

## **BENFLEET RUNNING CLUB CONSTITUTION**

### **1. TITLE**

The name of the Club shall be Benfleet Running Club and it is affiliated to England Athletics.

### **2. AIMS AND OBJECTIVES**

The objective of the Club is the promotion of Road Running and its associated disciplines, e.g. Cross Country running, Trail Running & Triathlons.

This is to be achieved by :-

Offering coaching and competitive opportunities. Promoting the club in the local community. Ensuring a duty of care to all members of the Club. Providing all its services in a way that is fair to everyone. Ensuring that all present and future members receive fair and equal treatment.

### **3. COLOURS**

The Club colours are white shirts showing Benfleet Running Club in red and red shorts. Club colours shall be worn at events by all members representing the Club. It is highly encouraged that all members wear Benfleet Running Club training wear during all training sessions.

### **4. HEADQUARTERS**

The Headquarters of the Club for training nights is The Pavilion, Brook Road Recreation Ground, Brook Road, Benfleet, Essex. The Club shall meet on Tuesdays and Thursdays at 7.15pm. All correspondence shall be sent to the Hon. Secretary.

### **5. MANAGEMENT COMMITTEE**

The Management of the Club is vested in a committee consisting of:

- Chairperson
- Vice Chairperson
- Hon. Treasurer
- Club Secretary
- Ladies Captain
- Mens Captain
- Membership Secretary
- New Members Co-ordinator
- Coaches
  - Senior Coach
  - Junior Coach
- Event Co-ordinator
- Publicity & Public Relations Secretary
- Social Secretary
- Kit Manager
- Welfare Officer (Ex Officio)

All Committee Members to be elected annually at the AGM. Six members shall form a quorum. The Committee has power to fill any vacancy which may arise and may co-opt members onto the Committee for special events.

## 6. COMMITTEE RESPONSIBILITIES

The club will be managed through the Management Committee (see para 5). Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and meetings will be held as and when necessary but not less than 3 times a year.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.

The Management Committee will have powers to appoint sub-committees and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee in consultation with the Welfare Officer will be responsible for taking any action or suspension or discipline following such hearings.

## 7. MEMBERSHIP

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Eligibility for Membership. All persons 19 years of age and above are eligible for full membership. No person shall be denied membership of the club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

Persons below the age of 18 may be elected as members without the right to hold office or vote at general meetings.

Members will be enrolled in one of the following categories:

- Full member
- 2nd claim member
- Life member

## 8. MEMBERSHIP FEES

The annual subscription fee shall be agreed annually by the AGM. Existing members shall pay subscriptions annually on the day of the AGM and new members pay the full membership if joining. No member whose subscription is in arrears is eligible to take part in any competition promoted by the Club.

Application of surplus funds.

The club is a non-profit-distributing organization. All surpluses will be used to maintain or improve club facilities and in furtherance of the Club's objectives and to the benefit of club members. No surplus will be distributed other than to other community amateur sports clubs for athletics, to UKA for use in community-related athletics initiatives or to a charitable organization.

Dissolution. 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. 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. Any property remaining after the discharge of the debts and liabilities of the Clubs all be paid or distributed to another community amateur sports club for athletics or to charity.

## 9. ANNUAL GENERAL MEETING

A General Meeting shall be held on a Tuesday in March each year to receive the Committee's report and financial statement, elect officers and Committee and deal with any other matter specified on the agenda. The Honorary Secretary must give every member 14 days' notice of the Meeting and notice of any business which is requested to be placed on the Agenda must be given in writing to the Honorary Secretary at least 7 days prior to the Meeting. Thirty members shall form a quorum. All members have the right to vote at the AGM.

## 10. SPECIAL GENERAL MEETING

An Extraordinary General Meeting must be called by the Honorary Secretary within 7 days of the receipt of him/her of a requisition in writing signed by Members (seven) of the Club stating the business to be brought before such a Meeting. Thirty members shall form a quorum.

## 11. ALTERATIONS IN RULES

No alteration or addition may be made to the rules except by an Annual General Meeting or an Extraordinary General Meeting called for the purpose. Notice of any proposed amendment must be given as provided in Rules 9 and 10.

## 12. NOTICE OF COMMITTEE MEETINGS

The Honorary Secretary shall give at least 7 days' notice to every Member of the time and place of any Committee Meeting together with a copy of the agenda.

### 13. FINANCE

All club monies will be banked in an account held in the name of the club. The club Treasurer will be responsible for the finances of the club. The financial year of the club will end on the last day of February. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Signatories for the club funds are agreed by the Management Committee and included in the account mandate. Cheques drawn against club funds can only be authorised by the designated signatories.

### 14. DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer.

The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right to appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

Members who are found to infringe the terms and conditions of entry at any race held under UKA rules will have their membership of Benfleet Running Club face disciplinary action including termination. Not complying with these conditions could result in reputational damage and fines.

### 15. AMENDMENTS TO THE CONSTITUTION

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.