

## REVISED COPY OF CONSTITUTION.

### 1. TITLE.

The title of the club shall be BILLINGHAM MARSH HOUSE HARRIERS ATHLETIC CLUB. ( here in referred to as " the club " ).

### 2. OBJECTIVES.

The objectives of the club shall be:

To encourage the practice and development of amateur athletics by providing coaching, club races, leagues and representing the club in championships and competitions deemed appropriate by the managing committee.

The club, with approval of UK Athletics will compete in the following athletic disciplines.

Cross country / Trail running.

Fell and hill running.

Road running.

Relay races.

Track and field athletics.

The club has a duty of care to all members and shall operate in a way that is fair to all.

All individuals involved in the club shall use the highest ethical standards and conduct themselves with integrity , transparency and accountability .

### 3. MEMBERSHIP.

All members will be subject to the regulations of the constitution and by joining the Club will be accepting these regulations and codes of practice the club has adopted.

Membership shall be open to persons who are amateurs as defined by UK Athletics.

A minimum entry age of 8 years applies .

Each request for membership must be on a completed official application form, approval or rejection of all membership applications will made at a properly convened meeting of the committee. Rejected applicants will be notified by post of the reason(s) and have the right of appeal within 14 days of notification (date letter is posted).

### 4. MANAGEMENT.

The management of the club shall be vested in the Management Committee, which shall consist of: Honorary President, Honorary Chairman, Honorary Treasurer, Honorary Secretary who shall be Officers of the club together with a committee of Eight club members.

All the committee shall be elected at the Annual General Meeting, and will remain in office until the conclusion of the Annual General Meeting the following year.

The Management committee shall have the power to fill vacancies on the committee and appoint sub-committees, advisors and where necessary co-opt members for particular duties / projects, these people will not have any voting rights at the Management Committee.

An Officer of the club who resigns will automatically resign from the Management Committee also.

In the event of a tied vote at a meeting of the Management Committee the Chairman shall have an additional vote, or may choose to refer the matter to an Extraordinary General Meeting or Annual General Meeting to be voted on by all members present.

The Management Committee meetings will be convened by the Honorary Secretary and held on a monthly basis, they shall be responsible for adopting new policy, codes of practice and rule changes that affect the organisation of the club.

The Quorum for meetings of the Management Committee shall be six members.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution and taking any action of suspension or discipline following any such hearings.

## 5. FINANCE.

The club treasurer will be responsible for the finances of the club.

All club monies will be banked in accounts held in the name of the club.

Cheques drawn against the club's funds will be signed by two (2) of the three (3) authorised signatories of the club

A statement of club accounts will be presented by the treasurer to each Management Committee meeting.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

The financial year of the club will end on December 31st. Each year.

## 6. ANNUAL GENERAL MEETING.

The Annual General Meeting shall be held in the month of January. ( or within one month of the end of the club financial year) for the purpose of:

(a) Annual reports from club Officers.

(b) Audited statement of accounts and balance sheet.

(c) Election of Officers and Committee.

(d) Election of Honorary Auditors.

(e) Considering any amendments to the constitution rules of which due notice has been given to all members. Any proposed change to a Constitution rule by a member must be received by the Chairman or Honorary Secretary at least Twenty One (21) days prior to the date of the Annual General Meeting in order that all members shall have sufficient notice of the proposal(s).

Notice of the Annual General Meeting will be given by the Honorary Secretary at least Fourteen(14) days prior to meeting with Date, Venue and Agenda items.

Each fully paid up member at the meeting shall have one vote.

The quorum for Annual General Meetings shall be Twenty (20) % of the club membership.

## 7. EXTRAORDINARY GENERAL MEETING.

An Extraordinary General Meeting shall be called by the Chairman or Honorary Secretary of the club within one month of a receipt of a requisition signed by a minimum of Twenty (20)% of the club's membership stating the purpose of the meeting.

A minimum of Fourteen (14) days notice shall be given to all fully paid up members stating the Date, Venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

NOTE : The right to vote is given to all fully paid up Senior members.

## 8. SUBSCRIPTIONS.

Members shall pay an annual subscription fee which is due on 1st January each year. The amount payable for each section / age group will be set at the Annual General Meeting.

New members subscriptions shall accompany the application for membership .

## 9. NON PAYMENT OF SUBSCRIPTIONS.

The committee have the power to expel a member who,s subscriptions are Three (3) calendar months in arrears and terminate their membership of the club. The lapse of membership will be communicated to the individual by letter using recorded or registered delivery, the letter will also advise the individual that they are no longer affiliated to England Athletics and their name shall be sent to UK Athletics (BLACK BOOK) and shall be suspended from competing at any meeting held under UK Athletics rules . If the individual requests later to rejoin the club a letter shall be submitted to the Management Committee for consideration , if accepted all affiliations will be restored upon the payment of all fees in full to the club and England Athletics.

## 10. DISCIPLINE AND APPEALS.

All concerns, allegations or reports of poor practice or abuse relating to the care and welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Child Protection Officers are the lead contact for all members in the event of any child protection concerns.

All concerns regarding the behaviour of members should be presented and submitted in writing to the Honorary Secretary.

The Management Committee will meet to hear complaints within Fourteen (14) days of a complaint being made. The Management Committee have the power to take appropriate disciplinary action including termination of club membership .

All individuals involved in a disciplinary hearing will receive in writing the outcome of the hearing within Seven (7) days, there will be a right of appeal to the Management Committee following disciplinary action being announced. The Management Committee shall consider the appeal within Fourteen (14) days of the Honorary Secretary receiving details of the appeal.

## 11. RESIGNATIONS

Any member wishing to resign must do so in writing and to the Honorary Secretary, UK Athletics affiliated members must include all relevant exemption forms ie. Change of first claim club etc. The resignation will be considered by the Management Committee within one Calendar month of receipt and will be held as effective on the day of tendering.

Resignations will not be accepted if the member is financially indebted to the club , and acceptance withheld until all debts are paid in full to the club.

#### 12. EQUAL OPPORTUNITIES POLICY.

Billingham Marsh House Harriers will operate Equal Opportunities policy and practices in all it's activities. We will ensure that we do not discriminate on grounds of race, religion, gender, age ,sexuality or politics or any other matter which may cause any person to be unfairly treated.

#### 13. CONSTITUTIONAL AMENDMENTS.

The constitution will only be changed at an Annual General Meeting or Extraordinary General Meeting called for that purpose and the only by a TWO THIRDS majority of the members present.

#### 14. AFFILIATIONS.

UK Athletics .

#### 15. DISSOLUTION.

A resolution to dissolve the club can only be approved at an Annual General Meeting or Extraordinary General Meeting through a TWO THIRDS majority vote of the the members present. A minimum of Twenty One (21) days notice with date , venue and details of the resolution will be given to all fully paid members.

The committee shall have the power to release any assets held by or on behalf of the club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other such organisation having similar objects to the club , without further recourse to the members.

#### 16. DECLARATION .

Billingham Marsh House Harriers hereby accept this constitution as a current operating guide regulating the actions of the members

CHAIRMAN.

SECRETARY.

TREASURER.

DATE.

Rev. 02.BS02.