

# Bourne Town Harriers



## Constitution



# Club Constitution

## 1. Title.

The title of the club shall be Bourne Town Harriers

## 2. Objects.

The objects of the club shall be:

To encourage the practice and development of athletics.

To provide coaching for the members and to organise competitions.

To encourage teams to represent the club in championships and leagues, and in such other competitions as the management committee shall decide.

The club shall cater for

Track and Field Athletics

Road Running

Cross Country Running

## 3. Membership.

FULL MEMBERSHIP is open by completion of an application form, to persons who are amateurs as defined by UK Athletics, i.e. "an amateur is a person who abides by the eligibility rules of UKA". There shall be a minimum entry age of nine years.

VOLUNTEER MEMBERSHIP is open by completion of an application form, to persons who may wish to belong to Bourne Town Harriers as Full Members in some capacity other than training or competition.

HONORARY MEMBERSHIP The committee shall have the ability, by simple majority, to nominate a person for Honorary Full Membership of the club for a determined length of time set by the committee.

## 4. Management.

The management of the club shall be vested in a committee, which shall consist of a maximum of twelve members in total including the office holders of Chair, Vice-Chair, Secretary, Membership and Treasurer. All of the foregoing shall be elected at the Annual General Meeting, and remain in office until the AGM of the following year. The committee shall have the power to co-opt members for particular projects, but co-opted members shall not have a committee vote.

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The committee will meet to hear complaints within 10 days of a complaint being lodged. The committee will be responsible for taking any appropriate action of suspension or disciplinary following such hearings including the termination of membership.

## **5. Annual General Meeting.**

The Annual General Meeting shall be held within one month of the end of the club financial year for the purpose of:

- (a) Receiving the Annual Report of the committee
- (b) Receiving the audited Statement of Accounts and Balance Sheet
- (c) Electing the committee for the ensuing year
- (d) Electing the 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 Secretary at least twenty-one days prior to the date of the Annual General Meeting in order that all members shall have sufficient notice of the proposal.

At least twenty-eight days notice shall be given to members of the date and venue, with a minimum of fourteen days notice being given for the circulation of previous minutes, proposals and agenda items for the Annual General Meeting.

## **6. Affiliations.**

The club shall seek to be affiliated to England Athletics, and to such other athletic bodies as the committee consider appropriate, in order to carry out the objects of the club.

## **7. Subscriptions.**

The committee shall be required to review subscriptions annually prior to the commencement of a new financial year and shall have the power to amend the annual subscriptions as considered necessary. The agreed subscription must accompany the application for membership and thereafter is due on 1<sup>st</sup> March in each year.

## **8. Finance & Expenses.**

All club monies will be banked in accounts held in the name of the club and are the responsibility of the Club treasurer. Any cheques drawn against the club funds will hold the signatures of two named club cheque signatories. The new club year begins on 1<sup>st</sup> March however the club accounts are completed for each calendar year ending on 31<sup>st</sup> December so that an audited statement of annual accounts can be presented by the treasurer at the AGM.

Members will adhere to the current Club expenses policy, which has been agreed by the committee. Any changes to this expenses policy can be and will be approved by the committee as and when seen to be appropriate by them at any committee meeting.

## **9. Resignation.**

Any member wishing to resign from the club should do so in writing addressed to the Membership Secretary or Chairman. Any member whose subscription is twelve months overdue shall be deemed to have resigned at the expiry of the twelve months.

## **10. Transfer to another club.**

Any member wishing to transfer to another club must submit their resignation in writing. Their transfer cannot take place if they have not paid their subscription for the current year.

## **11. Extraordinary General Meeting.**

An extraordinary General meeting shall be called by the Secretary or Chairman within one month of the receipt of a requisition signed by at least one third of the members eligible to vote, stating the purpose of the meeting. At least fourteen days notice shall be given to all paid up full members of the date, venue and purpose of the Extraordinary General Meeting. No other business shall be conducted at such a meeting.

## **12. Dissolution.**

A resolution to dissolve the club can only be passed at an AGM or EGM through a two-thirds majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of England Athletics.

## **13. Constitutional Amendments.**

No constitutional Rule may be altered, added to, or deleted, except at an Annual General Meeting, or at an Extraordinary General Meeting called for that purpose, and then only by a two-thirds majority of those present and voting.

## **14. Declaration.**

Bourne Town Harriers hereby adopts this constitution as a current operation guide regulating the actions of members.

**Signed**

**Name Lisa Richardson**

**Date: 25/03/2017**

**Chair.**

**Signed**

**Name Sarah Morgan**

**Date: 25/03/2017**

**General Secretary.**