

Ballymena Runners Athletic Club

Constitution

1. NAME

1.1 The Club will be called Ballymena Runners Athletic Club and will be affiliated to Athletics Northern Ireland.

1.2 The Club will adhere to the rules and regulations of Athletics NI

2. STATUS

2.1 The Club status is 'Community Amateur Sports Club' (CASC).

3. AIMS AND OBJECTIVES

3.1 The aims and objectives of the club will be:

- To promote training and competitive opportunities in running to include road, trail, cross country and mountain running.
- To promote the club within athletics and the local community
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone

4. MEMBERSHIP

4.1 Membership should consist of officers and members of the club.

4.2 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 practice that the club has adopted.

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

- **Full member**
- **Family member**
- **Student member (Full Time Education)**
- **Member over 60**
- **Life / Honorary member**

5. MEMBERSHIP FEES

5.1 Membership fees will be agreed annually by the Committee and fixed at the Annual General Meeting (AGM). Fees will be paid annually by 31 March.

6. COMMITTEE AND OFFICERS OF THE CLUB

6.1 The following officers of the club will be members of the Committee:

- Chairperson
- Secretary
- Assistant Secretary
- Members Secretary
- Treasurer

6.2 Committee members, without office, will be elected as agreed necessary to ensure a quorum at meetings.

6.3 The following will be invited to Committee meetings:

- Club Welfare / Designated Officer(s)
- Captains Representative(s)
- Coaching Representative

6.4 All officers will retire each year but will be eligible for reappointment. Officers and Committee Members will be elected annually at the AGM.

7. COMMITTEE

7.1 The club will be managed through the Management Committee.

The Management Committee will be:

- Chairperson
- Secretary
- Assistant Secretary
- Members Secretary
- Treasurer

7.2 The Committee will be convened by the Secretary of the club and hold no less than four meetings per year.

7.3 The quorum required for business to be agreed at Committee meetings will be six.

7.4 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

7.5 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 action of suspension or discipline following such hearings.

7.6 Any member dissatisfied with the outcome of a hearing by the Management Committee may lodge an appeal to the full Committee

8. FINANCE

8.1 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 31 October.

8.2 A statement of annual accounts will be presented by the Treasurer at the AGM.

8.3 All proposed expenditure / reconciliations will be outlined and approved at each of the Management Committee meetings for the period in question i.e. time period between committee meetings.

8.4 Any financial transactions drawn against club funds will hold the signatures of the Treasurer plus two other officers as designated in section for 5 for all transactions above £250.

8.5 All surplus income or profits are to be reinvested in the club. No surpluses will be distributed to members or third parties.

9. ANNUAL GENERAL MEETINGS

9.1 Notice of AGMs will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

9.2 Notice will include list of current officers, committee members & vacancies. Notice will include requests for all proposals.

9.3 Nominations for officers / members of the Management Committee and proposals will be sent to the Secretary prior to the AGM.

9.4 All nominations and proposals will be circulated to all members 7 clear days before the AGM.

9.5 The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

9.6 Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.

9.7 The quorum for AGMs will be 10% of total membership.

9.8 The Management Committee or its members has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. SAFEGUARDING CHILDREN

10.1 This sports club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport.

11. EQUITY POLICY STATEMENT

11.1 This club is committed to ensuring that equity is incorporated across all aspects of its development.

11.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

11.3 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

11.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

11.5 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

12. DISCIPLINE AND APPEALS

12.1 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

12.2 The Management Committee will set up a panel of at least three members to meet to hear a complaint within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

12.3 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 seven days of the hearing.

12.4 There will be the right of appeal to the full Committee following disciplinary action being announced. The Committee (minus the disciplinary panel) should consider the appeal within 21 days of the Secretary receiving the appeal.

13. DISSOLUTION

13.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.



13.2 Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity, or the sport's governing body for use by them in related community sports.

14. AMENDMENTS TO THE CONSTITUTION

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