

# Brackley and District Running Club

## Constitution

### 1 Club Name, Affiliation, Colours and Branding

The club was established in 2008 and is called Brackley and District Running Club (hereinafter referred to as the Club). The Club is an unincorporated association. The Club shall be affiliated to England Athletics.

The Club's colours are a predominantly orange vest with black trim and black shorts.

The Club logo shall be as agreed by the Club's Committee and displayed on the Club vest and as decided by the Committee on merchandise and documents.

### 2 Aims and Objectives

The aims and objectives of the Club are:

- To facilitate participation in, and promotion of, recreational and competitive running and jogging by persons over 18 years of age in Brackley and the surrounding area.
- To promote the Club within the local community
- To provide all its services in a way that is fair and does not discriminate directly or indirectly on grounds of sex, age, disability, ethnicity, sexual orientation or religion.

### 3 Sports Equity

- (a) 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.*

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

- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **4 Membership**

- (a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:

##### Full Member

- i. Full members must be 18 years of age or over at the date of application.
- ii. Applicants shall submit their application to the Membership Secretary (or in their absence, their allocated alternate) on the Club's Membership Application Form accompanied by the appropriate subscription fee.
- iii. The Membership Secretary is responsible for considering and approving applications. Should the Membership Secretary have justified concerns about the suitability of an applicant to the Club on any grounds, then the application will be referred to the Committee for a decision.
- iv. Full membership runs from April to the end of March of the following year.
- v. There shall be no distinction in Club membership between members classed by England Athletics as first claim or second claim athletes.

##### Honorary Life Member

- i. The Committee may bestow the honour of life membership of the Club to a current or previous full member in recognition of exceptional service to the Club, or other notable achievement.
  - ii. Honorary life members are not obliged to pay the annual membership fee, but if racing competitively shall be required to pay their affiliation fee for England Athletics.
  - iii. Honorary Life Members shall be entitled to attend and vote at General meetings of the Club.
- (c) All members will be subject to the provisions of the Constitution and by joining the club will be deemed to accept the Club's regulations, codes of practice, policies, and rules, and those that apply to the Club and its members from England Athletics.

- (d) Full Members will pay membership fees, as determined by the Committee, provided that the fees are set on a non-discriminatory basis and do not preclude open membership of the Club.
- (e) Individuals shall not be eligible to take part in the activities of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (f) Membership of the Club will cease if:
  - The member dies
  - The member resigns
  - The member's subscription is more than one month overdue
  - The member is removed from membership by a Committee resolution.An outgoing member forfeits all rights in, or claims on, the Club.

## **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the following officers: Chair, Secretary, Treasurer, Membership Secretary, Race Secretary, Social Secretary, Webmaster and Merchandise Officer, plus up to two general committee members. All of these shall be elected at the Annual General Meeting. Only these members shall have the right to vote at Committee meetings.
- (b) All committee members must be members of the Club.
- (c) If required, the committee may elect a Vice Chair from among its members.
- (d) The term of office for all officers shall be for one year, and Committee members are eligible for re-election. An individual Committee member may not hold more than two of the offices at the same time.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation and running of the Club. Copies of all current policies, codes of practice and rules will be held by the Club Secretary, and made available to all members.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

- (h) The Committee shall have the power to set up sub-committees and working parties to organise Club events or undertake specific activities on behalf of the Committee. Any such sub-committees or groups may include non-committee members, but must be led by a member of the Committee who shall report verbally or in writing on the sub-committee's or group's activities to each meeting of the Committee.
- (i) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/policies/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (j) The Committee meetings will be convened by the Secretary of the Club and be held no less than three times per year.
- (k) Meetings will be chaired by the Chair, or in their absence, by another committee member chosen from those present.
- (l) The quorum required for business to be agreed at Committee meetings will be four Committee members.
- (m) Agreement of proposals at Committee meetings will be by consensus, however any Committee member may ask for a decision to be put to a vote at which point a vote will be conducted by the Chair. Voting will be by a show of hands, with each Committee member present having one vote only. The outcome of the vote will be by a simple majority, and in the case of equality of votes the Chair will have the casting vote.
- (n) Committee members must declare the nature and extent of their interest in any business being conducted. Should any member have the possibility of being conflicted in that item of business, the member must absent themselves from the meeting until all discussion of, and any vote on, the matter has been completed.
- (o) The Committee will record in minutes within two weeks the decisions it has taken at a meeting. These minutes will be held by the Club Secretary and be available to all Club members.

## **6 Finances**

- (a) The Club Treasurer will ensure proper accounts are kept which may be examined by the Committee at any time.
- (b) The financial year of the Club will run from 1<sup>st</sup> October and end 30<sup>th</sup> September the following year.
- (c) All club monies will be banked in an account held in the name of the Club.
- (d) An independently verified statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

- (e) No member shall be paid a salary, bonus fee or other remuneration for competing for the Club.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club. To the extent permitted by law, the liability of the Club and its officers to any member is limited to the net assets of the Club.
- (g) Members accept that playing sport may result in injury and loss or damage to property. Members take personal responsibility for their own actions and participate in Club activities at their own risk.
- (h) It is noted that the Club is covered by the club insurance provided by UK Athletics; should this cover cease at any time the Committee will arrange alternative insurance, at the Club's cost if necessary, at the earliest opportunity.
- (i) The Club is a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the Club in furtherance of the Club's objectives.

## **7 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of November each year.
- (c) The minimum business to be conducted at the AGM shall be to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for independently verifying the Club's accounts.
  - Elect the officers onto the Club Committee.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (d) Notice of the AGM will be given to all member by the Secretary not less than 21 days before the meeting.
- (e) The quorum for the AGM shall be ten members. Should the quorum not be reached then the meeting shall be deferred for a minimum of seven days. Should the quorum not be reached at the deferred meeting the Committee may decide between deferring the meeting again or convening an Extraordinary General Meeting to propose the intention to dissolve the Club.

- (f) Nominations for officers of the Committee may be sent to the secretary prior to the AGM, or may be made at the meeting. Each nomination should have a proposer and a seconder from among the Club membership. Where there is more than one nomination for a role a vote will be taken, with the Chair holding a casting vote.
- (g) The new Committee will take up office on the formal closure of business of the AGM.
- (h) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least seven days before an AGM.
- (i) All members have the right to vote at the AGM.
- (j) An Extraordinary General Meeting (EGM) may be called by an application in writing to the Secretary supported by at least 10% (rounded up) of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the Committee members. In either case meeting shall then take place in not less than four weeks with the purpose of the EGM clearly stated and no other business may be transacted at the meeting.
- (k) Notice of the EGM will be given to all members by the Secretary not less than 21 days before the meeting.
- (l) There shall be no quorum for an EGM, but all members shall be encouraged to attend at the time of being notified of the meeting.
- (m) Any notices 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 email address of the member, or publication on the Club's website.

## **8 Interpretation of, and amendments to, the constitution**

- a) The Committee shall be the sole authority for the interpretation of the Constitution and any policies, rules or codes of conduct adopted under its authority. The decision of the Committee upon any matter affecting the Club and not provided for by the Constitution shall be final and binding upon members.
- b) The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **9 Dissolution**

- a) A resolution of intention to dissolve the Club can only be passed at a properly constituted AGM or EGM through a majority vote of the membership present at the meeting.
- b) A further EGM will be held not less than four weeks thereafter, at which the club shall be dissolved if the majority of members present so resolve.

- c) In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will be donated to another running or athletics club as nominated by the Committee.

Version 1.0

Approved at the AGM 10<sup>th</sup> November 2017.