



Bungay Black Dog Running Club – Constitution

Date: In operation from 01/04/2024

Audience: Internal/External/Public

1. Title

The Club shall be called the Bungay Black Dog Running Club (the Club).

The Club will be affiliated to a sports governing body.

2. Aims and objectives

The aim of the Club is to promote and encourage running for all ages and abilities.

Everyone within the Club will behave in accordance with our Codes of Conduct. The Club will provide sessions and facilities wherever possible that are fair to all.

The Club has a duty of care to all members.

3. Membership

Membership of the Club shall be open to all on application. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. All members will be subject to the terms 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 Management Committee (the Management Committee) may refuse membership or remove it only for good cause having followed the Club Disciplinary and Appeals Policy.

Different categories of membership and what each category of membership means will be published prior to the AGM.

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4. Voting at an AGM/EGM

Where a vote is required, each member is entitled to one vote. Junior members are each entitled to one vote via a nominated adult.

5. Membership fees

Membership fees will be set annually and agreed at the Annual General Meeting. Fees will be payable on 1st April in each year.

6. Management Committee

The Management Committee shall consist of the following officers: Chair, Vice Chair, 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. The Management Committee shall meet at least once every three months.

A quorum for the Management Committee shall be formed by a minimum of 7 members at least one of which must be an Officer. 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 additional members and appoint members to act as interim Officers. This requires a two thirds majority at a quorum meeting. At their third meeting co-opted members will have full voting rights.

The Management Committee has the power to remove a member, subject to there being reasonable grounds. This requires a two-thirds majority at a quorum meeting. The member being removed has the right to appeal under the Club's Disciplinary and Appeals Process.

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 is responsible for the management and governance adopting new policy, codes of practice and rules that affect the organisation of the Club.

The Management Committee will be responsible for the disciplinary process of members who infringe the Club Constitution, regulations, and codes of practice/policies. The Management Committee will be responsible for taking any disciplinary action following the Disciplinary and Appeals process.

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7. Finance

All monies will be banked in accounts held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club. The Club's financial year will end on 31st December. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any transactions made against Club funds should hold the signatures of two Authorised Signatories. A sub-committee may have its own account.

8. Annual General Meeting (AGM)

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 twenty-one (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 members and officers of the Management Committee will be sent to the Secretary prior to the AGM. Election of Management Committee Members will take place at the AGM. Motions will be discussed. These must be submitted to the Secretary at least 14 days before the meeting. Twenty percent of members will constitute a quorum. To adopt a motion, a majority of those in attendance must vote in favour. The person chairing the meeting shall, if required, have the casting vote'.

In the event the AGM is not quorate, but decisions have been made, these will be minuted and published. Upon publication there is a seven-day window in which members may challenge a decision in writing. Should more than thirty members challenge any one decision, an EGM will be called.

9. Extraordinary General Meetings (EGM)

The Management Committee has the power to call an EGM.

Thirty members of the Club may petition the Secretary in writing to call an EGM. Twenty-one (21) clear days' notice shall be given for an EGM. A quorum for an EGM consists of twenty percent of members. To adopt the motion, two-thirds of those in attendance must vote in favour.

10. 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 EGM called for that purpose. If a two-thirds majority of attendees passes the motion, the amendment to the Constitution will be adopted.

11. Club colours

The Club Kit Policy defines the official colours of the club and the conditions under which and by whom club kit may be worn.

12. Publicity

No member shall act as a representative of the Club without prior approval by the Management Committee.

13. Dissolution:

13.1 A resolution to dissolve the Club can only be passed at an EGM called for that purpose. Twenty-eight (28) clear days' notice of the EGM shall be given to all members. A two thirds majority vote is required for dissolution.

13.2 In the event of The Club being dissolved:

- a) No individual, whether a member or otherwise, may benefit financially from the dissolution of The Club.
- b) Any assets remaining after debts have been paid will, as determined by members of The Club at the meeting as above, be given or transferred to:
 - i) a registered Community Amateur Sports Club (CASC), and/or
 - ii) a registered charity, and/or
 - iii) a sport's governing body for use in related community sports.

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

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Signed:

Date:

Name: Stephen Read

Position: Chair

Signed:

Date:

Name: Clare Webb

Position: Secretary

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