

Bellahouston Harriers



Constitution

1. Name

The name of the Club shall be Bellahouston Harriers [herein after referred to as 'the Club']. The Club will be affiliated to Scottish Athletics and any other national/regional bodies as the Club considers appropriate in pursuit of the purposes of the Club.

2. Purposes

- (a) The advancement of athletics as a sport; and
- (b) The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

In furtherance of the above the Club will:

- (i) Encourage the practice, participation, promotion and development of athletics.
- (ii) Embrace participants of all abilities in the Glasgow area and at athletics events.
- (iii) Provide training, support and coaching for members.
- (iv) Organise and promote social events involving members.

3. Powers

In furtherance of the Club's purposes the Club shall have the following powers:

- (a) Subject to such consents as may be required by law, to borrow and raise money for the furtherance of the purposes of the Club in such manner and on such security as the Club may think fit, within parameters agreed by members;
- (b) To purchase, take on lease, hire, or otherwise acquire, any property, business or rights which are suitable for the Club's activities;
- (c) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Club;
- (d) To liaise with, work with and/or enter into any arrangement with appropriate organisations, bodies or authorities to assist in achieving the purposes of the Club, and to enter into any arrangement for co-operation or mutual assistance with any such body;
- (e) To effect insurance of all kinds (which may include officers' liability



Constitution

insurance);

- (f) To establish and/or support any charity, and to make donations for any charitable purpose falling within the Club's purposes;
- (g) To pay all prior approved expenses incurred in connection with the promotion, formation and future incorporation of the Club;
- (h) To enter into any formal or informal partnership or consortium arrangements to further the Club's purposes;
- (i) To open and operate such bank accounts and other financial savings accounts as required in the name of the Club;
- (j) To engage such coaches, consultants and advisers as are considered appropriate from time to time and pay prior agreed fees to such advisers or consultants;
- (k) To oppose, or object to, any application or proceedings which may prejudice the Club's purposes or interests;

4. Equalities

In relation to its purposes, and aligned to the Equality Act 2010 or any relevant subsequent legislation the Club will;

- (a) Strive to avoid intentional and unintentional discrimination by virtue of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex, sexual orientation, religion or belief or any other artificial barrier or prejudice;
- (b) Undertake whatever reasonable changes in the Club's services or facilities which may be necessary in implementing the above.

5. Membership

- (a) Membership of the Club is voluntary and open to people from Glasgow or anywhere else, where those people are willing to abide by the rules of the Club and the terms and conditions of affiliated and regulatory bodies.
- (b) Membership is available in the following Categories:
 - (i) Full Member - Individuals aged 20 or over for whom the Club is their first-claim club. Full Members will have voting rights;
 - (ii) Second-claim Member - Individuals for whom the Club is their second-claim club. Second-claim Members will not have voting rights



Constitution

- (iii) Junior Member - Individuals under the age of 20 and over the age of 9. Junior Members aged 16 or over will have voting rights. Junior Members under the age of 16 will have the right to one collective vote cast via a Youth Representative.
- (iv) Family Membership - At least one Full Member and at least one Junior Member where their relationship is that of parent or guardian and child.
- (c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the purposes or activities of the Club.
- (d) Registration, suspension and termination of membership:
- (i) Membership is applied for by written or electronic application to the Membership Secretary.
 - (ii) Any member of the Club may resign their membership, or from a position within the Club, or from a position held on behalf of the Club, by submitting to the Membership Secretary of the Club written notice to that effect.
 - (iii) Any member who fails to pay the appropriate fees by the specified date shall forfeit their right to participate in general meetings. The individual shall be suspended from participating in any event under the control of the Club until such fees are paid.
 - (iv) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made.
 - (v) The Management Committee has authority, by resolution passed at a meeting thereof, to terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the purposes and interests of the Club, provided that the individual member or representative of the Club and its members (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. The rules and procedures relating to discipline will follow the rules of natural justice.



Constitution

6. Committee

(a) Management Committee:

(i) The management of the Club will be vested in a Management Committee which will have full power and authority to manage all business of the Club.

(ii) The Management Committee shall consist of a minimum of five members and not more than nine members elected at the Club's Annual General Meeting or other Meeting called for such purpose. Management Committee members must have Full Member status.

(iii) The officers of the Management Committee shall be:

The President
The Vice President
The Treasurer
The Secretary
The Membership Secretary

And all such other officers the Club shall deem necessary to serve the purposes of the Club and its members.

(iv) Election of office bearers will be by means of a proposer and a seconder for each post or a simple majority of those present and eligible to vote at Club meetings. The election of office bearers may be by secret ballot. In the event of multiple nominations for any post, a vote will be taken to determine who is to be appointed.

(v) Officers of the Management Committee will serve a maximum of three one-year terms and will not be eligible for further election until a one-year term has elapsed, unless the circumstances are exceptional. If exception circumstances apply then the Management Committee officer concerned must step down at the end of the following year's term.

(vi) Any vacancy occurring on the Management Committee will be filled by the Management Committee. The appointed person will be required to stand for election at the next Annual General Meeting.

(b) Sub Committees:

(i) The Management Committee will have the power to appoint such Sub Committees as it may from time to time decide and to determine their powers and terms of reference. Minutes will be kept of all Sub Committee meetings;



Constitution

- (ii) Each Sub Committee will be chaired by a member of the Management Committee.

(c) All Committees:

- (i) Except for the reimbursement of prior approved expenses wholly or necessarily incurred in connection with Management Committee events or activities, no payment or remuneration will be made to any Management Committee or Sub Committee member.

7. Management Committee Meetings

- (a) The Management Committee shall meet at least four times each year;
- (b) The quorum for a meeting shall be four;
- (c) The Management Committee will extend a standing invitation to the Head Coach (or deputy) to attend all Management Committee meetings. The Head Coach (or deputy) may participate fully in the business of the meeting, but will have no vote.
- (d) From time to time, depending on the business of the meeting, the Management Committee may invite any member or Sub Committee member to attend a meeting. Invited members will be able to participate fully in the relevant parts of the meeting, but will have no vote.
- (e) All meetings must have full minutes taken and be available to any member on written request within one month;
- (f) All Management Committee members shall be given at least seven days' notice of a Management Committee meeting unless it is deemed an emergency meeting;
- (g) Each Management Committee member shall have one vote. In the event of a tied vote, the President shall have the casting vote;
- (h) In the interests of integrity, any conflict of interest in decision making processes must be declared and where appropriate, those making such declarations should neither take part in discussion nor decision making in relation to said conflict of interest.



Constitution

8. Finance

- (a) Any money obtained by the Club shall be used only in the furtherance of the Club's purposes. None of the Club's assets may be distributed or otherwise applied (on being dissolved or at any other time) except to further its purposes;
- (b) Any bank accounts opened for the Club shall be in the name of the Club;
- (c) Any cheques issued shall be signed by at least two signatories, with electronic banking managed by the same principle. Signatories must be members of the Management Committee or the coaching team;
- (d) All cash gathered for Club activities will be verified by two persons and banked at the earliest practical opportunity and within seven days, except in exceptional circumstances;
- (e) The Treasurer will keep a proper record of all financial transactions relating to the Club's activities, such records to be made available to the Management Committee, given at least one month's notice
- (f) The Club's financial year will be for the twelve months ending on the last day of June

9. Annual General Meeting

- (a) The Club shall hold an Annual General Meeting (AGM) at not more than 13 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings as widely as possible giving at least 14 days' clear notice of the AGM.
- (c) The business of the AGM shall include:
 - (i) Receiving a report from the President of the Club's activities over the year.
 - (ii) Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the Club.
 - (iii) Electing a new Management Committee and considering any other matters as may be appropriate at such a meeting.



Constitution

- (iv) Future planning.
 - (v) Any other competent business.
- (d) Only the Secretary can call the AGM.
- (c) Annually, the Treasurer will prepare an Income and Expenditure Account for the financial year together with a Balance Sheet as at the year-end. The annual accounts and other financial records will be subject to an independent examination by a suitable person or organisation appointed by the Management Committee.

10. Extraordinary General Meetings

- (a) An EGM can be called by Management Committee members at any time through a majority vote in favour, or by a Member's Resolution submitted by 20 members or 33% of the membership whichever is the lesser;
- (b) At least 14 clear days' notice must be given [subject to Clauses 11 and 12] of the date, time, place and purpose of the meeting and should be publicised as widely as possible;
- (c) In the event that a meeting is called to consider alteration of the constitution or dissolution of the Club, at least 28 days' notice is required. Every reasonable effort should be made to notify members personally and notice must otherwise be posted in a conspicuous place.

11. Alteration of the Constitution

- (a) Proposals for amendments to this Constitution must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least 28 days' notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.



Constitution

12. Dissolution

- (a) If two thirds of the Management Committee decide that it is advisable or necessary to dissolve the Club, it shall make such a proposal in writing to the Secretary and call an Extraordinary General Meeting at a minimum of 28 days' notice. If the decision to dissolve the Club is confirmed by a two-thirds majority of those present and voting at such a meeting, the Management Committee will have the power to wind up its affairs and dispose of any remaining assets held by or in the name of the Club.
- (b) Any assets remaining after the satisfaction of any proper debts and liabilities, including any expenses incurred in winding up the affairs of the Management Committee, shall go to another project, Club or charity with similar purposes.

Adoption of the Constitution

This constitution was adopted by the members present at the AGM/EGM held on:

19th September 2019

Signed:

Jeremy Sutton-Hibbert (President)

Karen Hattie (Secretary)

Mark Wallace (Treasurer)