

## BvH 2013-2017 Constitution Change Log v0.1

Original	Revision 2017
<p>5.1 The affairs of <b>BvH</b> shall be administered by a Committee comprising of the <b>BvH</b> Management Team and up to 10 other Members (the <b>BvH</b> Officers). All <b>BvH</b> Officers are elected or re-elected from amongst and by the <b>BvH</b> Members at an AGM. <b>BvH</b> Officers are elected for a period of one year, but may be re-elected to the same position or another position the following year.</p> <p><b>BvH</b> Officers shall consist of:-</p> <ol style="list-style-type: none"> <li>Coaching Co-ordinator;</li> <li>Race Events Co-ordinator;</li> <li>Communications Officer;</li> <li>Team Managers (Men/Women) Cross Country;</li> <li>Team Managers (Men/Women) Road Relays;</li> <li>Newcomers Co-ordinator;</li> <li>Kit Secretary;</li> <li>Social Secretary; and</li> <li>Up to 2 additional members co-opted by the <b>BvH</b> Committee (Co-opted Committee Members).</li> </ol> <p>(Role descriptions are available and can be amended by the <b>BvH</b> Committee.)</p>	<p>5.1 The affairs of <b>BvH</b> shall be administered by a Committee comprising of the <b>BvH</b> Management Team and up to 10 other Members (the <b>BvH</b> Officers). All <b>BvH</b> Officers are elected or re-elected from amongst and by the <b>BvH</b> Members at an AGM. <b>BvH</b> Officers are elected for a period of one year, but may be re-elected to the same position or another position the following year.</p> <p><b>BvH</b> Officers shall consist of:-</p> <ol style="list-style-type: none"> <li>Head Coach;</li> <li>Race Events Co-ordinator;</li> <li>Communications Officer;</li> <li>Team Managers (Men/Women) Cross Country;</li> <li>Team Managers (Men/Women) Road Relays;</li> <li>Membership Development Co-ordinator;</li> <li>Kit Secretary;</li> <li>Social Secretary; and</li> <li>Up to 2 additional members co-opted by the <b>BvH</b> Committee (Co-opted Committee Members).</li> </ol> <p>(Role descriptions are available and can be amended by the <b>BvH</b> Committee.)</p>
Original	Revision 2016
<p>3.3 The <b>BVH</b> 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 <b>BvH</b> Members at the Annual General Meeting ("AGM")).</p>	<p>3.3 The <b>BvH</b> Committee may establish different classes of membership, prescribe their respective privileges, and set the amounts of annual membership fees payable (subject to the</p>

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	approval of the <b>BvH</b> Members by vote at the Annual General Meeting ('AGM')).
3.5 Application for membership and all renewing members will need to complete a <b>BvH</b> membership form and paying the relevant annual membership fee. The annual membership fee will be due on April 1st of each year.	3.5 Application for, and renewal of, membership will be through the completion of a <b>BvH</b> membership form and payment of the relevant annual membership fee. The annual membership fee will be due on April 1st of each year.
3.6 By completion of a <b>BvH</b> membership form, the member shall be deemed to have agreed to abide by this Constitution and the rules of <b>BvH</b> , a copy of which are available on the <b>BvH</b> website.	3.6 By completion of a <b>BvH</b> membership form, the member shall be deemed to have agreed to abide by this Constitution.
3.8 All members shall ensure <b>BvH</b> has their most up-to-date details and membership is not transferable.	3.8 All members shall ensure <b>BvH</b> has their most up-to-date details (the details of interest being those collected through the membership form). 3.9 <b>BvH</b> membership is not transferable to another person.
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, <b>BvH</b> records/rankings and <b>BvH</b> communications regarding activities/events.	3.10 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 Bodies' regulations, verification on entry for team/league/championship events, <b>BvH</b> records/rankings and <b>BvH</b> communications regarding activities/events.
3.10 <b>BvH</b> 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 <b>BvH</b> if their conduct has been, or is likely to be, prejudicial to the interests of <b>BvH</b> . Any member expelled will have the right to appeal to the Committee no later than two weeks from the date of expulsion.	3.11 <b>BvH</b> 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 <b>BvH</b> if their conduct has been, or is likely to be, prejudicial to the interests of <b>BvH</b> . 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 <b>BvH</b> member decide to leave <b>BvH</b> (e.g. to join another club), under the Governing Body rules concerning 1 <sup>st</sup> claim club status,	3.12 Should any <b>BvH</b> member decide to leave <b>BvH</b> (e.g. to join another club), under the Governing Bodies' rules concerning 1 <sup>st</sup> claim

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<p>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 <b>BvH</b> Management Team shall be required to sign off such reimbursement.</p>	<p>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 <b>BvH</b> Management Team shall be required to sign off the reimbursement.</p>
<p>4.2 All of <b>BvH</b> Management Team are elected or re-elected from amongst and by the <b>BvH</b> 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.</p> <p>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.</p>	<p>4.2 All of the <b>BvH</b> Management Team are elected or re-elected from amongst and by the <b>BvH</b> Members at an AGM.</p> <p>4.3 With the exception of the Chairperson, all of the <b>BvH</b> Management Team are elected for a period of one year, but may be re-elected to the same position or another position the following year. The Chairperson is elected for a period of two years but may be re-elected to the same position or another position thereafter.</p> <p>4.4 The Chairperson is expected to ensure a smooth transition of duty when standing down, which may include taking up the post of Vice Chairperson.</p>
<p>4.4 Should any office on the <b>BvH</b> 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.</p>	<p>4.5 Should any office on the <b>BvH</b> 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.</p>
<p>5.1 The affairs of <b>BvH</b> shall be administered by a Committee comprising of the <b>BvH</b> Management Team and up to 11 other Members elected from and by, the <b>BvH</b> Members as follows:-</p> <ol style="list-style-type: none"> <li>Coaching Co-ordinator;</li> <li>Events Manager;</li> <li>Communications Officer;</li> <li>Club Captains (Men/Ladies) Cross Country;</li> <li>Club Captains (Men/ladies) Road Relays;</li> <li>Newcomers Co-ordinator;</li> </ol>	<p>5.1 The affairs of <b>BvH</b> shall be administered by a Committee comprising of the <b>BvH</b> Management Team and up to 10 other Members (the <b>BvH</b> Officers). All <b>BvH</b> Officers are elected or re-elected from amongst and by the <b>BvH</b> Members at an AGM. <b>BvH</b> Officers are elected for a period of one year, but may be re-elected to the same position or another position the following year.</p> <p><b>BvH</b> Officers shall consist of:-</p> <ol style="list-style-type: none"> <li>Coaching Co-ordinator;</li> <li>Race Events Co-ordinator;</li> </ol>

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<ul style="list-style-type: none"> <li>g. Kit Secretary;</li> <li>h. <b>Pavilion Liaison</b>;</li> <li>i. Social Secretary; and</li> <li>j. Up to 2 additional members co-opted by the <b>BvH</b> Committee (Co-opted Committee Members).</li> </ul> <p>(Job descriptions are available and can be amended by the <b>BvH</b> Committee.)</p>	<ul style="list-style-type: none"> <li>l. Communications Officer;</li> <li>m. <b>Team Managers</b> (Men/<b>Women</b>) Cross Country;</li> <li>n. <b>Team Managers</b> (Men/<b>Women</b>) Road Relays;</li> <li>o. Newcomers Co-ordinator;</li> <li>p. Kit Secretary;</li> <li>q. Social Secretary; and</li> <li>r. Up to 2 additional members co-opted by the <b>BvH</b> Committee (Co-opted Committee Members).</li> </ul> <p>(<b>Role</b> descriptions are available and can be amended by the <b>BvH</b> Committee.)</p>
<p>5.2 The <b>BvH</b> Committee shall:-</p> <ul style="list-style-type: none"> <li>a. administer the affairs of <b>BvH</b> on behalf of the members;</li> <li>b. keep accurate accounts of the finances of <b>BvH</b> through the Treasurer and which shall be audited and presented at every AGM for approval by the <b>BvH</b> Members;</li> <li>c. maintain a bank current account and the following officers shall be authorised to sign <b>BvH</b> cheques: two from the Chairperson; Treasurer and Club Secretary; and</li> <li>d. be entitled to fill any vacancies on the <b>BvH</b> Committee arising during the year or not filled at the AGM from amongst the <b>BvH</b> 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</li> </ul>	<p><b>5.2</b> The <b>BvH</b> Committee shall:-</p> <ul style="list-style-type: none"> <li>a. administer the affairs of <b>BvH</b> on behalf of the members;</li> <li>b. keep accurate accounts of the finances of <b>BvH</b> through the Treasurer, which shall be audited and presented at every AGM for approval by the <b>BvH</b> Members;</li> <li>c. maintain a bank current account and the following officers shall be authorised to sign <b>BvH</b> cheques: <b>any two from four of the elected committee approved as cheque signatories</b>;</li> <li>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.</li> </ul>
<p>5.4 A quorum for meetings of the <b>BvH</b> Committee shall be half of the elected Committee Members plus one and must include either the Chairperson or Vice Chairperson.</p>	<p>5.4 A quorum for meetings of the <b>BvH</b> Committee shall be <b>more than</b> half of the elected Committee <b>Members and</b> must include either the Chairperson or Vice Chairperson.</p>

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5.5 Should the <b>BvH</b> Management Team meet separately, the quorum shall be four.	5.5 Should the <b>BvH</b> Management Team meet separately, the quorum shall be four and must include either the Chairperson or Vice Chairperson.
5.6 All decisions shall be by simple majority vote. The Chairperson will have a casting vote in the event of a split decision.	5.6 All decisions shall be by simple majority vote. The Chairperson (or Vice Chairperson in the absence of the Chairperson) will have a casting vote in the event of a split decision.
5.7 The <b>BvH</b> Management Team and Committee may delegate to a sub-committee, comprising at least 2 members of the <b>BVH</b> Committee as and when necessary.	5.7 The <b>BvH</b> Management Team and <b>BvH</b> Officers may delegate to a sub-committee, comprising at least 2 members of the <b>BvH</b> Committee, as and when necessary.
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 <b>BvH</b> Committee; and to transact any other business received in writing by the Club Secretary from <b>BvH</b> Members two weeks prior to the meeting.	6.3 The business of the AGM will be to:- a. confirm the previous AGM's minutes; b. receive the audited accounts for the year from the Treasurer; c. receive the annual report from officers of the Committee; d. review the membership rates and agree them for the forthcoming year; e. elect the <b>BvH</b> Committee; and f. transact any other business received in writing by the Club Secretary from <b>BvH</b> Members two weeks prior to the meeting.
6.4 The <b>BvH</b> 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.	6.4 With the exception of the Chairperson, all <b>BvH</b> Committee members are elected for a period of one year, but may be elected to the same position or another position the following year, unless another club member is interested in taking up the post at which point an election will 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.	

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