

## Constitution for Bure Valley Harriers

### **1. Name and Colours**

The Club, established in 2014, is called Bure Valley Harriers hereafter known as the Club. The Club Colours are a green vest with black and white side panels. Black shorts. The wearing of these colours is required when competing for the Club unless the Rules of Competition of UKA or the IAAF provide otherwise.

### **2. Definitions**

- 2.1 "the IAAF" means the world governing body for athletics, which at the date of adoption of these Rules is the International Association of Athletics Federations;
- "the Chair" means the person elected from time to time to be the chair of the Club in accordance with Rule 9;
- "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;
- "the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the Members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
- "the UKA" means the UK Athletics Limited which is the governing body of athletics within the United Kingdom of Athletics House, Central Boulevard, Blythe Valley Park, Solihull B90 8AJ.

### **3. Objects**

The objects of the Club are:

- (a) To provide training, coaching and team and/or individual competition for Member athletes in the following disciplines, at the discretion of the management committee, road running, cross country and track.
- (b) To promote and encourage amateur athletics.
- (c) Provision of suitably qualified coaches.
- (d) To obtain funding for the activities of the Club by collecting membership fees by obtaining sponsorship and other available funding;
- (e) To affiliate to UKA and the National Association;
- (f) To comply with and uphold the Rules and Regulations of the National Associate,

UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated;

- (g) To make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (h) To discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be); and
- (i) To do all such other things as the Management 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 stated in this Rule 3.

#### **4. Application of Surplus Funds**

- 4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organisation, on winding-up or dissolution of the Club.
- 4.2 No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

#### **5. Membership**

##### *5.1 Eligibility for membership*

- 5.1.1 Persons of either sex are eligible for full membership of the Club provided they are 18 years old or over (see exemptions below). No person shall be denied membership of the Club on the grounds of race, age, ethnic origin, creed, colour, disability, sex, occupation, sexual orientation, religion, political or other beliefs. **Persons over the age of 15 may join the club, provided they are accompanied by a parent or guardian. Persons under the age of 15 may join if being coached by their parent or guardian.**
- 5.1.2 The number of Members is limited to 90 at present. To be reviewed at a later date.

##### *5.2 Admission of Members*

Any person who wishes to become a Member must apply in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless

to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

### 5.3 *Classes of Members*

There shall be three classes of membership for the Club:

Full Member

Full Junior Member

Second Claim Member. This will be allowed if their first claim club is out of the area or if they are a member of a multi discipline club i.e. triathlon etc. or train with us on a regular basis.

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

All Members shall be subject to these Rules and the regulations of the Club and respect the Rules for Competition as set from time to time by the IAAF.

### 5.4 *Membership fees*

5.4.1 The Members shall pay a membership fee set by the Management Committee from time to time.

5.4.2 The Club shall be required to register those Members as defined by the National Association, for competition purposes, as being “*active members*”.

## 6. **Resignation**

1. A Member may withdraw from membership of the Club on 1 month’s clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

2. In line with the rules of the sport the Club will only accept a resignation when satisfied that the Member has cleared any debt owed to the Club.

3. The Member intending to resign should ensure that they comply with the eligibility process of the sport in the event that they wish to join another affiliated Athletics Club.

## 7. **Expulsion**

7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for them to remain a Member.

7.2 A Member shall not be expelled unless they are given 14 days' written notice of the meeting of the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least [two-thirds] of the Management Committee then present vote in favour of their expulsion.

## **8. The Management Committee**

8.1 The Club shall be managed by a Management Committee consisting of:

- (a) The Chair
- (b) The Vice Chair
- (c) The Secretary
- (d) Membership Secretary
- (d) The Treasurer
- (e) The Welfare Officers
- (i) Website Manager

2. The Management Committee, elected by the Members and reviewed every two years, shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.

8.3 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy, there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by a deciding vote by the Chair.

8.4 The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).

8.5 Retiring members of the Management Committee may be re-elected.

8.6 A member of the Management Committee shall be deemed to have vacated office if:

- (a) they resign their office by notice to the Club; or
- (b) they are requested to resign by all the other Management Committee members acting together.

## **9. Proceedings of the Management Committee**

- 9.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 2 meetings each year. The quorum for such meetings shall be 4. The Chair and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.
- 9.2 The Chair shall be the chair of the Management Committee. Unless they are unwilling to do so, the Chair shall preside at every meeting of the Management Committee at which they are present. But if there is no person holding that office or if the Chair is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice Chair shall preside. If there is no Vice Chair or if they are unwilling to preside, or if they are not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chair of the meeting.
- 9.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chair or the acting chair of that meeting shall have a casting or additional vote.
- 9.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 9.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

## **10. Annual general meeting**

- 10.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:
- (a) to receive the Chair's report of the activities of the Club during the previous year;
  - (b) to receive and consider the accounts of the Club for the previous year, the auditor's report on the accounts and the Treasurer's report as to the financial position of the Club;
  - (c) to elect the Officers and other members of the Management Committee;
  - (d) to deal with any special matters which the Management Committee desires to bring

before the Membership.

- 10.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

## **11. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 8 members stating the purposes for which the meeting is required and the resolutions proposed.

## **12. Procedures at the annual and extraordinary general meetings**

- 12.1 The Secretary shall send to each Member at their last known email address notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.
- 12.2 The quorum for the annual and extraordinary general meetings shall be 5 Members or one-tenth of the Membership of the Club (whichever is the greater number).
- 12.3 The Chair shall preside at all meetings of the Club but if they are not present within 15 minutes after the time appointed for the meeting or has signified their inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chair of the meeting.
- 12.4 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chair of the meeting shall have a casting or additional vote.
- 12.5 The Secretary, or in their absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 12.6 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

## **13. Guests**

- 13.1 Any Member may introduce guests to the Club, and any athlete, coach, other team representative, match official or spectator attending the Club (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

## **14. Finance**

- 14.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by the Treasurer. Only one person needs to sign. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 14.2 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club, provided that any payment to any officer of the Club shall comply with Rule 4.2
- 14.3 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.
- 14.4 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly audited by an independent person. The accounts must be made available to every Member when notice concerning the annual general meeting is given.
- 14.5 Agree to the treasurers, Simon Partridge and Brenda Hutcheon, to hold an HSBC account debit card for the use of club purchases only.

## **15. Dissolution**

- 15.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 15.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 15.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed for use in community-related athletics initiatives or another community amateur sports club for athletics or a charity.

## **16. Club Ethos**

- 16.1 The Club was established by its founding Members to be a competitive running club. The ethos and motto for Bure Valley Harriers encapsulates this: "For people who just want to run."
- 16.2 This will be considered when approving or rejecting applications from prospective new Members.
- 16.3 As its founding principle, the ethos of the Club cannot be changed.

## **17. London Marathon Place Allocation**

17.1 The Club's place in the London Marathon will be decided by a draw of First Claim Members who were unsuccessful applicants in the main London Marathon ballot. All applications for inclusion in the draw must be accompanied by documentary evidence of rejection received from the event organisers.

17.2 Members entering the Club draw for the London Marathon should not have won a place via the club ballot or run the London Marathon in the previous 2 years.

17.3 Members entering the draw should have:

- Been a Member for at least 2 years
- Paid their current year's subscription in full
- Represented the Club at least 3 times at races (excluding parkruns) in each of the preceding 2 years
- Helped the Club with marshalling duties at the Club race and/or supported at the Round Norfolk Relay in each of the preceding 2 years

Members must be personally affiliated to England Athletics.

## **18. Amendments to the Club Constitution**

18.1 Proposed amendments to the Club's Constitution must be sent to the Secretary prior to the AGM, who will circulate it 7 days ahead of the AGM

18.2 The Club's Constitution will only be changed through agreement by a two-thirds vote at an AGM or EGM

18.3 Clause 16 "Club Ethos" cannot be amended