

	BOLTON UNITED HARRIERS & ATHLETIC CLUB
V9 30 Jan 2025	Constitution and Club Rules

1. Name and Objectives:

- 1.1 That the Club be called “Bolton United Harriers & Athletic Club”, whose registered Club colours shall be blue, white and yellow panels. It will also be referred to as BUH&AC.
- 1.2 The objectives of the Club shall be:
 - a) 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 policies on diversity and equality in athletics.
 - b) 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.
 - c) To provide the opportunity of adequate athletic competition for all members and to promote athletic meetings and events.
 - d) To provide a healthy environment and social facilities to all members.
 - e) To affiliate to the governing bodies of athletics in the UK and observe their Rules and Laws.

2. Membership:

- 2.1 First Claim membership of the Club shall be open to amateur athletes (as defined by UK Athletics) aged six and over and otherwise in accordance with England Athletics’ laws and UK Athletics’ laws.
- 2.2 Second Claim membership of the Club shall be open to amateur athletes (as defined by UK Athletics) aged eighteen and over and in accordance with England Athletics’ laws and UK Athletics’ laws. Such membership can be granted by the General Committee in circumstances according to the membership criteria.
- 2.3 Candidates for membership of the Club shall make an application on an approved form of application. This form shall be properly completed and sent, together with the relevant pro-rata 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.

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- 2.6 Except in the case of new members, subscriptions shall be due annually on the 1st 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 triple the current full Senior membership rate.
- 2.8 Membership structure:
- 1) 18 years old and over (i.e. Senior),
 - 2) 8 - 17 years old (i.e. Junior)
 - 3) 6 - 7 years old (i.e. Hawks and Eagles),
 - 4) Family,
 - 5) Student,
 - 6) Second Claim,
 - 7) Associate,
 - 8) Life Member,
 - 9) Coach,
 - 10) Committee member,
 - 11) Committee-Designated Volunteer (CDV)
- 2.9 Membership structure definitions:
- a) All age-defined categories are inclusive and as First Claim.
 - b) A Family, for the purposes of this Constitution, is defined as comprising up to two adults aged 18 years old or over and any number of their children up to and including the age of 17 years old or in full-time education. This is intended to be what can be reasonably considered a family e.g. parents/legal guardians and their children by birth, law (legally adopted) or status (stepchildren or fostered).
 - c) Student membership is First Claim and for those in full-time education aged 18 years old and over.
 - d) Second Claim membership includes all those who hold membership of another UK Athletics-affiliated club and living within an appropriate distance of the Club's base (i.e. Leverhulme Park) defined by the General Committee. Eligibility to compete for BUH&AC is as defined by UK Athletics' rules.
 - e) Associate membership provides for all those living permanently outside the defined distance of the Club's base (i.e. Leverhulme Park) that are not

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students; can be First or Second Claim. It includes those overseas or in the Armed Forces. This is at the discretion of the General Committee.

- f) Life membership is as per Rule 3.
 - g) Coach membership provides for members that hold a valid coaching qualification from the appropriate governing body and undertake coaching responsibilities to the satisfaction of the General Committee.
 - h) A Committee Member is a member of the Club that holds office as per Rule 6.
 - i) Committee-Designated Volunteer (CDV) is a member, usually not elected to the General Committee, nominated and approved by the General Committee to undertake a substantial task on behalf of the Club e.g. organiser of an open race/event.
- 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 is due for existing members.
- 2.12 Coaches, Committee Members and CDVs are to be excused annual individual subscriptions for services to the club, subject to satisfying the membership criteria and carrying out duties to the approval of the General Committee. This is taken at the next membership year following their election or appointment and is considered as 'fully paid-up' for the purposes of this document.
- 2.13 Any member not paying subscriptions within one month of the due date will no longer be eligible to represent the Club in team competition, nor represent the Club or use its name as an individual in local, regional or national events and championships.
- 2.14 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, addressed to their last known contact details, informing them of the proposed action of the General Committee. Full payment of outstanding subscriptions at a later date will enable the former member to be readmitted by the General Committee.
- 2.15 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 (as defined by UK Athletics).

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- b) Resignation in writing to the General Secretary, or in the case of the General Secretary, to the Chairperson (the General Committee shall consider any notice of resignation within one month of its receipt). 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.
- c) The General Committee shall have the power to reprimand, suspend or terminate any membership after the member concerned has been informed of the alleged circumstances and given the opportunity of offering any explanation he or she may wish to make to the General Committee. For the purpose of this rule, a vote of not less than two-thirds of the General Committee shall be necessary.

2.16 Any person who resigns, is expelled or ceases to be a member of the Club, for any reason:

- a) Must return forthwith to the General Committee any trophies or property which belong to the Club or of which it is a trustee, or any trophies or property won by a team in the name of the Club, which the Club is responsible for returning to the promoters of the event concerned.
- b) Shall forfeit all rights and claims upon the Club, its property and funds.

2.17 The Club will keep a register of all members' details such that they satisfy the membership criteria. If there are any changes during the membership period since the last completed application, the Membership Secretary is to be informed immediately.

2.18 All members are to confirm their details and status (defined by rule 2.8) with the Membership Secretary annually in line with the membership year.

3. Life Membership:

3.1 Life membership of the Club is granted by:

- a) Election by the General Committee for service to the Club, or
- b) Upon 25 years fully paid-up First Claim membership (broken service accepted), or
- c) Election by the General Committee for representation at the full, senior international level whilst having a valid First Claim membership of BUH&AC.

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Existing international athletes who become members of BUH&AC may be considered by the General Committee.

3.2 All nominees for life membership must be approved by vote at a valid regular General Committee meeting.

3.3 Such a member is 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. President:

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

5.2 The President may be involved in the management of the club additional to the roles at rule 6.1 following a petition to and vote by the General Committee. The President may be an additional member of the Executive following a petition to and vote by the General Committee.

6. Management:

6.1 The management of the Club shall be vested in the General Committee.

a) The General Committee shall comprise of the following positions:

- 1) Chairperson
- 2) General Secretary
- 3) Treasurer
- 4) Trustees' Representative
- 5) Head of Coaching
- 6) Welfare Officer
- 7) Membership Officer
- 8) Committee Secretary
- 9) Resource Secretary
- 10) Facilities Officer
- 11) Communications & Publicity Officer

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- 12) Digital Media Officer
- 13) Senior Track & Field Team Representative
- 14) Junior Track & Field Team Representative
- 15) Endurance Team Representative
- 16) Development & Projects Officer
- 17) Events & Social Officer
- 18) Committee Member

b) Whilst the remit of each role is not rigidly defined, save as is otherwise provided in this document, it is intended that the:

- Chairperson is the administrative head of the Club.
- General Secretary is the main liaison to outside parties (e.g. governing bodies, local council) and club administrator (e.g. AGM organisation).
- Treasurer and Trustees' Representative roles are as in rules 8 and 9.
- Head of Coaching provides direction and framework for the Club's coaches and groups.
- Welfare Officer manages policy and issues of welfare, equity and the safeguarding of children and vulnerable adults; ideally shared between a male and female member.
- Membership Officer manages and maintains membership details.
- Committee Secretary minutes Committee Meetings.
- Resource Secretary maintains club documents and policies.
- Facilities Officer manages and maintains club equipment.
- Communications & Publicity Officer manages publication of club news.
- Digital Media Officer manages the club's online interests.
- The Track & Field senior and junior teams, and Endurance (i.e. road/trail, fell, cross-country, triathlon) group will each have a Team Representative, usually a team manager, co-ordinator or captain.
- Development & Projects Officer manages items for the Club's present and future consideration (e.g. funding sources or acquisitions).
- Events & Social Officer organises the club's social and non-race events (e.g. annual awards evening or exhibitions).
- Committee Member is 'without portfolio' but may take on responsibilities (e.g. club competition kit).

6.2 All members of the General Committee:

- a) Shall be elected by ballot during the Annual General Meeting, with the exception at rule 5.2.
- b) Shall be First Claim members of the Club; parents/legal guardians of First Claim members are also eligible, provided they themselves are not First Claim members of another club.

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- c) All roles can be job-shared with the approval of the General Committee, except the roles of Chairperson and Treasurer.

6.3 Executive Officers:

- a) The Executive shall consist of the Chairperson, General Secretary, Treasurer, Trustees' Representative, Head of Coaching, Membership Secretary and Welfare Officer. The President may also be Executive, subject to rule 5.2 being satisfied.
- b) The Executive Officers of the Club may take decisions on behalf of the General Committee where circumstances dictate. Such decisions must be supported by a majority of the Executive. All decisions taken by the Executive must be ratified at the first subsequent meeting of the General Committee.
- c) Each position is entitled to one vote in an Executive capacity. If an Executive position has more than one Officer (i.e. is 'job-shared'), a consensus between its Officers is presumed when subject to availability. If consensus is explicitly not stated between a job-shared position's Officers, their Executive vote is null and void on that issue.

- 6.4 The control of the affairs of the Club, in accordance with the "Constitution and Club Rules", shall be vested in the General Committee. Any matters not specifically dealt with in the "Constitution and Club Rules" shall be dealt with by the General Committee, whose decision shall be final and binding in all matters unless new facts are presented thereafter.

- 6.5 All General Committee members are entitled to vote at General Committee Meetings, subject to rule 6.2b being satisfied.

- 6.6 The General Committee will meet monthly where practicable. The quorum of the General Committee Meeting is to consist of 50% (rounded-up, if it is odd) of eligible Officers (i.e. elected or co-opted under rule 6.8), of which at least three are Executive Officers. In the absence of the Chairperson, a Vice-Chairperson is to be appointed by the meeting, except for the purpose of rule 2.15c where the Chairperson must be present.

- 6.7 Ad-hoc meetings of the General Committee may be called between monthly meetings if required. Six Officers will be considered to form a quorum. All decisions must be ratified at the first subsequent monthly meeting of the General Committee.

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- 6.8 The General Committee have the power to fill any vacancy amongst the General Committee of the Club, which occurs during its term of office. A formal invitation must be made and its acceptance must be minuted at the first subsequent monthly meeting of the General Committee.
- 6.9 Any General Committee member failing to attend three consecutive meetings, without apology, may be expelled from the General Committee.
- 6.10 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.
- 6.11 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.
- 6.12 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 Treasurer.

7. Minutes:

- 7.1 Minutes shall be taken of all proceedings of the General Committee Meetings and shall be open to inspection by any member of the Club.
- 7.2 The General Committee shall ensure that the Committee Secretary shall keep:
- a) Minutes of the appointment of the General Committee members, 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. Approval of the minutes is gained by two attendees of the relevant meeting, separate to their author, proposing and seconding the motion. The minutes shall be receivable as prima facie evidence of the matters stated in such minutes.

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8. Finances:

- 8.1 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.
- 8.2 The Club Treasurer shall:
- Receive all monies payable to the Club.
 - Pay all liabilities of the Club as directed by the General Committee.
 - Prepare a monthly statement of transactions and bank balances, and present them to the General Committee at the following relevant month's Meeting.
 - Arrange for the annual accounts of the Club to be independently certified by a Chartered accountant who has no financial authority within the Club. The set of accounts is to include a Profit and Loss account and Balance sheet. This should be presented to the General Committee for approval at a Meeting prior to the AGM.
 - Present to the AGM an annual statement of the Club's accounts, including a Profit and Loss account and Balance sheet, which must be certified by the Chartered accountant.
 - Shall keep a record of all bank accounts and their signatories, and ensure there are a suitably active number of signatories to enable the Club to function smoothly.
 - Shall, on retiring from office, hand over to their successor or to the Chairperson (or President), all books, records and cash belonging to the Club.
- 8.3 The Club Trustees 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 on application to the General Committee.

9. Trustees:

- 9.1 Four Trustees shall be elected by ballot during the Annual General Meeting for the forthcoming year, one of whom shall be nominated as their Representative on the General Committee. It is intended that the Trustees, as guiding guardians, are appointed for continuity and stability.

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- 9.2 A Trustee may not serve in the role of Treasurer or be a signatory to any financial interests (e.g. bank account). Other than the Trustees' Representative, the Trustees should be independent to members of the General Committee, save for circumstances voted and approved by the General Committee.
- 9.3 The Trustees' remit is to help independently protect the assets of the Club, defined as the financial interests set out in rule 8, from fraud or gross misconduct.
- 9.4 An inventory and log of Club's tangible assets is to be maintained by the Facilities Officer in conjunction with Trustees' Representative. In the absence of a Facilities Officer, an individual nominated by the General Committee is to liaise with the Trustees' Representative. The inventory is to include, but is not limited to, all training, competition and race-hosting materials, kit stock, trophies, club furniture and storage equipment.

10. Annual General Meeting:

- 10.1 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.
- 10.2 Prior to every Annual General Meeting, at least fourteen clear days notice shall be given in writing where possible to every person who is entitled to attend and vote at such meetings by the General Secretary. Writing to include notification by last known email or postal address. The Notice shall specify the place, date and hour of the meeting and the nature of the business to be transacted.
- 10.3 The Annual General Meeting of the Club shall:
- a) Receive and, if approved, adopt a set of Club accounts to the end of the previous financial year (31st August), independently certified by a Chartered accountant who has no financial authority within the Club. The set of accounts is to include a Profit and Loss account and a Balance sheet.
 - b) Receive and consider the reports of the General Committee and its SubCommittees.
 - c) Consider and, if approved, sanction and implement any duly made alterations to the rules, providing all fully paid-up members that satisfy the membership

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criteria have been given notice of the proposed alterations in writing (as per rule 10.2).

- d) Appoint members of the General Committee and 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.
- e) 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 seven days before the date of such meetings.

10.4 Attendance at the AGM of the Club shall be limited to the following members that satisfy the subscription and membership criteria in rule 2 who are:

- a) Life Members who are First Claim Members.
- b) Fully paid-up First Claim members of the Club being aged 18 years old or over on the day of the Annual General Meeting.
- c) Fully paid-up First Claim members of the Club being aged under 18 years old on the day of the Annual General Meeting, if accompanied by a legal guardian who is aged 18 years old or over on the day of the Annual General Meeting.

10.5 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 old or over on the day of the meeting.

10.6 With the exception of the Chairperson (rule 14.6), every member present at an Annual General Meeting entitled to vote shall have one vote on every motion.

10.7 At the Annual General Meeting, twenty members entitled to vote shall form a quorum.

11. Special Meetings:

11.1 A Special Meeting shall be called by the General Secretary or Chairperson of the General Committee

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- a) Upon the direction of the General Committee.
- b) On a requisition (signed by at least twenty 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 Club Rules". Any alteration or proposed changes shall require two-thirds of the votes of the voting members present for the motion to be valid.

- 11.2 Such meetings to be held not less than thirteen days and not more than thirty-five days after receipt of direction or requisition by the General Secretary.
- 11.3 Prior to any Special Meeting, at least thirteen clear days notice shall be given in writing where possible to every person who is entitled to attend and vote at such meetings, by the General Secretary. Writing to include notification by last known email or postal address. The Notice shall specify the place, date and hour of the meeting and the nature of the business to be transacted. If the business involves rule 11.1d), all members should be informed of the proposed amendment/change so that objections may be returned to the General Secretary before the meeting.
- 11.4 No business other than that stated on the Notice can be brought before a Special Meeting.
- 11.5 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.
- 11.6 At Special Meetings, twenty members entitled to vote shall form a quorum. Members entitled to vote are as per rule 10.5; voting is as per rule 10.6.

12. Dissolution of Club:

- 12.1 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

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remain shall become the property of the Greater Manchester Athletic Association (or some other club with similar objectives to those of the Club).

13. General Matters:

- 13.1 No individual member shall undertake any enterprise or promotion on behalf of the Club 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.
- 13.2 Each member, on joining the club, shall be directed to access an available copy of the "Constitution and Club Rules" and "Codes of Conduct". By joining the Club, each member agrees to abide by the rules and statements set out within these documents.
- 13.3 All Officers, on retirement from office, shall hand over to their successor or to an Executive Officer of the Club, all books, papers and records etc. appertaining to their office.
- 13.4 Only the Communications & Publicity Officer, General Secretary or such Officers nominated by the General Committee, shall make communications to media organisations on behalf of the Club.

14. Standing Orders:

- 14.1 Any meeting should not formally proceed without the defined relevant quorum; resolutions made without a quorum shall be open to discussion at the next valid meeting without prejudice.
- 14.2 The Chairperson of the General Committee, or in his/her absence, the President, shall take the chair at Annual General Meetings, or Special Meetings. In their absence, the meeting shall elect a Vice-Chairperson from the members of the Club present, before proceeding to business.
- 14.3 Save as otherwise provided in the "Constitution and Club Rules", all business of a meeting shall be decided by a majority of the votes properly recorded at such meetings.
- 14.4 At all meetings, every question shall be decided by a show of hands, unless a secret ballot is:

- a) Directed by the Chairperson or

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b) Demanded by not less than three people present and entitled to vote.

- 14.5 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.
- 14.6 In the case of equality of votes, the Chairperson shall have the casting vote.
- 14.7 The candidates (if there are more than one) for any office shall leave the room while the meeting is voting on the particular appointment.
- 14.8 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 people present and voting.
- 14.9 Every motion or amendment to a motion shall be proposed and seconded. If an amendment is 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.
- 14.10 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.
- 14.11 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.
- 14.12 These Standing Orders shall not be suspended, altered or rescinded except with consent of at least two-thirds of the people present and voting at the Annual General Meeting or Special Meeting.
- 14.13 The foregoing rules were made at a meeting of Bolton United Harriers & Athletic Club on 21st December 1982 and updated to include all amendments passed at AGMs up to the 7th October 2003. It was further updated and amended on 22nd October 2008, 4th December 2010, 14th December 2011, 10th December 2012, 11th November 2014, 14th April 2015 and 13th December 2016.

15. Signatories:

- 15.1 President: John O'Keeffe

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15.2 Chairperson: Scott Whittle

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Document History (*Version #*)

V9	30th Jan 2025 (Rev.9)	15.1 Amendment of signatory - President name.
v8	13 th Dec 2016 (Rev.8)	Updated to include all amendments passed at AGM on 13th Dec 2016 following a review by the General Committee and its subcommittee (v8v). These involve reordering/renumbering of previous rules for procedural logic, with changes including: Rule 2 - updates to membership criteria and definitions. Rule 3 - updates to life membership qualification and procedure. Rule 5 - clarification of President role/remit. Rule 6 - update to Management definitions and processes. Rule 8 - introduction of Finances section. Rule 9 - clarification of Trustee's remit. Rule 10 - clarification of rules/procedures for an AGM. Rule 11 - clarification of rules/procedures for a SM.
v7	14 th April 2015 (Rev.7)	Amendments at Special Meeting held on 14 th April 2015. Amended rule 2.6 - annual subscriptions collected 1 st Sept. Amended rule 2.7 - amount paid by a family group to be no more than triple the current full membership. Amended rule 2.9 - membership structure.
v6	11 th Nov 2014 (Rev.6)	Amendments at AGM held on 11th Nov 2014. Amended rule 6 - titles of Committee roles; inclusion of Communications Leader as Exec and removal of Public Relations Officer and Newsletter Editor. Club President is Exec. Amended rule 6.6 - number of Executive for a quorum - removal of "three" and inclusion of "five".
v5	10 th Dec 2012 (Rev.5)	Amended at AGM held on 10 th Dec 2012. Amended rule 6 - titles of Committee roles; inclusion of Development Leader and Facilities Leader in the Executive.
v4	14 th Nov 2011 (Rev.4)	Amended at AGM held on 14 th Nov 2011. Amended rule 6 - titles of Committee roles; inclusion of Director of Coaching in the Exec and removal of Membership Secretary from Executive in rule 6.2. Amendment of rule 6.5.
v3	4 th Dec 2010 (Rev.3)	Amended at AGM held on 4 th Dec 2010. Inclusion of new rule 9.7. Amendment of rules 2.1, 6.8 and 9.5.

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v2	22 nd Oct 2008 (Rev.2)	Further updated and amended at AGM held on 22nd October 2008.	
v1	7 th Oct 2003 (Revision 1)	Updated to include all amendments passed at AGMs (including 1988, 1989 and 1996) up to the 7th October 2003.	
Orig	21 st Dec 1982	Original document.	