



BURNHAM JOGGERS ATHLETIC CLUB - CONSTITUTION

1. TITLE AND IDENTITY

The name of the Club is The Burnham Joggers Athletic Club (the "Club"). Burnham Joggers is an unincorporated, not for profit, association.

The Club colours shall be yellow with a prominent Burnham Joggers logo.

The Club is affiliated to England Athletics (and by extension UK Athletics). Members will be bound by the rules and regulations of this Association and will use their policies and procedures.

The Club may also affiliate to other Clubs and Associations whose aims and objectives are compatible with those of the Club.

2. HEADQUARTERS

The headquarters shall be at Burnham Bowls Club, Stomp Road, Burnham, SL1 7LX (the Bowls Club").

3. OBJECTIVES

The objectives of the Club are as follows:

- To encourage amateur running at all levels and age groups, mainly among local people, and to further social and recreational activities for all Members (the "Member(s)") of the Club.
- To encourage participation in competitive events and improvement in Members' levels of performance.
- To encourage, support and recognise top performance in road running and cross-country running within the constructs of fair play and clean sport (as laid down by UK Athletics). Given the residence of Club members this covers county events in Bucks, Berks, Herts, Surrey and more (and some members may choose their county affiliation on place of birth, rather than residence).
- To organise running events, and to support charitable organisations and appropriate worthy causes with the surplus proceeds of these events.
- To provide a focal point for Members to meet, train together and interact socially.
- To ensure a duty of care to all Members and to ensure that all present receive fair and equal treatment.
- To provide fair and equal treatment to everyone participating in the Club's events.

4. CONSTITUTION

4.1 The Club shall decide the rate of annual subscription to be paid by each Member for Club membership. The Social/Facebook membership is free and no subscriptions apply.

4.2 The Club's Membership year shall run from 1st April to 31st March.

4.3 Through an elected General Committee (the "Committee") the Club shall be responsible for the financial control and general management of its activities. This will include the enforcing of rules, regulations and any by-laws which shall be binding on all Members.

4.4 The Club shall agree with the Bowls Club any cost of hiring the facilities and the amount payable as a monthly fee.

4.5 The Committee will be responsible for the Constitution of the Club.

5. MANAGEMENT

5.1 The Committee will consist of a minimum of six Members including the following Officers: Chairperson, Secretary, Treasurer and Welfare Officer, with other officers at the discretion of the Committee.

5.2 An elected Committee Member shall hold office for a period of one year and may seek re-election at the following AGM.

5.3 Any five Members of the Committee and one Officer shall form a quorum.

5.4 All Members of the Club who are entitled to vote at an AGM shall be equally capable of being elected as Committee Members.

5.5 A Committee Member shall cease to hold office in the event of ceasing to be a Club Member.

5.6 The Committee shall be able to co-opt additional Members to those elected at the AGM if an elected Member is unable to complete their term of office. If Members wish to join the Committee following the AGM they must be proposed and seconded.

5.7 The Committee shall meet at least eight times each year with a quorum to attend these meetings.

5.8 Minutes of the Committee meetings will be recorded and kept secured.

5.9 The Committee will manage the affairs of the Club in the interests of Members and its Objectives with Officers having powers to deal with matters of an urgent/emergency nature.

6. ANNUAL GENERAL MEETING (AGM)

6.1 The Club shall hold an AGM at a venue and date decided by the Committee in addition to any other meeting which may be called from time to time.

6.2 The normal AGM business shall include:

- Annual Report on the activities of the Club
- To elect Committee Members and Officers (Nomination of Committee Members and Officers shall be sent to the Secretary prior to the AGM)
- To present a Financial Statement for the preceding year
- To advise of and vote on changes in Club Subscription Fees, Bowls Club Rental Fees, Constitution, Rules/Regulations
- Any other business on the agenda

6.3 At least four weeks' notice of the AGM shall be given by email/social media communication to Members. Notice of any business which it is desired to place on the agenda must be given to the Secretary in writing or email at least fourteen days prior to the meeting.

6.4 Any Member who has paid their annual subscription may vote.

6.5 Decisions at the AGM shall be determined by a simple majority of the votes cast, except in the specific case of Constitution changes as per Point 8.

6.6 20% of the Club's paid up Members entitled to vote and present at the AGM shall constitute a quorum.

7. EXTRAORDINARY GENERAL MEETING

The Committee, or any ten Members entitled to vote at a General Meeting, may call an Extraordinary General Meeting of the Club at any time. This can be done by giving notice to the Secretary, not less than four weeks before the intended meeting, stating the business to be brought before the meeting. Notice of such a meeting shall be given to Members as in paragraph 6.3.

8. AMENDMENTS TO THE CONSTITUTION

The Constitution may only be amended at an AGM or an Extraordinary General Meeting called for the purpose and then only if the proposed amendments receive the consent of at least two-thirds of the voting Members present.

9. NOTICES

All notices relating to Club activities and meetings shall be communicated through email and social media and the noticeboard at the Bowls Club.

10. ELECTION OF COMMITTEE MEMBERS AND OFFICERS

10.1 An email shall be communicated at least four weeks prior to the AGM confirming those Officers and Committee Members seeking re-election and notifying any who have resigned. The email will also request nominations for Committee Members and Officers by a specified date. Each nomination must be supported by at least two other Members.

10.2 The election of Committee Members and Officers shall be by show of hands by Members entitled to vote attending the AGM in person or by proxy. Members must notify the Club Secretary to whom they have given their proxy vote(s). This must be done not less than two weeks prior to the AGM.

11. MEMBERSHIP

11.1 Membership is open to anyone regardless of gender, ethnicity, nationality, faith/beliefs, sexual orientation or social/economic status.

11.2 The categories of Membership are as follows:

- Individual Membership (First Claim)
- Individual Membership (Second Claim)
- Social/Facebook Membership
- Honorary Life Membership

11.3 Second Claim Members cannot represent the Club in open events but can participate in closed events, training and coaching and all social activities.

11.4 Any Member competing in any event held under England Athletics rules, in which the Member has specified affiliation to the Club on their entry, must wear Club colours for that event.

11.5 The Committee may terminate any Membership on the grounds of disorderly conduct or breach of the Club or Bowls Club Constitutions, rules and regulations.

12. HONORARY LIFE MEMBERS

12.1 The Committee may elect Honorary Life Members to show appreciation for long and special service to the Club.

12.2 Nominations will be considered by the Committee and following their approval will be presented for approval at an AGM.

12.3 To be considered the Member must have had continuous membership for at least 15 years.

12.4 Members who are given this honour are required to keep in contact with the Club by renewing their membership each year by writing to the Club Secretary. If a second year passes without contact being made, it will be assumed that the person is no longer interested in being an Honorary Member of the Club and will be considered to have resigned. This will be reported to the members at the following AGM.

13. ADHERENCE TO THE RULES

The payment of a subscription will imply a Member's acquiescence and submission to the Constitution, rules, regulations and penalties of the Club and the Bowls Club.

14. RESIGNATION

A Member intending to resign from the Club shall signify their intention to do so in writing to the Membership Secretary. This will be implied if such a Member's subscription is not paid by the end of July.

15. SUBSCRIPTIONS

15.1 The annual Club subscription and any other fees shall be of such amount as the Committee shall decide. Subscriptions are payable on or before 30th April. These subscriptions will provide Membership until 31st March in the following year, subject only to any additional charges determined by the Club for that following year and which are payable by all Club Members.

- New Members joining between April and September shall pay 100% of the annual subscription.
- New Members joining between October – March shall pay 50% of the annual subscription

15.2 The Committee may have the power to terminate the Membership of any Member whose subscription is three months in arrears provided a month's notice in writing shall have been sent to such a Member. The name and address of any person so expelled from the Club shall be sent to the Honorary Secretary of England Athletics or such body as shall be designated by the appropriate authorities.

15.3 No Member whose subscription is in arrears is eligible to represent the Club in any competition promoted by the Club or any meeting held under England Athletics laws.

15.4 Having ceased to belong to the Club either by resignation or otherwise, no person shall be entitled to have any subscriptions or fees refunded to them.

16. HEALTH AND SAFETY

The following points apply to all organised Club events and training events:

16.1 Members and guests are advised not to run unaccompanied during darkness or on country runs.

16.2 All Members and guests must use pavements whenever possible and give due care and consideration to both pedestrians and road users, including crossing roads using designated crossings e.g. zebra crossings, where these are available.

16.3 All Members and guests must run on the right hand side of unpaved roads whenever possible and safe to do so.

16.4 All Members and guests must wear reflective or light coloured clothing when running in darkness. The wearing of electronic device headphones whilst running is strictly forbidden.

16.5 The Club does not accept liability for any loss or injury sustained by guests while in the Bowls Club or during training and running elsewhere.

16.6 It is the responsibility of the Members and guests to ensure that they are medically fit to participate in Club activities. Members and guests with a known medical condition must be responsible for informing the Committee and/or people around them if they believe it is necessary. It is advised that anyone with a medical condition wears an identity tag on which the condition is described.

16.7 Members are recommended to run with a mobile phone per running group in order to get help if needed.

16.8 Members may introduce guest runners to the club for training and other Club events. Guest runners must sign the Liability Disclaimer prior to their first participation. Copies of the Disclaimer can be found on the Club noticeboard.

16.9 The Club offers first aid training to its Members on a 3-yearly basis to be attended on a voluntary basis.

16.10 The Committee reviews the overall safety and emergency action plans for club events and club runs. This is done annually and if there is a change in circumstances. This does not include informal meet-ups amongst members, even if they are organised on the Club's Facebook group, or verbally at a club event.

17. WELFARE STRATEGY

17.1 The Club takes inclusion very seriously and works to ensure that it is a safe and positive environment for everyone irrespective of their age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

17.2 The Club has a responsibility to ensure that its activities support the physical and mental welfare of members and protects them from abuse in line with the UK Athletics policy. The Welfare Officer is responsible for addressing and correcting any poor practice or abuses, as laid out in the policy and any concerns should be taken directly to them without delay.

17.3 This responsibility includes ensuring that the closed Facebook group for the club fits this welfare requirement. This is covered in the Social Media section.

17.4 In the event of vulnerable adults, the Club has a greater responsibility for welfare and this will be led by the Welfare Officer in line with the UK Athletics policy for Safeguarding Vulnerable Adults (which all coaches go through a mandatory training for each 3 years).

17.5 Junior guests (under 18 years of age) must run under supervision by a parent or guardian or suitably qualified and DBS-cleared coach. The supervisor must ensure that each participant runs at a pace and for a distance suitable for their age.

18. FINANCIAL AFFAIRS

18.1 The Club shall be responsible for its own financial affairs and shall keep proper books of accounts and produce an annual financial statement.

18.2 The financial year will run from 1st April to 31st March.

18.3 The Treasurer will be responsible for the management of the finances of the Club. The Committee is collectively accountable to the membership for ensuring the prudent financial management of the Club.

18.4 All money will be banked in an account held in the name of the Club.

18.5 A copy of each audited annual accounts are to be given to the Treasurer.

18.6 A statement of annual accounts will be presented by the Treasurer for approval at the AGM.

18.7 The Treasurer shall be the authorised signatory and executive of the Club's accounts for day to day online banking purposes but will obtain Committee authorisation for any single payment in excess of £2,000. Two additional Committee members will have online banking access primarily to observe the account on a regular basis, unless otherwise required. Cheques payable from the Club's account will bear two authorised signatures as specified by the Committee.

18.8 The Committee shall have the authority to raise funds for either Club or charitable use.

18.9 The Club shall support local or national charities each year as detailed below:

The Club is a non-profit making organization and its policy is that surplus funds be donated to charity. Charity donations will be made via three options as detailed below (A, B and C)

Option A - The amount to be allocated will be one third of the surplus from each Race.

Options B and C - The Treasurer will advise the allocation for each based on the cash surplus of the preceding year and maintaining a suitable level of cash reserves for the future. The donation announcement will be made in December after the annual AGM where the previous year's accounts are agreed. If funds allow, there will be a secondary donation announcement in June (following the same criteria).

Funds will be prioritized to Members who have not claimed in the last three years. They must be a paid-up current Member and have been a Member for at least one year. They must have been active within the Club as a volunteer, assisting with at least one event in the last twelve months.

Members may make **EITHER** one request for donation under Option B **OR** under Option C per donation period i.e. one request

A. Club Races

One third of the surplus from each of our three races (Burnham Beeches Half Marathon/Cliveden and Beaconsfield 5) will be donated to a local charity. The choice of charity will be nominated by the incumbent Race Director and subject to the ultimate approval of the Committee. The charity will be selected one month in advance of the race and will be publicized with the race.

B. Members raising money by running a Race

Members are invited to apply to receive a share of the charity pot by running a race and raising money for the charity of their choice. This will be a minimum of £500 with the actual amount dependent on the number of applicants and the pot available. (if the number of applicants exceeds the size of the pot divided by £500, a ballot will take place)

The event must be any race equivalent to Half Marathon distance or greater. If the event or charity changes this must be notified to the Committee.

Members can have an official charity place or raise money for their chosen charity via JustGiving (or equivalent). If the charity is unregistered the donation will be subject to Committee approval

The Member will need to send evidence of their JustGiving (or similar) charity page.

The Member will need to have placed a valid claim for the use of their part of the pot within six months or having been allocated it.

C. Members nominate a local charity

Members are invited to apply to receive a share of the charity pot. This will be a minimum of £500 with actual amount dependent on the number of applicants and the pot available. (if the number of applicants exceeds the size of the pot divided by £500, a ballot will take place)

Members may nominate a local charity with which they have a personal involvement or connection. The charity must be located or have a branch office within the catchment area of Burnham Joggers.

19. CLUB ETIQUETTE

19.1 On training nights, Members should cease talking when Club announcements are made.

19.2 When a coaching session has been planned Members should listen to and heed any instructions given by the session Coach or Leader. In addition, they must ensure they do not prevent others from understanding such instructions.

19.3 On training nights, all Members should take equal responsibility for ensuring that no runners are left behind at the back of the group and should take turns in going to the back of the field for slower runners.

19.4 When competing in races, Members should, where possible, wait in the finish area for other Club Members to the finish.

19.5 As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events Members will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to the Member or others, acts of violence, discrimination, bullying, harassment and physical and sexual abuse
- Follow the UK Athletics guidelines for fair play and clean sport
- If a Member or guest decides to leave the main running group, then the group should be made aware of this. The Member or guest is solely responsible for any actions they take and their personal wellbeing thereafter
- Ensure that all Members that are intending to return to the Bowls Club after a training session are accounted for.

20. CLUB KIT

20.1 The Club kit colours and design shall be approved by the Committee.

20.2 The Club Kit officer is responsible for managing kit supply at best quality and price.

20.3 All members are encouraged to run in Club kit as often as possible – and certainly at all Club runs, all local running club series, Staggered Jog and all Club Championship runs.

20.4 For certain races, it is possible that the time will not count if a club vest is not worn – these include cross-country, Staggered Jog and all Club Championship runs.

21. CLUB CHAMPIONSHIP

21.1 The Club championship events are chosen by the committee and ratified at the AGM.

21.2 These are communicated in advance via the noticeboard, email, the newsletter and social media.

21.3 In the event of a Club Championship event being rescheduled, at least 4 weeks' notice will be given where possible and it will be communicated via the noticeboard, email and social media.

22. LONDON MARATHON PLACE(S)

22.1 Since London marathon place(s) are allocated to Clubs based on the numbers of England Athletics members, the place(s) will be given via a random draw of members who have:

- been a member of Burnham Joggers and England Athletics for more than a year
- been an active member over the last year and volunteered at a least one of the Club's three organised races
- have a rejection slip for this year's London marathon that has been passed to the Secretary in time for the communicated deadline
- not been successful in the draw for the previous 3 years

23. CLUB ORGANISED RACES

23.1 All Members will be asked to help and marshal our open events (Burnham Beeches Half Marathon/10k, Cliveden, Beaconsfield 5 and Burnham 5K).

23.2 If we have sufficient marshals and at the discretion of the Race Director it may be possible to offer a limited number of places for those that wish to run.

23.3 Only Members who meet the following criteria may apply for a running place:

- been a member of Burnham Joggers and England Athletics for more than a year
- been an active member over the last year and volunteered at a least one of the Club's organised races
- will help with any task related to the event as specified by the Race Director (car parking prior to running, pre-event set-up etc)

23.4 If there are more submissions than places, a ballot will be drawn.

24. SOCIAL MEDIA

24.1 Burnham Joggers benefits from social media such as Facebook, Twitter, blogs, forums etc., to promote club events, provide club race updates, and the Club invites Members to freely post their own racing event updates to the closed Facebook group.

24.2 By joining the Facebook closed group and any other associated social media, Members are adhering to the Code of Conduct for the use of Social Media. Any communications that Members make in a personal capacity through social media must not:

- Bring the club into disrepute, for example, by:
 - Making defamatory comments about individuals (not limited to Members) or other organisations or groups
 - Posting images that are inappropriate or links to inappropriate content
 - Being seen to support (for example by 'liking' on Facebook) a commenter's post that would fall into any of the above categories
- Breach copyright, for example by:
 - Using someone else's image or written consent without permission or failing to give acknowledgement where permission has been given to reproduce something.

- Do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - Making offensive or derogatory comments relating to those characteristics protected by UK law - sex, pregnancy and maternity, gender reassignment, race (including nationality, ethnicity and colour), disability, sexual orientation, religion or belief, marriage/civil partnership or age
 - Using social media to bully or harass another individual; or posting images that are discriminatory or offensive
 - The Club recognises that many Members make use of social media in a personal capacity. While they may not be acting on behalf of the Club, Members must be aware that they could risk damaging the Club's reputation by inappropriate action. All Members are expected to recognise and respect this.

24.3 The moderators of the Burnham Joggers closed Facebook group reserve the right to delete postings that breach the rules and block the author.

24.4 Members should also note that any breaches of this guidance may lead to disciplinary action. Serious breaches of this guidance, for example, inappropriate usage of social media activity causing serious damage to the Club, may lead to Club Membership being terminated.

25. COMPLAINTS AND DISPUTES

All complaints regarding the behaviour of any Members should be brought to the attention of the Club Secretary and/or a Member of the Committee who will follow the process:

- Propose a resolution to all parties concerned and try and settle it by mediation
- If it cannot be settled by mediation any three Members of the Committee and two Officers will meet to hear complaints within twenty eight days of a complaint being lodged
- The outcome of a complaint 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
- There will be the right of appeal to the remaining Members of the Committee within seven days following disciplinary action being announced
- After exhausting the above process, the Committee has the power to take appropriate disciplinary action including the termination of Membership

26. DISSOLUTION OF THE CLUB

Any motion for the dissolution of the Club shall be submitted to the Committee at least one month before an AGM or at an Extraordinary General Meeting. The motion shall be carried if it receives the consent of at least two-thirds of the voting Members present at the meeting.

If such a motion be carried, any of the Club's assets, remaining after settlement of all outstanding debts and liabilities, shall be distributed to approved sporting clubs and/or local charities in accordance with the wishes of the Committee.

27. DECLARATION

The Club duly adopts and accepts this Constitution as a current operating guide regulating the actions of its Members

Date:

Signed:
Chair

.....
(insert name)

Signed:
Secretary

.....
(insert name)