



## 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 wellbeing, 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 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 Club will deem a member to have voluntarily resigned if their membership fee remains unpaid beyond 30th June which is the date by which England Athletics require all Club membership fees to be paid. The Club will issue no fewer than 3 e-mail reminders to the last known e-mail address of the member during the period 1st March to 30th June. If, after this date, the membership fee remains unpaid, the Club will remove the member from the list of Club members on the England Athletics portal and, where applicable, the Club mailing lists and Facebook page. Should England Athletics extend the membership renewal deadline date for any reason, the member will only be deemed to have resigned from the Club if the membership fee remains outstanding on expiry of this extended deadline.
26. Members who are deemed to have resigned in this way are free to re-join the Club at any time subject to payment of the appropriate membership fee.
27. 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.

## **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 seven (when there is one incumbent per committee post OR up to ten when social secretary and captain posts are performed as a job share, where three is the maximum number of social secretaries and two is the maximum number of captains) 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 Committee roles will comprise :
  - Chair
  - Vice Chair
  - Club Secretary
  - Treasurer
  - Club Captain
  - Membership Secretary
  - Social Secretary
  - Governance Officer
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.

#### **COMPLAINTS AND DISPUTES**

46. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics's safeguarding policy and procedures. The Club Captain shall be the lead Officer for all Members in the event of any safeguarding concerns.
47. Any complaints of misconduct (improper or unprofessional conduct) regarding the

behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Vice Chair). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 48 below, a decision of the disciplinary panel shall be final and conclusive.

48. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
49. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.
50. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

#### **ANNUAL GENERAL MEETING**

51. 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**

52. 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**

53. 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.
54. 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**

55. 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.
56. 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.
57. A draw entrant **MUST** have been a club member since July 1<sup>st</sup> in the year 2 years preceding the race for which the draw is being held (i.e. for 2023 race entries, membership must date back to July 2021).
58. It is encouraged that members entering the club ballot should be regular and active members of the club.
59. Draw entrants must also supply to the Secretary, the original rejection form from the London Marathon **BEFORE** the draw takes place.
60. Failure to adhere to one or both conditions above will render the entrant ineligible for the draw.
61. 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.
62. Following the event a race report will be submitted to the Committee to be shared with members.
63. Should a draw winner find that due to injury or other unforeseen circumstances she is unable to participate in the London Marathon in the year for which the entry was won,

then she shall be free to defer entry to the following year in accordance with London Marathon rules and regulations.

64. This guaranteed place remains continuously under the rules and regulations of the London Marathon and is at no time transferable.

#### **DISSOLUTION**

65. 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**

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

#### **CLUB COLOURS**

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

Brighton and Hove Women's Running Club