

Barrow Runners

Club Constitution (V10)

1 Name of Club

The club will be called Barrow Runners (Hereinafter will be referred to as The Club). Barrow Runners will be affiliated to England Athletics.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Running, including but not limited, to Road, Trail, Fell, Track, Ultra and Triathlon
- To promote the Club within the local community and running community
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone

3 Membership

- (a) Membership of the Club is open to anyone over the age of 18 interested in promoting, coaching, volunteering or participating in Running, regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) Junior membership is available to those aged 6 years (must be minimum school year 2) to 17 years inclusive.
- (i) Junior membership is only available to those who have a parent / guardian / family member who are fully paid adult members of the Club.
- (ii) Adult members who bring junior members to training sessions/events must always remain on site and within contact distance and remain responsible for the junior member.
- (c) The membership shall consist of the following categories:
 - a. Full member
 - b. 2nd Claim Member
 - c. Life member
 - d. Junior Member
- (d) All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- (e) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (f) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (g) A club data protection policy shall be in place to outline how data is used and ensure membership data is kept secure in line with GDPR regulations. Any change to the above shall be approved by the Club committee.
- (h) Annual club memberships run from 01 April until 31 March the following year. Annual membership renewals are due on 01 April for the coming year.

4 Inclusion

- (a) The Club is committed to embracing diversity and difference by providing opportunities that are safe, inclusive, accessible, and equitable to people whatever their age, disability, gender,

race, ethnicity, religion or belief, sexual orientation, or social economic status, in accordance with the Club's Inclusion Policy.

- (b) The Club is committed to comply with the [Equality Act 2010](#) and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity). We will seek to include everyone regardless of whether they have a protected characteristic or not.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- (d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club's disciplinary procedures.

5 Committee

The affairs of the Club shall be conducted by a Committee which shall consist of the following positions who shall be elected at the Annual General Meeting.

- President
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Race Director
 - Membership Secretary
 - Welfare Officers x 2
 - Communications Officer
 - Captains (to include Men's, Ladies, Off Road)
 - Coaching Coordinator
 - Junior Representative
- (a) All committee members must be members of the Club.
 - (b) The term of office shall be for one year, and members shall be eligible for re-election.
 - (c) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
 - (d) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
 - (e) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business, including General Members.
 - (f) The Committee will be responsible for disciplinary hearings of members, coaches, and volunteers who infringe or breach the Club's Constitution, rules, and codes of conduct, and taking disciplinary actions and sanctions, as outlined in the discipline procedure and appeals section of the Constitution.
 - (g) The Committee meetings will be convened by the Secretary of the Club and be held usually monthly, no less than 6 times per year.
 - (h) Only the posts listed above will have the right to vote at committee meetings.
 - (i) The quorum required for business to be agreed at Committee meetings will be 8.

6 Finances

- (a) The Club Treasurer will be responsible for the finances of the Club.

- (b) The financial year of the Club will run from 1st February and end on 31st January
- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- (e) Any cheques drawn against Club funds should have signatures of the Treasurer and two other officers.
- (f) Debit cards will be issued to up to 3 committee members by agreement with the Committee.
- (g) Committee members that hold credit card will be authorised to make payments up to £1,000, with receipts passed to the Treasurer within 7 days.
- (h) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Club Charity

- (a) Each year the club will have a nominated charity, with club fundraising efforts throughout the year receiving the proceeds.
- (b) The charity should be East Midlands based.
- (c) In addition, the Club operating surplus will be paid, up to a maximum of £1,000 at discretion of the Committee.
- (d) The Club will seek nominations from general members for the following year's charity at least 28 days prior to the AGM.
- (e) Nominations will be put to the AGM for the casting vote.

8 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of March to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chair and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the Committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Vote on the Club's charity for the following year.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the Secretary with at least 28 days' notice to be given to all members with request for nominations for the Committee.
- (d) Nominations for officers of the Committee will be sent to the Secretary at least 7 days prior to the AGM.
- (e) Proposed changes to the Club Constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 25 members
The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (h) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the voting committee members.
- (i) All procedures shall follow those outlined above for AGMs.

9 Amendments to the constitution

The Club's Constitution will only be changed through agreement by majority vote at an AGM or EGM.

10 Complaints, disputes, discipline procedure and appeals

- (a) All complaints regarding the conduct and behaviour of club members, volunteers, and officials should be presented and submitted in writing to the Club Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer).
- (b) Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 10(d) below, a decision of the disciplinary panel shall be final and conclusive.' The Committee has the power to take appropriate disciplinary action set out in the Club's codes of conduct, including the termination of membership.
- (c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the person/s against whom the complaint was made within 14 days of the hearing.
- (d) There will be the right of appeal following disciplinary action being announced. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed. The Committee should consider the appeal within 7 days of the Secretary receiving the appeal.
- (e) Serious misconduct cases will be reported to England Athletics and handled in accordance with its disciplinary procedures.
- (f) If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

11 Welfare and safeguarding

- (a) The Club adopts England Athletics' safeguarding and welfare policies, procedures, regulations, and codes of conduct for adult and junior members, coaches, volunteers, Welfare Officers, and officials.
- (b) Club members and parents can raise a safety or welfare concern about themselves or another adult, or a junior member with one or both Club Welfare Officers.
- (c) The Welfare Officer/s will handle any raised concerns confidentially and with sensitivity, in accordance with the UK Athletics and England Athletics safeguarding procedures.
- (d) All concerns, allegations or reports of poor practice or abuse relating to the welfare of children and young people must be reported to a Club Welfare Officer as soon as practically possible. It will be recorded and responded to swiftly and appropriately in accordance with the Club's child safeguarding policy and procedures.

12 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of England Athletics.

13 Declaration

Barrow Runners hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

A printed and signed copy of this document is held by the Club Secretary.

Name		Position	President
Sign		Date	

Name		Position	Chair
Sign		Date	

Name		Position	Secretary
Sign		Date	

2 Version Control

Version	Amendments	Date
Version 1	First draft agreed with committee. To review prior to AGM.	28 Aug 18
Version 2	Minor changes to wording to 3a and 7b. Agreed by committee to take to AGM	19 Feb 19
	Voted through at AGM	19 Mar 19
Version 3	Minor changes proposed to wording, proposed to committee prior to AGM	22 Feb 20
Version 4	Updated post committee meeting – to be proposed at 2020 AGM	04 Mar 20
Version 5	Addition of Junior Section amendments, prior to re-arranged AGM (Due to Covid19)	28 July 20
Version 6	Changes confirmed at AGM	4 August 2020
Version 7	Changes confirmed at AGM: - Added clause 3(h) with membership period and renewal dates	31 March 2021
Version 8	Updates to 5(f) about the Committee's responsibility for disciplinary hearings of members with the new Club codes of conduct. Updated the disciplinary procedure [section 10] to reference the new Club codes of conduct. Addition of a specific Welfare and safeguarding section [section 11] to adhere to the England Athletics welfare framework.	22 March 2022

Version 9	<p>Changes confirmed at the 2023 AGM:</p> <p>Updates to the Sport Equity section to Inclusion (inline with the Club's new Inclusion Policy) - 4(a) and 4(b)</p> <p>Removal of social member as a type of Club membership from 3(c).</p> <p>Removal of Triathlon rep Committee role</p> <p>Changed instances of 'Chairman' to 'Chair'</p> <p>Corrected typos.</p>	21 March 2023
Version 10	<p>Changes ratified at the 2025 AGM to align with England Athletics guidance and templates around complaints, disputes, discipline procedures, appeals, and safeguarding.</p> <p>(10) Complaints, disputes, discipline procedure and appeals</p> <ul style="list-style-type: none"> - [Clause 10b] Reducing the allowed time to hear complaints about members from 28 days to 14 days - [Clause 10b] Complaints to no longer be heard by the entire Committee, rather by a panel of 3 appointed club members - [Clause 10d] Making the timelines and process for appealing clearer - [Clause 10e] Adding a clause to report serious misconduct cases (by members) to England Athletics to be handled in accordance with its disciplinary procedures <p>(11) Welfare and safeguarding</p> <ul style="list-style-type: none"> - [Clause 11C] Adding a clause to clarify that the Welfare Officer/s will handle any raised concerns in accordance with the UK Athletics and England Athletics safeguarding procedure (that the Club already follows) 	11 March 2025