



## **Bentham Beagles Running Club**

### **Club Constitution**

#### **Name**

1. The name of the Club shall be “Bentham Beagles Running Club” and will be affiliated to England Athletics as part of UK Athletics / or any other organisation which supports the sport of running, and will abide by the rules of these bodies.

#### **Object**

2. The object of the Club shall be to promote amateur athletics in the Bentham, Wenningdale and Craven area. The Club ethos will be to extend a welcome to athletes of all standards and to be open and inclusive. The Club will adopt best practice in fairness, equal opportunities and equity in athletics.
3. Membership of the Club shall be open, on application, to anyone interested in recreational or competitive running over the age of 16, regardless of sex, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.
4. Copies of the various Codes of Practice, Policy Statements and Procedures listed below, will be held at the Clubs training locations and on the club website.
  - a. Equity Policy Statement
  - b. Dealing with Emergencies, Accidents or Incidents
  - c. Approved Routes and Risk Assessment
  - d. Club Training Runs
  - e. Club Coaches Main Duties
  - f. Code of Conduct Club Officers and Volunteers
  - g. Health and Safety Policy

#### **Management**

5. The affairs of the club shall be conducted by a committee numbering not less than four and not more than 9.
6. The committee shall meet not less than six times a year, and the presence of 4 members shall be necessary to form a quorum.

7. Minutes of such meetings shall be made available via the Club Website to all members of the Club following approval. Any outstanding items from these minutes shall be included in the Action List or Agenda for the next meeting.
8. The committee shall be elected at the Annual General Meeting and shall include a Chair, Secretary, Vice Chair and a Treasurer. The Chair can only stand for 3 consecutive years and cannot be re-elected to the post for at least one year.
9. The committee shall have the power to fill any vacancies that occur amongst officers until the next Annual General Meeting.
10. The committee shall have the power to co-opt extra members as required, such members to be without voting rights.
11. Should any candidate poll more than 50 per cent of the votes in the ballot to form the committee then he/she shall be elected. If not, then the two candidates with the most votes will go forward to a second ballot and the candidate with the most votes in this ballot shall be elected.
12. All members of the committee who wish to stand for the forthcoming year have to be re-nominated individually.
13. The committee will elect a Welfare Officer who will act in accordance with UKA policy to deal with issues of welfare raised by club members, the position will be not be held by a member of the committee to ensure confidentiality.

## **Membership**

14. Membership of the club shall be confined to amateurs as defined by the United Kingdom Athletics (UKA).
15. An application for membership must be made in writing on the form provided for that purpose.
16. All persons training with the club will be expected to join Bentham Beagles Running Club after a period of 12 weeks.
17. The information on the application form will be regarded as confidential it will be recorded on computer and the information will only be available to the Club Chairperson, Secretary, and Membership Secretary.
18. Name and age categorisation lists will be made available to members organising Club competitions and Athletic Organisations to which the club is affiliated.
19. A complete listing will be held securely in the clubhouse for use in case of emergency.
20. Any member whose subscription is more than two months in arrears shall be deemed to be no longer a member of the club.

21. A notice of resignation must be made in writing to the club secretary and shall be considered by the club within one calendar month of receipt (UKA Rule 3).
22. As a condition of membership, the member agrees to assist with the organisation in at least one Bentham Beagles Running Club organised event.
23. The Committee shall have the power after due consideration of the facts to suspend or expel any member who in the opinion of the committee has been found guilty of misconduct (for example):
  - a. Behaviour contrary to the constitution.
  - b. Discourteousness to another club member.
24. Any member expelled will have the right to appeal to the management committee meeting called at his/her request not later than two weeks from the date of expulsion.

### **Subscriptions**

25. The elected committee shall set the annual subscription at the beginning of the financial year and present it to the Annual General Meeting for debate and approval.
26. All subscriptions shall be payable on election to membership and on the first day of April each year thereafter.
27. Subscription fee for new members joining mid-year shall be payable pro-rata of the annual fee.
28. Registration as a "competing member" with England Athletics is optional for Bentham Beagles Running Club members. A fee, additional to the membership fee is payable for registration to EA.
  - a. Note: Some events specify registration of England Athletics is mandatory therefore members who do not register will not be eligible to represent the club at these events.

### **Colours**

29. The club colours shall be vest: orange with black trim with "Bentham Beagles Running Club" on the back.
30. Club colours should be worn by all members representing the club at every competitive meeting and for club competition races. This requirement maybe relaxed for all members at a specific race e.g. Santa Dash or Charity/Fancy Dress races.

### **Annual General Meeting**

31. A General meeting shall be held in April to receive the committee's report and financial statement, elect officers and committee members and deal with any other business relating to the club's transactions.
32. The Secretary shall give every member fourteen days notice of the meeting by circular.

33. Notice of any business which a member desires to be placed on the agenda must be given to the Secretary at least seven days prior to the meeting.

#### **Extraordinary General Meeting**

34. An Extraordinary General Meeting may be called on the order of either 10 paid up members or a majority of the Committee. The Club Secretary, on receipt of such an order, shall within 21 days convene and Extraordinary General Meeting dealing only with that business detailed in the order.
35. The Club Secretary will post notice of an Extraordinary General Meeting at least 14 days prior to the scheduled date.

#### **Financial Year**

36. The financial year of the club shall be from the first day of April to the thirty-first of March, both days inclusive.

#### **Bank Account**

37. Bank accounts shall be maintained with a convenient bank in the name of the club.
38. All cheques payable on the account must be signed by the Treasurer and either the Secretary, Chair or other nominated member, approved by the committee.

#### **Treasurer**

39. The Treasurer shall keep full and complete accounts and produce such accounts for audit each year.
40. A financial statement for presentation at the Annual General Meeting shall be produced by the Treasurer.

#### **Audit**

41. An independent person approved by the committee shall audit the accounts prior to submission to the Annual General Meeting.
42. Two members of the club not eligible to sign cheques will view the audited accounts prior to the AGM.

#### **Alteration of Rules / Amendments to Constitution**

43. The management committee, by a majority at a quorate meeting, may make recommendations to the AGM for changes to the club constitution or club rules.
44. No alteration or addition shall be made to the club constitution or club rules except at the Annual General Meeting or EGM called for this purpose, and passed by two-thirds majority of members attending the meeting.

45. The management Committee may deem it necessary to call on EGM to deal with changes to the club constitution or club rules.

### **Club Awards**

46. The Big Stone Trophy shall be presented annually to the Club member who has made “most progress during the year”. The membership should vote for the recipient of the Big Stone Trophy prior to the AGM the award to be presented at the AGM.
47. An award for the “Club Person of the Year” shall be presented annually to the club member who has done exceptional work on behalf of the club during the year. The membership should vote for the recipient of this award prior to the AGM the award to be presented at the AGM.

### **London Marathon Numbers**

48. The club will apply for a number of guaranteed London Marathon entries.
49. The allocation will be decided by ballot during December. Eligibility for the ballot will be based on:
- a. Being a fully paid up member at the last two months after club membership year.
  - b. Presentation of London Marathon rejection slip or letter.

### **Data Protection Act**

50. Under the provisions of the Data Protection Act, all members are advised that personal membership data may be held on computer records.
51. Individual objections to these arrangements must be made known to the Secretary.

Last Reviewed by Committee: 30<sup>th</sup> October 2011

Version Approved at Annual General Meeting: To be approved at first club AGM April 2012