

# **Bolton United Harriers & Athletic Club**

## **CONSTITUTION AND CLUB RULES**

### **1. Name and Objectives:**

That the Club be called 'Bolton United Harriers & Athletics Club", whose registered Club colours shall be **Blue, White and Yellow panels**. They will also be referred to as BUH & AC.

The objectives of the Club shall be:

- i) To position Bolton at the forefront of all athletic events by providing a Forum in which all individuals are offered the opportunity to develop to their full potential, regardless of age gender, physical ability, ethnic group or beliefs in line with the National affiliated association's policy on Diversity and Equality in Athletics.
- ii) To continually develop an environment that encourages all athletic disciplines and in which all members and volunteers are proud to be involved in the club.
- iii) To provide the opportunity of adequate athletic competition for all members and to promote athletic meetings and events.
- iv) To provide a healthy environment and social facilities to all members.
- v) To affiliate to the governing bodies of athletics in the U.K. and observe their Rules and Laws.

### **2. Membership:**

- 2.1 First Claim - membership of the Club shall be open to amateur athletes over the age of six and otherwise in accordance with the UK Athletics Laws and English Athletic Laws.
- 2.2 Second Claim - membership of the Club shall be open to amateur athletes in accordance with the UK Athletic Laws and English Athletic Laws such membership to be granted by the General Committee in extenuating circumstances, and such a member will only be eligible for restricted competitions.
- 2.3 Candidates for membership of the Club shall make application on an approved form of application. This form shall be properly completed and sent, together with the first year's subscription, to the Membership Secretary.
- 2.4 Membership of the Club shall commence on the date of application.
- 2.5 A parent or legal guardian must sign the application for membership from boys and girls up to and including the age of seventeen years.
- 2.6 Except in the case of new members, subscriptions shall be due annually on the 1<sup>st</sup> April and shall be paid within one month of the due date. New members' subscriptions are due upon application, at a pro rata amount, based on the number of whole months remaining.
- 2.7 The Club shall also accept a family subscription from members of the same family, residing at the same address at a subscription rate of not more than double the current full membership rate.
- 2.8 A family for the purposes of this constitution is defined as comprising of up to two adults over 17 years old and any number of their children up to and including the age of 17 years or in full time education. This is intended to be what can be reasonably considered a family e.g. legal Parents / Guardians and their children by birth, law (legally adopted) or status (stepchildren or fostered).
- 2.9 Membership Structure:
  - i. Under 18, Full time students, over 60 and unemployed.

- ii. 18 and over
- iii. Family living at the same address,
- iv. Associate member / Second Claim.

2.10 An associate member is eligible to stand for office and is allowed to vote.

2.11 The age to be taken at the date of joining or when renewal due for existing members.

2.12 Any member not paying subscriptions within one month of the due date will no longer be eligible to represent the Club in team competition.

2.13 The General Committee shall have power to expel any member whose subscription is three months in arrears, providing a month's notice in writing shall have been sent to such a member by a registered or recorded delivery letter, addressed to their last known address, informing them of the proposed action of the General Committee.

2.14 A member shall without prejudice to any claims which the Club may have against him/her, cease to be a member under the following circumstances:

- a. Loss of amateur status.
- b. Resignation in writing to the General Secretary; or in the case of the General Secretary to the Chair (the General Committee shall consider any notice of resignation within one month of its receipt).
- c. The General Committee shall have the power to reprimand, suspend or terminate any membership after giving the member concerned the opportunity of offering to the General Committee any explanation he or she may wish to make. For the purpose of this Rule, a vote of not less than two thirds of the 'General Committee' shall be necessary.
- d) Resignation of a member cannot be accepted until the subscription for the year, current within the year in which the date of resignation occurs, has been paid.
- e) A member who resigns or is expelled from the Club must return forthwith to the General Committee any trophies which belong to the Club or of which it is a Trustee, or any trophies won by a team in the name of the Club, which the Club is responsible for returning to the promoters of the event concerned.
- f) Any person ceasing to be a member of the Club, for any reason, shall forfeit all rights and claims upon the Club, its property and funds.
- g) The Club will keep a register of all members' details and the Membership Secretary shall be informed of any changes. These details: to include Name, date of birth, address and date elected.

3. **Life Membership** - will be obtained by:

- a. Election by the General Committee for service to the Club or
- b. Upon 25 years fully paid membership (broken service accepted), such a member being termed "A Life Member" and shall be excused payment of subscriptions.

4. **Patrons:**

4.1 The General Committee shall have the power to invite any person to be a Patron of the Club. Such a person may not automatically be a member of the Club, but could be allowed to attend General Committee Meetings to speak at such Meetings, but will not be allowed to vote on any matters arising.

## 5. Honorary President:

5.1 A member shall be invited by the General Committee to hold office as the Honorary President of the Club for 2 years.

## 6. Management:

The Management of the Club shall be vested in the General Committee, which shall comprise of the following members.

- 1) Chairperson (Exec.)
- 2) General Secretary (Exec)
- 3) Committee Secretary
- 4) Treasurer (Exec)
- 5) Team manager co-ordinator
- 6) Coaching co-ordinator.
- 7) Membership Secretary (Exec)
- 8) Social Secretary
- 9) Public Relations Officer / Newsletter Editor
- 10) Schools' Liaison Officer
- 11) Volunteer Co-ordinator
- 12) Child Protection / Welfare & Equity Officer
- 13) Facilitator (club kit/ bookings etc.)
- 14) Trustee Rep (Exec)
- 15) Club President
- 16) Web Site Administrator.
- 17) Committee member
- 18) Committee member
- 19) Committee member
- 20) Committee member.

6.1 All members of the General Committee, with the exception at Para 5, shall be elected by ballot during the Annual General Meeting.

6.2 The Chairperson, General Secretary, Treasurer, Membership Secretary and Trustees Representative are to be the Executive Officers of the Club.

6.3 All General Committee members to be entitled to vote at General Committee Meetings.

6.4 The control of the affairs of the Club, in accordance with the Constitution and Rules, shall be vested in the General Committee. Any matters not specifically dealt with in such Constitution and Rules shall be dealt with by the General Committee, whose decision shall be final and binding in all matters.

6.5 The General Committee will meet monthly where practicable. Six members will be considered to form a quorum.

6.6 The quorum to consist of at least three executive officers and in the absence of a Chairperson, a Vice Chairperson to be appointed by the meeting, except for the purpose of Rule at para. 2.14

6.7 At least once in every successive Calendar Year there shall be held an Annual General Meeting, at such time and place as may be determined by the General Committee, but so that not more than thirteen months elapse between the date of one such meeting and that of the next. All other General Meetings shall be called Special Meetings.

6.8 Prior to every Annual General Meeting, at least 14 clear days notice shall be given in writing to every person who is entitled to attend such meetings. This shall be extended to twenty one clear days in the case of any Special Meeting at which a Special Resolution is to be considered. The notice shall specify the place, date and hour of the meeting and the nature of the business to be transacted.

6.9 The General Committee have the power to fill any vacancy amongst the Committee of the Club, which occurs during its term of office.

- 6.10 Any General Committee member failing to attend three consecutive meetings, without apology, may be expelled from the General Committee.
- 6.11 The General Committee may, from time to time, appoint Sub-Committees as they deem necessary, in connection with the discharge of duties, with power to co-opt thereon members of the Club who may or may not be members of the General Committee.
- 6.12 Such Sub-Committees shall regularly report their proceedings to the General Committee and shall conduct their business within the terms of reference delegated to them by the General Committee.
- 6.13 All money and equipment bought or in the possession of the Sub-Committee shall remain the property of the Club and all money shall be banked with the Honorary Treasurer.

## **7. Trustees**

- 7.1 The Trustees liability to be limited to the assets of the club.
- 7.2 Four Trustees shall be elected by ballot during the Annual General Meeting for the forthcoming year.

## **8 Minutes:**

- 8.1 Minutes shall be taken of all proceedings of the General Committee Meetings and shall be open to inspection by any member of the Club.
- 8.2 The General Committee shall ensure that the Committee Secretary shall keep:
  - a. Minutes of the appointment of Officers and Officials.
  - b. All the names of the Committee members present at each meeting of the General Committee and its Sub-Committees.
  - c. All resolutions and proceedings of General Meetings of the Club and of meetings of the General Committee and its Sub-Committees.
  - d. All Minutes of all meetings mentioned above, if approved by the members present at the next succeeding meeting and signed by its Chairperson. The signed minutes shall be receivable as prima facie evidence of the matters stated in such Minutes.

## **9 Annual General Meeting:**

- 9.1 The Annual General Meeting of the Club shall:
  - 9.2 Receive and, if approved, adopt a statement of the Club's Audited Accounts to the end of the previous financial year (31<sup>st</sup> March).
  - 9.3 Consider and, if approved, sanction and implement any duly made alterations to the rules, providing all fully paid up members have been given written notice of the proposed alterations.
  - 9.4 Appoint members of the General Committee plus four Trustees. Nominations for the positions have to be in the hand of the General Secretary seven days before the AGM. In the event of no nominations having been received, nominations may be accepted at the AGM.
  - 9.5 Deal with such other business as may be submitted by the General Committee or by any member who shall have given written notice of the motion he or she proposes to make to the General Secretary at least fourteen days before the date of such meetings.
  - 9.6 Receive and consider the reports of the General Committees and its Subs- Committees.
  - 9.7 Voting at the Annual General Meeting of the Club shall be limited to the following:
    - a. Life Members who are First Claim members.
    - b. Fully paid up First Claim members of the Club being aged 18 years or over on the day of

the Annual General Meeting.

9.8 With the exception of the Chairperson every member present at an Annual General Meeting entitled to vote shall have one vote on every motion and in the event of equality of votes, the Chairperson of the meetings shall have a casting vote.

9.9 At the Annual General Meetings 20 members entitled to vote shall form a quorum.

#### **10. Special Meetings:**

10.1 A Special Meeting shall be called by the General Secretary or Chair of the General Committee.

- a. Upon the direction of the General Committee.
- b. On a requisition (signed by at least 20 members entitled to vote at the AGM), stating the special business of the proposed meeting.
- c. To deal with disputes between members and elected officials, unless such disputes can be settled by a General Committee.
- d. To amend the Constitution and Rules. All members should be informed of an amendment or proposed change within ten days of the Special Meeting so that objections may be returned to the Secretary before the meeting. Any alteration or proposed changes shall require two-thirds of the votes of the voting members present at a Special Meeting for the motion to be valid.

10.2 Such meetings to be held not less than fourteen days and not more than 28 days after receipt of direction or requisition by the Club General Secretary.

10.3 A notice stating the business of the meeting is to be sent in writing to all members of the Club by the Club Secretary, at least ten days before the meeting.

10.4 No business other than that stated on the Notice can be brought before a Special Meeting.

10.5 A meeting of members cannot set control of the Club aside, but any member or members of the General Committee or of its Sub-Committees may be removed by the votes of two thirds of the members present at a Special Meeting called for that purpose. In the event of removal, the Chairperson will accept nominations and hold a ballot to fill vacancies.

#### **11. Dissolution of Club**

11.1 The Club may only be dissolved at a properly constituted Special Meeting and will require a majority of at least two-thirds of the members present to carry the resolution for the dissolution of the Club. If the resolution is carried, then those present shall proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. In the event of dissolution, any assets of the Club that remain shall become the property of the Greater Manchester Athletic Association (or some other club with similar objectives to those of the Club).

#### **12. General Matters:**

12.1 No individual member shall undertake any enterprise or promotion on behalf of B.U.H. & A.C. without gaining consent of the General Committee. Such enterprises shall be presented to the General Committee to allow adequate time for a decision to be so made.

12.2 Each member on joining the club shall be supplied with a copy of the Constitution and Rules and a Membership Card.

12.3 All Officers on retirement from office shall hand over to his successor or to an Executive Officer of the Club, all books, papers, etc. appertaining to their office.

- 12.4 The funds of the Club shall be kept in a bank or other similar financial institution approved by the General Committee and no finance liabilities shall be incurred or payments made except under the authorisation of the General Committee.
- 12.5 The Club Treasurer shall:
- a. Receive all monies payable to the Club.
  - b. Shall pay all liabilities of the Club as directed by the General Committee.
  - c. Shall keep a debtor and creditor account and prepare the annual statement of accounts of the Club each year to present at the AGM.
- 12.6 On retiring from office he/she shall hand over to his successor or to the President (or Chairperson) of the Club all books (after being duly audited), papers and cash belonging to the Club.
- 12.7 The Club Auditors shall act in accordance with general principle of audit and shall be entitled to inspect the books and financial records of the Club at any time or application to the General Committee.
- 12.8 Only the General Club Secretary shall make communications to the Press on behalf of the Club, or such persons nominated by the General Committee, such as the Public Relations Officer.

### **13. Championships**

- 13.1 Only fully paid up members shall be eligible to compete at Regional or National events.

### **14. Standing Orders:**

- 14.1 The President or in his/her absence the Chairperson of the General Committee shall take the chair at Annual General Meetings, or Special Meetings. In their absence, the meeting shall elect a Chairperson from the members of the Club present, before proceeding to business.
- 14.2 In any vote, whether by ballot or show of hands, no individual, irrespective of the number of offices held, shall be entitled to more than one vote.
- 14.3 The Candidates, (if there are more than one), for any office shall leave the room while the meeting is voting on the particular appointment.
- 14.4 Save as otherwise provided in the Rules and Regulations, all business of a meeting shall be decided by a majority of the votes properly recorded at such meetings.
- 14.5 At all meetings every question shall be decided by a show of hands, unless a secret ballot is:
- a) Directed by the Chairperson or
  - b) Demanded by not less than three persons present and entitled to vote.
- 14.6 In the case of equality of votes, the Chairperson shall have the casting vote.
- 14.7 It shall be competent for any person to move that the proceedings terminate at a given hour, and, if the motion were seconded, it shall be put to the vote forthwith by a show of hands. Any subsequent motion to extend such time must be carried by an affirmative vote of not less than two thirds of the persons present and voting.
- 14.8 Every motion or amendment to a motion shall be proposed and seconded. If an amendment were carried it shall displace the original motion for consideration. Only one amendment shall be submitted to the meeting for discussion at one time and no person shall move more than one amendment. In the event of an amendment not being carried the original motion shall be voted upon.
- 14.9 Any person shall be able to move without debate at the close of the speech of any other

person, that the question be now put, and the motion, if seconded, shall be put forthwith and decided by a show of hands.

- 14.10 Any business or motions not reached or completed when the time arrives to close the meeting shall be adjourned and given priority at the next succeeding meeting.
- 14.11 These Standing Orders shall not be suspended, altered or rescinded except with consent of at least two-thirds of the persons present and voting at the Annual General Meeting.
- 14.12 The foregoing rules were made at a meeting of Bolton United Harriers Club on the 21<sup>st</sup> Day December 1982 updated to include all amendments passed at AGM up to the 7<sup>th</sup> October 2003 and further updated and amended 22<sup>nd</sup> October 2008.

Signed \_\_\_\_\_  
President

Signed \_\_\_\_\_  
Chairperson