

# BUNGAY BLACK DOG RUNNING CLUB

England Athletics 2657740  
SCAA and SEAA affiliated

## BBDRC Constitution Effective from 1<sup>st</sup> April 2016

1. **Title:** The Club shall be called the Bungay Black Dog Running Club.
2. **Aims and objectives:** The aim of the Club is to promote and encourage running for all ages and abilities. The services of the club will be provided in such a way that is fair to all. The club will ensure a duty of care to all members.
3. **Membership:** Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept the regulations and codes of practice/policies that the Club has adopted. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

Members will be enrolled in one of the following categories: -

- a. *Full member.*
- b. *Junior member* (under the age of 18 years and who is in full time education). Juniors under the age of 16 years must be accompanied at all times by a parent, guardian or nominated responsible adult.
- c. *Honorary member.* Honorary membership is available to any member or non-member. Honorary membership will be proposed by the committee and voted on by members at the AGM. Honorary members will be eligible to serve on the Management committee and any sub-committees.

4. **Membership fees:** Membership fees will be set annually and agreed at the Annual General meeting. Fees will be payable on 1<sup>st</sup> April in each year, or, if joining the Club later than April, part payment, as decided by the management committee.

5. **Management committee:** The management committee shall consist of the following officers: - Chairman, Vice Chairman, Secretary and Treasurer and at least seven other members who will be elected at the AGM.

A person elected to the chair will remain for a maximum of three years. An Honorary President may also be chosen at the AGM.

The management committee shall meet at least once every three months. A quorum for the management committee shall be formed by one officer plus six committee members. All decisions shall be by a majority vote. The person chairing the meeting shall have the casting vote in the event of a tie.

The management committee has the power to co-opt extra members. The management committee may create trustees. It may form sub-committees as and when considered necessary. It may appoint advisers to the management committee as necessary to fulfil its business.

The management committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

The Management committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The management committee will be responsible for taking any disciplinary action following the disciplinary process.

**6. Finance:** All 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 31<sup>st</sup> December. A statement of annual accounts will be presented by the Treasurer at the Annual general Meeting. Any cheques drawn against club funds should hold the signatures of two Authorised Signatories. A sub-committee may have its own account.

**7. Annual General Meeting:** This will be held in February or March each year. Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice will be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the accounts. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Election of officers will take place at the AGM. Motions will be discussed. These must be submitted to the secretary at least 14 days before the meeting. Standing orders or rules may only be changed by a two-thirds majority decision. Twenty percent of paid-up members will constitute a quorum. The person chairing the meeting shall have the casting vote. All Full and Honorary members have the right to vote at the AGM. Junior members may be represented by a parent or guardian or nominated responsible adult, with one vote per junior member.

**8. Amendment to the constitution:** The management committee, by a two-thirds majority at a quorum meeting called for that purpose, may propose amendments to the constitution. The changes may only be made at the AGM or at an Extra-Ordinary General Meeting (EGM) called for that purpose. Four weeks notice shall be given for an EGM. A quorum for an EGM consists of twenty percent of paid-up members. If a two-thirds majority passes the motion, the amendment to the constitution will be adopted. Alternatively, ten

(10) ordinary voting members may petition the Secretary in writing, to call an EGM. The Secretary will give 21 days notice of the EGM.

**9. Discipline and Appeals:** BBDRRC has a number of Codes of Conduct in place which all those associated with the Club are expected to adhere to.

All concerns, allegations or reports of poor practice/abuse relating to the 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 Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The management committee will meet to hear complaints within sixty (60) days of a complaint being lodged. The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within thirty (30) days of the hearing.

Any member guilty of misconduct (i.e. behaviour contrary to the constitution or of a non-sporting manner) may be cautioned once or be expelled from the Club by a majority decision of the management committee. Any person expelled shall have the right to appeal to a management committee meeting called at their request, not later than two weeks from the date of expulsion.

**10. Club colours:** The colours of the Club shall be red vest or tee-shirt and black shorts or running bottoms. First claim club colours should be worn at all meetings sanctioned by the appropriate governing body, unless mutually agreed by both Club captains and the race referee.

**11. Publicity:** No members shall act as a representative of the Club by letter via the media of the press without the wording of such letter being sanctioned by the committee or a working party appointed by the committee.

**12. Dissolution:**

12.1 A resolution to dissolve the Club can only be passed at an EGM called for that purpose by a two-thirds majority quorum of a management committee meeting called for that purpose. Four weeks notice of the EGM shall be given to all members. If a two-thirds majority passes the motion the Club is dissolved. Alternatively ten voting members may petition the Secretary in writing to call an EGM.

12.2 The conditions in (12.1) will apply with respect to calling the meeting and voting. Upon the dissolution any funds remaining after all debts have been met will be donated to the regional governing body to be used to further the interests of road running in the county.

Bungay Black Dog running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: *Jayne Capps-Jenner* Date: 23-4-19.

Name: JAYNE CAPPS-JENNER.

Position: Club chair

Signed: *Clare Webb* Date: 23-4-19

Name: CLARE WEBB

Position: Secretary