



Bournville Harriers

Club Constitution

As adopted by the Members on 19 March 2024

Member of:



BOURNVILLE HARRIERS CLUB CONSTITUTION

1 NAME, LOCATION AND AFFILIATION

- 1.1 The club name shall be Bournville Harriers (abbreviated as **BvH**).
- 1.2 It will be based at Rowheath Pavilion.
- 1.3 It will be affiliated to the appropriate athletics governing bodies (the “**Governing Bodies**”) and shall comply with and uphold the rules and regulations of the Governing Bodies for the time being in force.

2 VALUES, AIMS, OBJECTIVES AND POWERS

- 2.1 BvH's core values are Performance, Participation, Encouragement and Enjoyment.
- 2.2 In line with these values, 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/or social purposes;
 - c. encourage an active role within BvH to all Members by providing and encouraging take up of volunteering opportunities;
 - d. provide opportunities for running both on and off-road (including track) and 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;
 - f. organise and stage race events open to Members and the public.
- 2.3 BvH shall comply with its duty of care to all its Members. BvH is an adult running club, where, in accordance with Rule 12, individual Members must also accept a measure of responsibility in these matters.
- 2.4 BvH shall have the power to:
 - a. maintain a bank current account;
 - b. insure the property of BvH against any foreseeable risk and to take out other insurance policies to protect BvH and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and volunteers;
 - c. set aside income for special purposes or as a reserve against future expenditure; and
 - d. do all such other lawful things as may be required for the purposes of Rule 1.3 or as may further or be conducive to the aims and objectives set out at Rule 2.2.

3 ETHOS

- 3.1 BvH is committed to ensuring that equity is incorporated across all aspects of its activities. In doing so, BvH 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.’*
- 3.2 BvH respects the rights, dignity and worth of every person and shall treat everyone equally within the context of the club, regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage, and wider characteristics (e.g. socio economic status).

- 3.3 BvH is committed to everyone having the right to enjoy running in an environment free from threat of intimidation, harassment, and abuse.
- 3.4 All BvH Members have a responsibility to oppose discriminatory, unfair or unkind behaviour, and to promote equality of opportunity.
- 3.5 BvH will deal with any incidence of discrimination, bullying or harassment seriously according to its disciplinary procedures.

4 MEMBERSHIP

- 4.1 BvH shall consist of 'amateurs', as defined by the rules of the Governing Bodies.
- 4.2 To be eligible to join BvH, members must be 18 years of age or above.
- 4.3 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 of the BvH Members by vote at the Annual General Meeting ('AGM')). The annual membership fee shall include any fee payable for membership of the Governing Bodies.
- 4.4 Subject to Rule 4.14a, or "**Member**" or "**BvH Member**" shall mean:
 - a. any person who has subscribed as a member and whose membership fee has been paid for the relevant year; or
 - b. any person who has been granted support under the subsidised membership policy for the relevant year (and, where applicable, payments required to be made by instalment are up to date);provided that there shall be a grace period from the date that the membership fee is due under Rule 4.6 for membership to be renewed at the beginning of a membership year, during which time the previous years' Members shall remain BvH Members. The grace period will mirror any grace period that may be provided by the Governing Bodies from time to time.
- 4.5 Each BvH Member shall be entitled to vote on decisions at BvH AGM's and Special General Meetings ("**SGM's**").
- 4.6 Application for, and renewal of, membership will be through payment of the relevant annual membership fee and completion of any electronic or other forms as may be required from time to time. The annual membership fee will be due on April 1st of each year.
- 4.7 By subscribing as a member, the BvH Member shall be deemed to have agreed to abide by this Constitution, each of BvH's policies and procedures and such requirements of the Governing Bodies as may be notified to the Member from time to time, copies of which are or will be available on the website.
- 4.8 The relevant membership fee for the Governing Bodies must be paid for the current year before a member can compete for BvH.
- 4.9 All Members shall ensure BvH has their most up-to-date contact details by ensuring their personal details registered with the Governing Bodies are up to date.
- 4.10 BvH membership is not transferable to another person.
- 4.11 A database of individual Member details will be maintained by the Governing Bodies and the information shall be accessed and used by BvH in accordance with the UK GDPR and the Data Protection Act 2018. This information will be treated as confidential and only used in compliance with Governing Bodies' regulations, verification on entry for team/league/championship events, BvH records/rankings and BvH communications regarding activities/events/membership or for other lawful purposes as set out and notified to Members in BvH's privacy notice as may be updated from time to time.

- 4.12 Any Member may be cautioned or excluded from membership of BvH or subject to other action in accordance with the disciplinary policy if their conduct has been, or is likely to be, prejudicial to the interests of BvH or they have acted in breach of any policy of BvH or a Governing Body. Any BvH Member subject to such action will have the right to appeal in accordance with the disciplinary policy.
- 4.13 Should any BvH Member decide to leave BvH (e.g. to join another club), under the Governing Bodies' rules concerning 1st claim club status, the Member will be treated as having resigned from BvH upon the Governing Bodies' notification to BvH of the Member's request to change Club.
- 4.14 Any person who leaves BvH in accordance with Rule 4.13 or who is excluded from membership in accordance with Rule 4.12:
- a. shall cease to be a BvH Member upon their expulsion or upon notification of their request to change Club; and
 - b. shall not be entitled to any refund of membership fees, save that the Committee may in its absolute discretion refund an appropriate part of a membership fee if it considers it appropriate in all the circumstances.

5 CLUB MANAGEMENT

- 5.1 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.
- 5.2 All of the BvH Management Team are elected or re-elected from amongst and by the BvH Members at an AGM. All Members are encouraged to volunteer. No Member shall be prevented from standing for a post which is due for re-election.
- 5.3 With the exception of the Chairperson, all the BvH 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. There is no maximum term.
- 5.4 The Chairperson is expected to ensure a smooth transition of duty when standing down which may include taking up the post of Vice Chairperson or another Committee role. Other members of the Management Team are encouraged to facilitate a smooth handover of their duties to their replacement or another member of the Committee when standing down.
- 5.5 Should any office on the BvH Management Team remain vacant after AGM elections, the officer standing down and/or other members of the Management Team are expected to provide advice, support, and expertise on the matters of their post until a replacement officer is found.

6 BvH COMMITTEE

- 6.1 The affairs of BvH shall be managed and administered by a committee (the "**Committee**") comprising of the BvH Management Team and up to 10 other Members (the "**Officers**"). The BvH Committee may exercise all the powers of BvH.

6.2 All BvH Officers are elected or re-elected from amongst and by the BvH Members at an AGM. As above BvH Officers are elected for a period of one year, but may be re-elected to the same position or another position the following year.

BvH Officers shall consist of:

- a. Head Coach;
- b. Race Events Co-ordinator;
- c. Communications Officer;
- d. Team Managers (Men/Women) Cross Country;
- e. Team Managers (Men/Women) Road Relays;
- f. Membership Development Co-ordinator;
- g. Kit Secretary;
- h. Social Secretary; and
- i. Up to 2 additional Members co-opted by the BvH Committee (Co-opted Committee Members).

(Role descriptions shall be published on the BvH website and may be amended by the BvH Committee from time to time.)

6.3 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 for the financial year which shall end on 31 March each year, and which accounts shall be independently examined. Latest accounts shall be presented to the BvH Members at every AGM and final accounts shall be circulated to the BvH Members within a reasonable period following the relevant financial year end;
- c. appoint four officers of the elected Committee who shall be approved as cheque signatories and given permission to authorise electronic payments and any two of those four officers shall be permitted to authorise any individual electronic payment or sign a BvH cheque;
- d. keep minutes of all proceedings and reports of meetings of the Committee, including the names of those present at each such meeting;
- e. 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.

6.4 The BvH Committee shall meet on a regular basis (usually every month) and not less than 6 times per year. Subject to the provisions of these Rules the BvH Committee may regulate its proceedings as it thinks fit.

6.5 A quorum for meetings of the BvH Committee shall be more than half of the elected Committee Members and must include either the Chairperson or Vice Chairperson.

6.6 Should the BvH Management Team meet separately, the quorum shall be four and must include either the Chairperson or Vice Chairperson.

6.7 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.

6.8 The BvH Management Team and BvH Officers may delegate to a sub-committee, comprising at least 2 members of the BvH Committee, as and when necessary.

7 ANNUAL GENERAL MEETING (AGM)

- 7.1 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 save that 90% of all BvH Members may agree to shorter notice.
- 7.2 All BvH Members are expected to use reasonable endeavours to attend BvH AGM.
- 7.3 The business of the AGM will be to:
 - a. confirm the previous AGM's minutes;
 - b. receive the latest accounts for the year from the Treasurer;
 - c. receive the annual report from Officers of the Committee;
 - d. review the membership rates proposed by the Committee and agree them for the forthcoming year;
 - e. elect the BvH Committee for the forthcoming year;
 - f. transact any other business proposed by the Committee; and
 - g. transact any other business received in writing by the Club Secretary from BvH Members in accordance with Rule 7.5.
- 7.4 With the exception of the Chairperson, all the BvH 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,
- 7.5 If any Member wishes to table a motion to be discussed in accordance with Rule 7.3g, it must be forwarded to the Club Secretary in writing at least two weeks before the meeting and shall be communicated to BvH Members either during or before the AGM.
- 7.6 The Chairperson or in their absence, the Vice Chairperson, shall preside as the chair of the meeting.
- 7.7 One quarter of BvH Members will constitute a quorum at an AGM. Where the AGM is held by video conference, only participating BvH Members who can follow, comment and vote shall be counted in the quorum.
- 7.8 All decisions shall be by simple majority vote of those BvH Members counted in the quorum. The Chairperson (or Vice Chairperson in the absence of the Chairperson) will have a casting vote in the event of a split decision.
- 7.9 The AGM shall be minuted by the Secretary or, in their absence, another Officer.
- 7.10 If a quorum is not present or if during the AGM a quorum ceases to be present, the Committee shall continue to transact the business of the AGM with those present and at the conclusion of the meeting the AGM shall stand adjourned. Thereafter the Committee shall promptly transact the business of the AGM electronically (in such manner as the Committee may reasonably determine), with those who were not present for all or part of the adjourned AGM and the BvH Members who participate electronically, together with the BvH Members present during the adjourned AGM, shall constitute a quorum.

8 SPECIAL GENERAL MEETING (SGM)

- 8.1 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.
- 8.2 Procedures for the SGM will be the same as for the AGM.

9 WRITTEN RESOLUTIONS

- 9.1 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.

10 CONFLICTS OF INTEREST

- 10.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with BvH or a third party which conflicts or may possibly conflict with his or her duties to BvH.
- 10.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 10.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

11 INDEMNITY

- 11.1 Without prejudice to any other indemnity to which a BvH Officer may otherwise be entitled, every BvH Officer shall be indemnified out of the assets of BvH against any liability incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

12 PERSONAL RISK

- 12.1 BvH Members acknowledge and accept that participating in sport of any kind can be dangerous and may result in injury and damage to property. BvH Members shall take personal responsibility for their own actions and participate in BvH activities at their own risk.
- 12.2 Subject to rule 12.3 below, the liability of BvH and the BvH Officers to any BvH Member is limited to the net assets of BvH.
- 12.3 Nothing in these Rules shall limit or exclude liability:
- a. for death or personal injury caused by negligence;
 - b. for any loss or damage caused by criminal or fraudulent conduct; or
 - c. for any other liability which cannot lawfully be limited or excluded.

13 CLUB COLOURS

- 13.1 BvH running vest shall be 'Teal' colour, with a navy blue trim. There is no official BvH colour for running shorts.
- 13.2 BvH Members representing BvH at competitive events are expected to wear BvH colours whenever possible to promote BvH. For team events, such as league races and championship races, this is compulsory under Governing Bodies' rules.
- 13.3 BvH Members are expected to wear hi-viz when participating in BvH coached or organised sessions in the dark.

14 AMENDMENTS TO THE CONSTITUTION

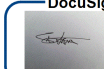
- 14.1 Any amendments to this constitution can only be approved by not less than half of those BvH Members present at a quorate AGM, or SGM called specifically for that purpose.

15 CLUB DISSOLUTION

- 15.1 A resolution to dissolve BvH can only be approved by not less than two thirds of those BvH Members present at a quorate AGM or SGM called specifically for that purpose.

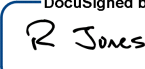
- 15.2 After dissolution, and subject to the approval of not less than half of those BvH Members present at the quorate AGM or SGM referred to in Rule 15.1, any funds and assets remaining, after the satisfaction of all its debts and liabilities, shall be given or transferred to such other clubs or associations having similar aims and objectives to those of BvH.
- 15.3 Dissolution shall take effect upon satisfaction of all outstanding liabilities and obligations of BvH and the appointment of the Committee shall end upon dissolution.

Signed

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Chairperson

Dated 21 March 2024 | 17:31:30 GMT
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Club Secretary

Dated 21 March 2024 | 18:39:55 GMT
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