



# Brighton & Hove Women's Running Club

## CONSTITUTION

### CLUB

1. The Club shall be known as Brighton and Hove Women's Running Club, the postal address is that of the current Secretary.

### AIMS AND OBJECTIVES

2. To give all women (in accordance with our ethos) an enjoyable, safe, and sociable sporting environment to participate in healthy exercise.
3. To encourage women to run together for their well being, fitness, and fun, via the Beginners' Course, the regular Thursday and Sunday running groups, weekly training session, and by providing the opportunity for women to make contact with other women runners.
4. To provide opportunities for women to enter running events.
5. To support members to be the best runners they can be.
6. To encourage women in the local community to learn to run and join us in participating in exercise.

### ETHOS

7. The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club 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*
8. The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of running, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
9. The Club is committed to everyone having the right to enjoy running in an environment free from threat of intimidation, harassment and abuse.
10. All members of the Club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

### MEMBERSHIP

11. The Club must keep and maintain a members' list.
12. Fully paid up subscriptions and acknowledgement of the objectives of the Club define membership.
13. It shall be open to women with an interest in running aged 18 and over.
14. Membership of the Club is confined to those abiding by the Rules of Competition of the SCAA, SEAA, UKA and the AAA of England.
15. A candidate for membership must apply in writing on a form provided for the purpose.
16. Members shall have the right to participate in any events organised by the Club.
17. Membership is not transferable to anyone else.

18. All members shall have the right to vote at the Annual General Meeting on motions proposed and seconded in writing one week before the meeting, to the Chair. The Chair, with the support of the Committee, may put forward a motion without prior notification, on which all members are entitled to vote.

### **GUESTS**

19. Members shall be entitled to occasionally bring assigned female guests (over 18) to a Club organised run or training session.
20. The member in question shall be responsible for the acts and omissions of her guest and for staying with her guest for the duration of the session.
21. Guests have none of the rights of membership and must sign the register as a guest.
22. Members shall not bring dogs along to Club running sessions or Club training sessions.

### **SUBSCRIPTION**

23. Membership fees shall be fixed annually and will be payable on the 1 April each year.
24. Members joining after 1 October during any year pay half the annual fee. The Club year runs from April to March.
25. The Committee shall have the power to expel any member whose subscription is six months in arrears provided one month's notice in writing shall have been sent to such member by registered or recorded letter, addressed to her last known address, informing her of the proposed action of the Committee.
26. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.
27. The name and address of any person so expelled from a club in the Southern district shall be sent to the South of England AA who shall enter her name in a book (to be called 'The Suspension Book') to be kept for that purpose. Every person whose name has been so entered shall be suspended from competing at any meeting held under Federation Rules until the liability causing her said expulsion, which shall not exceed one year's subscription, shall have been discharged. No member whose subscription is in arrears is eligible to take part in any competition promoted by the Club.

### **AFFILIATION**

28. The Club shall become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics.
29. The Club shall comply with and uphold the rules and regulations of the England Athletics and of any such constituent body for the time being in force.

### **MANAGEMENT**

30. A Committee consisting of nine (ten when two social secretaries are in office / eleven when three social secretaries job share) with the power to co-opt, shall conduct the business of the Club.
31. All Committee members will be elected annually at the Annual General Meeting to be held in October each year.
32. Should any Committee member wish to resign they must do so in writing to the Secretary and following a resignation, the Committee has the power to fill any vacancy that may arise.

33. The duties of the Committee shall be:

**CHAIR** – will be the official spokeswoman of the Club. She will organise and chair Committee meetings and the Annual General Meeting. To jointly, with other members of the Committee, be responsible for arranging and delivering the functions of the Club.

**VICE CHAIR** – will provide back up for the CHAIR with the provision to take over as CHAIR at the end of two years or earlier if required. The vice chair is responsible for organising the weekly rota of run leaders for the Thursday and Sunday runs, with a view to encouraging new run leaders.

**SECRETARY** – will be responsible for the general co-ordination and maintenance of club e-mail accounts and being the point of contact for the club. Take minutes at the monthly committee meetings and distribute to all members within a week of the meeting taking place.

**TREASURER** - will be responsible for the funds of the Club and maintain the Club Bank Account. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. Ensures that the income of the Club is used to promote its sporting purposes. Account books will be kept and made available for annual audit. The accounts will be presented to all members at the AGM and with the AGM minutes.

**CLUB CAPTAIN** - will be responsible for the welfare of club members and is there to nurture and develop women's talent, providing advice and experience. As the person responsible for Club welfare matters that may arise related to members and will have an understanding and an appropriate way to deal with such matters.

**MEMBERSHIP SECRETARY** – will be responsible for maintaining all membership records including adding member's details to the EA site. Maintains the club's Facebook page.

**SOCIAL SECRETARIES** – one or two secretaries will be responsible for co-ordinating social events. The social secretaries must ensure that these social events provide for the wide variety of tastes and cultures at the club as well as being financially viable

**WEBSITE COORDINATOR** – will be responsible for updating and maintaining the Club's website.

**MARSHALL COORDINATOR** – will be responsible for recruiting members as marshals for the local races, and as volunteers to support the Beginners Course and Return to Running courses. To liaise with race directors, committee and coaches. To allocate free race places to previous marshals in a timely manner to allow time for training. To be proactive in working with committee to trial and develop this role.

34. The CHAIR and VICE CHAIR shall not hold the same office for more than two consecutive years. The VICE CHAIR post will have the provision to take over as CHAIR. In the event of the Vice Chair being unable to take over as Chair, the Chair's role should be filled by an existing or pre-existing committee member who has served on the committee for a minimum of one year.

35. The office of an elected member of the Committee shall be vacated:

- if she shall cease to be a member or shall be excluded or suspended under the terms of any of Rule 16
- if she shall be absent from more than two consecutive committee meetings without the explicit consent of the Committee.

#### **PROCEEDINGS OF THE COMMITTEE**

36. The Committee will meet regularly at predetermined dates to ensure smooth management of the Club.

37. Five Committee members constitute a quorum.

38. A full session of the Committee has the right to expel any member.
39. All decisions are to be reached by standard democratic procedure.
40. Accounts are to be agreed and signed by the Treasurer and one Committee member.
41. The Committee shall have the option to co-opt other members for special projects. All involved are to be kept well informed of progress and one co-opted member is to attend and report at Committee meetings.
42. All resolutions of the Committee shall require the vote of a simple majority of the members present, each member having one vote except the CHAIR who, in the event of an equal number being in favour of or against a motion, shall have a casting vote. The method of voting shall be a show of hands.

### **POWERS OF THE COMMITTEE**

43. The policy, direction and management of the affairs of the Club shall be vested in the Committee, subject always to the provisions of these Rules. The Committee is responsible for assuring the Officers properly perform the administration of the Club. In addition to the powers and authority expressly conferred upon the Committee by the Rules, the Committee may exercise all such powers and do all such acts and things as may be expressly directed or required to be executed or done by the Club in the General Meeting.
44. Without prejudice to the general powers conferred upon the Committee by Rule 38, the
45. Committee shall have the following powers:
  - a. subject to the provisions of these Rules, to make, repeal, and amend all such regulations as they shall think expedient for the management and well-being of the Club. All regulations made by the Committee under this rule must be available to Members and shall be binding upon the Members until repealed by the Committee or set aside by a Resolution of a general meeting of the Club.
  - b. to appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested.
  - c. to make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
  - d. to invest, place on deposit and deal with any moneys of the Club not immediately required upon any investments or securities which the Committee thinks fit.
  - e. to issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable to operate on the Club's banking accounts.
  - f. to enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of and on behalf of the Club as they may consider expedient.
  - g. to pay all the costs and expenses of and incidental to any of the aforesaid matters and things.
  - h. to determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
  - i. to appoint Members or sub-committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them.

### **ANNUAL GENERAL MEETING**

46. An Annual General Meeting (AGM) shall be held during the month of October in every year to receive the Committee's report and financial

statement, elect Officers and Committee and deal with any other matter specified on the agenda.

### **SPECIAL GENERAL MEETING**

47. A Special General Meeting must be called by the Secretary within 14 days of the receipt by her of a requisition in writing signed by at least five members of the Club, stating the business to be brought before such a meeting.

### **ALTERATION OF RULES**

48. No alteration or addition may be made to the rules except by an Annual General Meeting, or a Special General Meeting called for that purpose.
49. The Secretary shall give to every member at least 7 days notice of the time and place of a General Meeting along with the business to be dealt with at any such meeting.

### **LONDON MARATHON ENTRIES**

50. The club, as being part of the UK Athletics Association, shall receive no less than 1(one) Guaranteed Entry for the London Marathon each year.
51. The decision on who receives that one place will be by a draw organised by the Club Secretary and subject to the criteria as described below.
52. A draw entrant **MUST** have been a club member since July 1<sup>st</sup> in the year preceding the race for which the draw is being held (i.e. for 2019 entries, membership must date back to July 2018).
53. It is encouraged that members entering the club ballot should be regular and active members of the club.
54. Draw entrants must also supply to the Secretary, the original rejection form from the London Marathon **BEFORE** the draw takes place.
55. Failure to adhere to one or both conditions above will render the entrant ineligible for the draw.
56. In order to maintain a degree of fairness, a member who wins a ballot place in the London Marathon in any one year, shall become ineligible for the draw for the following five years.
57. Following the event a race report will be submitted to the Committee to be shared with members.
58. Should the draw winner feel that she will be unable to compete, for whatever reason, the place should be returned to the Club Secretary to transfer that place to another eligible club member (declared as Reserve at the time of draw). This option is restricted by date limitations as declared by the London Marathon.
59. Should a member, be unable to take up her place as a draw winner after this date, then she shall retain that place for the following year and enter accordingly by London Marathon rules and regulations.
60. This guaranteed place remains continuously under the rules and regulations of the London Marathon and at no time is transferable, except as stated above.

### **DISSOLUTION**

61. If the committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the group, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be given or transferred to a charity agreed by the Group. A copy of the statement of accounts, or

account and statement, for final accounting period of the Group must be sent to the Group's partners.

**CLUB HEADQUARTERS**

62. The headquarters of the Club is Hove Rugby Club, Hove Recreation Ground, Old Shoreham Road, Hove, BN3 6QP

**CLUB COLOURS**

63. Jade vest with single black chest band and Club name on back in white text.

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