a Member to fill any vacancy by co-option on the Ordinary Committee. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

6. Health & Safety

Irrespective of any Insurance afforded to members through the Governing body(s), all members of the club are expected to take full responsibility for their own and other people's health and safety when engaging in club activities. This will include:

- The wearing of easy to see high visibility clothing (club issue or comparable standard) is highly recommended at all times and especially during autumn and winter months.
- Experienced runners are strongly encouraged NOT to run on their own or to deviate from the agreed session routes during Club sessions. Experienced runners are also expected at all times during training sessions to be mindful of new members and less able runners to ensure that they are not left behind or placed in unnecessary danger.
- It is the responsibility of the Training Session Manager and Session Leaders to deliver each and every session unless a suitable deputy has been appointed. Members are expected to be attentive during session briefings to ensure they have a clear understanding of the proposed route(s) or session content.
- Should a runner or runners decide to cut short their session, they MUST inform the session leader or another participant to ensure that they are accounted for after the session.

7. Accounts

The Treasurer will ensure proper accounts are kept and provide Ordinary Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Club's Financial Year shall run from January 1 to December 31 inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

8. Property and Facilities

The property of the Club, other than cash at bank, shall be vested in the Trustees who shall deal with the property as directed by resolution of the Ordinary Committee.

The Club's facilities shall be provided to its members without discrimination.

Application of Surplus Funds

The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objects.

The Club may also in furtherance with the objects of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Remunerate members for providing goods and services, provided that such arrangements are approved by the Ordinary Committee (without the Member being present) and are agreed on an arm's length basis.
- Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Ordinary Committee Member or member his/ her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Ordinary Committee members in relation to the Club.
- Pay for reasonable hospitality for visiting teams and guests.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

9. Interpretation of Club Constitution & Rules

The Constitution may be added to, repealed or amended by resolution at any Annual General, General or Special General Meeting convened in accordance with the procedures above carried by a majority of at least two-thirds of the Members voting thereon.

The Ordinary Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Ordinary Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in any Annual General, General or Special General Meeting.

10. Dissolution of The Club

If at any special General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, a further special General Meeting shall be convened, to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices), to further consider the matter.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened special General Meeting. If successful, the Ordinary Committee shall proceed to realise the property of the Club and discharge all liabilities.

Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another community amateur sports club for road running or athletics, or to a charitable organisation having similar objects and affiliations, as nominated at the Special General Meeting.

11. Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

12. Grievance and Disciplinary Procedures

Grievances

If a member has any grievance relating to their fair treatment within the Club or wishes to raise any concerns or objections relating to the general running of the Club and the administration of Club activities, MUST send details in writing to their chosen Ordinary Committee member.

That Committee member is then obliged to forward the members comments onto both the Club Secretary and the Club Chairman in order that the matter may be considered and dealt with in a formalized and recorded manner. Any submissions will be treated in the strictest of confidence and will only be discussed openly with the full permission of the member raising the grievance. Grievances raised in any other manner will not be considered.

Disciplinary Procedures

Disciplinary procedures by the club do not have to follow a grievance by a member but may be applied in other circumstances, for example, where the Committee has identified the victimisation or discrimination of another member by bullying which can include uses of email and social media.

The disciplinary procedures, where appropriate, can take the form of:

- (i) A verbal warning from the Chairman.
- (ii) A written warning from the Committee.
- (iii) Revocation of membership and exclusion from the club.

Such disciplinary procedures will be applied dependent on the grievance or severity of the infringement of club rules or club constitution.

Once settled; resolutions are final and will not be subject to further appeal.

13. Data Protection

The personal details of members are stored in a secure area on the club's web site. Access to this area is limited to certain current Committee members.

When a member who has access to these details leaves the Committee it is the responsibility of the Web Master to ensure the password to access this secure area is changed.

Members' personal details must, at all times, be treated as highly confidential by the Committee members who have access to them. Any club member who knowingly misuses the personal details of members will have their membership immediately revoked.

Any emails sent out to all members should be blind copied ie using BCC to protect unnecessary replies to all members.

Some personal membership details of all members are also held on the membership section of the UKA web site. These also must be treated as highly confidential by any Committee member who has access to them and any member who knowingly misuses such details will have their membership revoked.

It is the responsibility of the Club Secretary to update the UKA web site to ensure only current Committee members who should have access to the relevant portals on the UKA web site have that access.

BDRC Facebook page

The purpose of the BDRC Facebook page is to encourage communication and interaction between group members and other individuals interested in the club and to provide information on club sessions, social events, x country, races.

Members are encouraged to leave comments, photos, videos, and links. However, we will review all comments and will remove any that are inappropriate or offensive.

If any group member posts anything considered as detrimental to others' enjoyment of this page then they will be removed from the group.

Comments posted to this Page by group members do not represent the opinions of The BDRC Committee.

14. Notices

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or address of the member as appropriate or by publication on the Club's website.