

# THE BEARCAT RUNNING CLUB

## CLUB CONSTITUTION

Version Control	
12 May 2024	Summary of updates: <ul style="list-style-type: none"><li>• section 3: fee details amended</li><li>• section 4: details relevant only to first year of operation removed</li><li>• section 9: amendments made to refer to a separate grievance and disciplinary policy</li></ul>
19 April 2023	Original version

### 1. Name

The Club is called The Bearcat Running Club (also referred to below as the “Club”).

### 2. Aims and objectives

The aims and objectives of the Club are:

- To offer coached running groups and walking groups to different ability level participating Members (age 18 and over);
- To promote the sports of running and walking;
- To provide a duty of care to all Members of the Club;
- To provide all available services in a way that is fair to everyone;
- To ensure that all present and future Members receive fair and equal treatment;
- To maintain an amateur status;
- The facilities provided by the Club are all provided in the United Kingdom;  
and
- Any other matters that the Committee and Membership may agree from time to time.

### 3. Membership

Membership should consist of "Officers" and "Members" of the Club.

- All Members will be subject to the regulations of the constitution and by joining the Club will be deemed to have accepted these regulations and codes of conduct, policies and rules, that the Club has adopted.
- Members will be enrolled as follows:
  - Full membership is £20 commencing on 1 April of each year (to be collected by the Treasurer by 15 April).
  - Part year membership pricing schedule (for in-year joiners):

<b>Timeframe</b>	<b>Cost</b>	<b>Comment</b>
1 Apr – 30 Jun	£20.00	Full membership
1 Jul – 30 Sep	£15.00	£5 reduction
1 Oct – 31 Dec	£10.00	£10 reduction
1 Jan – 28 Feb	£5.00	£15 reduction; month of March joiners no charge until new membership following year

- All Members who join part-way through a year will settle their membership fees to the Treasurer within 15 days of being notified of the fees to be paid.
  - There is no fee reduction for Members leaving in-year.
- While membership is open only to those age 18 and over, Members are welcome to bring with them to walking/running sessions of the Club young people/children of age 12 up to 18 who can participate in those sessions without charge, subject to them remaining under the supervision of the Member who has brought them. In addition, from time to time, the Club may run special invite walking/running sessions where Members may bring with them children below the age of 12. The conditions applying to those sessions (e.g. age ranges) will be set out in advance notifications about the events.

### 4. Membership fees

- Fees will be paid by annual subscription or any such other means as agreed by the Committee from time to time.

- Facility will be made for bank transfer or standing order for those Members who agree to that approach.
- Membership fees will coincide with the financial year. All membership fees will come due for payment on the 15th day after the end of the previous financial year (which runs to 31 March of each year).
- Fees will be reviewed on an annual basis by the Committee and will take into account all current and anticipated running costs of the Club for the forthcoming financial year. Fees may also be reviewed in exceptional circumstances. Changes to fees are to be approved by the Members at an AGM or EGM of the Club.

## 5. Officers of the Club

The Officers of the Club are “fit and proper persons” per the government ([www.gov.uk](http://www.gov.uk)) guidance and will be as follows:

- Chair
- Secretary
- Treasurer
- Membership Secretary
- The founder Members and initial Officers are Caitlin Limmer (Chair); Jessica Busen-Smith (Secretary); Alun Thomas (Treasurer); and John Reece (Membership Secretary).
- Officers will be elected every 2 years (such period commencing from the date the Club is established as an Unincorporated Association and opens its first bank account) at the Annual General Meeting.
- There cannot be more than one member of the Committee (as defined below) from one family.
- The positions held by Officers are all honorary and no remuneration will be paid to the Officers, either in cash, cash equivalent or via payment or benefit-in-kind.
- The four Officers are automatically members of the Committee and are the only members of the Committee.
- Officers must also be Members of the Club.

## 6. Committee

The Club will be managed through a Committee (the “Committee”) consisting of:

- Chair
- Secretary
- Treasurer
- Membership Secretary
- Only these Officers will have the right to vote at meetings of the Committee with the Chair having the casting vote should this situation arise (1% casting vote).
- The Committee will be convened by the Secretary/Chair of the Club and meetings will be held no less than 4 per year (i.e., quarterly).
- There must be at least 3 Committee members available for the meeting.
- The quorum required for business to be agreed at Committee meetings will be a simple majority of 51% of those attending (i.e., Chair plus one other Officer).
- In the absence of the Chair, a temporary Chair for that specific meeting will be appointed.
- The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- The Committee will be responsible for disciplinary hearings of Members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

- The financial year of the Club will end on 31st March annually.
- The Club is a “not for profit” organisation and any profits arising per the annual financial statements drawn up at each 31 March, will be reinvested in the Club and its assets cannot be distributed to Officers, Members or third parties.
- The Club Treasurer will be responsible for the finances of the Club.
- All Club monies will be banked in an account held in the name of the Club.

- Annual accounts will be duly certified by an independent firm of accountants and will be presented by the Treasurer at the Annual General Meeting.
- All payments from Club funds will be made in accordance with the Club's bank mandate and must have the approval of 2 Committee members (payment proposer and one other).

## 8. Annual general meetings

- Notice of the Annual General Meeting (AGM) will be given by the Club Secretary.
- A minimum of 2 months clear notice must be given to all Members in writing by either email or via the Club's website.
- The AGM must take place within 6 calendar months of the end of the financial year.
- The AGM will receive a report from each Officer of the Committee and a presentation of the financial statements for the last financial year.
- Nominations for Officers of the Committee must be sent to the Secretary 21 days prior to the AGM.
- Elections of Officers will take place at the AGM.
- All Members attending the AGM have the right to vote. However, Members may not vote unless their annual subscriptions are paid up in full.
- The quorum for AGMs will be a minimum of 20 Members.
- The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Notice for EGMs will be 21 days.

## 9. Grievances, discipline and appeals

- The Committee has established a policy setting out procedures for how concerns/grievances should be raised and dealt with and also how disciplinary matters will be managed.
- The Committee will ensure the policy is reviewed periodically and that at all times the current version is available on the Club's website and from the Club Secretary.
- The policy will provide for:
  - Club members to raise to a member of the Committee, either informally or formally, any Club related matter of concern they may have and for any such matter raised to be addressed within a reasonable timeframe

- Informal or formal disciplinary measures to be taken as determined through procedures managed under authority delegated by the Club Secretary
- Potential disciplinary measures to include informal warnings, formal warnings and termination of Club membership
- A single stage appeal process in relation to any determined disciplinary measure
- Suspension, pending disciplinary considerations, to be authorised by the Committee.

## 10. Dissolution

- A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the Membership.
- The vote will be undertaken by way of ballot, electronically or by post, approach to be determined by the Committee.
- In the event of dissolution, any net assets of the Club, after settlement of all outstanding liabilities will become the property of a charity or charities to be determined by the Committee.
- For the avoidance of doubt, no residual assets can be distributed to Officers or Members.

## 11. Amendments to the constitution

- The constitution will only be changed or amended through agreement by majority vote of the Committee.

## 12. Other matters

- The Committee will ensure the Club adheres to all laws and regulations that exist and are applicable to the Club.
- The Committee will provide information to the regulatory authorities in accordance with the law if called upon to do so and in a timely manner.

LAST UPDATED 12 May 2024