



# **Bournville Harriers**

## **Club Constitution**

**As adopted by the members on 25<sup>th</sup> March 2013**



# BOURNVILLE HARRIERS CLUB CONSTITUTION

## 1 NAME

- 1.1 The club name shall be Bournville Harriers (abbreviated as **BvH**).
- 1.2 It will be affiliated to the appropriate athletics governing bodies ("the Governing Bodies").

## 2 AIMS & OBJECTIVES

- 2.1 In line with **BvH's** core values of *Performance, Participation, Encouragement and Enjoyment*, the aims and objectives of **BvH** shall be to:-
  - a. offer structured training, coaching and competitive opportunities that are fair and open to everyone;
  - b. foster the enjoyment of running for personal achievement, improvement and friendship;
  - c. encourage an active role within **BvH** by all members;
  - d. provide opportunities for running both on and off-road (including track) and to promote running in the local area;
  - e. organise teams to represent **BvH** in championship events, affiliated leagues and other competitions agreed by the **BvH** Committee.
- 2.2 **BvH** shall seek to ensure a reasonable duty of care to all its members. **BvH** is an adult running club, where individual members must also accept a measure of responsibility in these matters.

## 3 MEMBERSHIP

- 3.1 **BvH** shall consist of 'amateurs', as defined by the rules of the Governing Bodies.
- 3.2 To be eligible to join **BvH**, members must be 18 years and above.
- 3.3 The **BvH** Committee may establish different classes of membership, prescribe their respective privileges and set the amounts of annual membership fees payable (subject to the approval by the **BvH** Members at the Annual General Meeting ("AGM")).
- 3.4 Each **BvH** Member shall be entitled to vote on decisions at **BvH** AGM's and Special General Meetings ("SGM's").
- 3.5 Application for membership and all renewing members will need to complete a **BvH** membership form and paying the relevant annual membership fee. The annual membership fee will be due on April 1st of each year.
- 3.6 By completion of a **BvH** membership form, the member shall be deemed to have agreed to abide by this Constitution and the rules of **BvH**, a copy of which are available on the **BvH** website.
- 3.7 A membership form must have been submitted to BvH and the relevant membership fee paid for the current year before a member can compete for **BvH**.
- 3.8 All members shall ensure **BvH** has their most up-to-date details and membership is not transferable.
- 3.9 The Membership Secretary will maintain a database of individual member details in accordance with the Data Protection Act 1998. This information will be treated as confidential and only used in compliance with Governing Body regulations, verification on entry for team/league/championship events, **BvH** records/rankings and **BvH** communications regarding activities/events.
- 3.10 **BvH** does not tolerate any member who causes physical or mental harm, harassment, discrimination or defamation of any of its members. Any member may be cautioned or excluded from membership of **BvH** if their conduct has been, or is likely to be, prejudicial to the interests of **BvH**. Any member expelled will have the right to appeal to the Committee no later than two weeks from the date of expulsion.

- 3.11 Should any **BvH** member decide to leave **BvH** (e.g. to join another club), under the Governing Body rules concerning 1<sup>st</sup> claim club status, the member will need to resign by providing notice in writing or by email. In order to claim reimbursement of any remaining membership fee paid in advance the member shall provide a fully completed hardship form, which must be submitted, to the Membership Secretary. Two members of the **BvH** Management Team shall be required to sign off such reimbursement.

#### **4 CLUB MANAGEMENT**

- 4.1 The **BvH** Management Team shall consist of:-
- a. Chairperson;
  - b. Vice Chairperson;
  - c. Club Secretary;
  - d. Club Treasurer;
  - e. Membership Secretary; and
  - f. two Ordinary Members.
- 4.2 All of **BvH** Management Team are elected or re-elected from amongst and by the **BvH** Members at an AGM for a period of one year, but may be re-elected to the same position or another position the following year.
- 4.3 The Chairperson is elected for a period of two years but may be re-elected to the same position or another position thereafter. The Chairperson is expected to ensure a smooth transition of duty when standing down which may include taking up the post of Vice Chairperson.
- 4.4 Should any office on the **BvH** Management Team remain vacant after AGM elections, the officer standing down is expected to provide advice, support and expertise on the matters of their post until a replacement officer is found.

#### **5 BvH COMMITTEE**

- 5.1 The affairs of **BvH** shall be administered by a Committee comprising of the **BvH** Management Team and up to 11 other Members elected from and by, the **BvH** Members as follows:-
- a. Coaching Co-ordinator;
  - b. Events Manager;
  - c. Communications Officer;
  - d. Club Captains (Men/Ladies) Cross Country;
  - e. Club Captains (Men/ladies) Road Relays;
  - f. Newcomers Co-ordinator;
  - g. Kit Secretary;
  - h. Pavilion Liaison;
  - i. Social Secretary; and
  - j. Up to 2 additional members co-opted by the **BvH** Committee (Co-opted Committee Members).

(Job descriptions are available and can be amended by the **BvH** Committee.)

- 5.2 The **BvH** Committee shall:-
- a. administer the affairs of **BvH** on behalf of the members;
  - b. keep accurate accounts of the finances of **BvH** through the Treasurer and which shall be audited and presented at every AGM for approval by the **BvH** Members;

- c. maintain a bank current account and the following officers shall be authorised to sign **BvH** cheques: two from the Chairperson; Treasurer and Club Secretary; and
  - d. be entitled to fill any vacancies on the **BvH** Committee arising during the year or not filled at the AGM from amongst the **BvH** Members, with such Committee Members to remain in post until the next AGM but who may be re-elected to the same position or another position the following year.
- 5.3 The **BvH** Committee shall meet on a regular basis (usually every month) and not less than 6 times per year.
  - 5.4 A quorum for meetings of the **BvH** Committee shall be half of the elected Committee Members plus one and must include either the Chairperson or Vice Chairperson.
  - 5.5 Should the **BvH** Management Team meet separately, the quorum shall be four.
  - 5.6 All decisions shall be by simple majority vote. The Chairperson will have a casting vote in the event of a split decision.
  - 5.7 The **BvH** Management Team and Committee may delegate to a sub-committee, comprising at least 2 members of the **BvH** Committee as and when necessary.

## **6 ANNUAL GENERAL MEETING (AGM)**

- 6.1 **BvH** AGM will be held not later than the end of March each year. The Club Secretary shall give 21 days written notice to **BvH** Members of the AGM together with a copy of the agenda.
- 6.2 ALL paid-up **BvH** Members are expected to attend **BvH** AGM.
- 6.3 The business of the AGM will be to confirm the previous AGM's minutes; receive the audited accounts for the year from the Treasurer; receive the annual report from officers of the Committee; review the membership rates and agree them for the forthcoming year; to elect the **BvH** Committee; and to transact any other business received in writing by the Club Secretary from **BvH** Members two weeks prior to the meeting.
- 6.4 The **BvH** Committee shall remain in their post for an additional term unless they choose to stand down or another member is interested in taking up a role. An election will then be decided by a majority vote.
- 6.5 Nominations of candidates for election of **BvH** Committee Members shall be made in writing to the Club Secretary at least 14 days in advance of the AGM.
- 6.6 Motions to be discussed must be forwarded to the Club Secretary at least two weeks before the meeting.
- 6.7 One quarter of fully paid up **BvH** Members will constitute a quorum at an AGM.
- 6.8 **BvH** Chairman shall have the casting vote in the event of a split decision.

## **7 SPECIAL GENERAL MEETING (SGM)**

- 7.1 A SGM may be called by the **BvH** Committee or on receipt by the Club Secretary of a request in writing from any **BvH** Member, giving reasons, supported by the signatures of 30 other **BvH** Members. At least 28 days' notice of the SGM shall be given.
- 7.2 Procedures for the SGM will be the same as for the AGM.

## **8 WRITTEN RESOLUTIONS**

- 8.1 A written resolution circulated by the Club Secretary to all **BvH** Members and approval signed or communicated by electronic means by a majority of those entitled to vote at an AGM or SGM of **BvH** shall be as valid as a resolution actually passed at such meeting.

