

Constitution Template

1 Name of Club

The club will be called **Brighton & Hove FrontRunners** (Hereinafter will be referred to as The Club), and may also be known as **BHFR. Brighton & Hove FrontRunners** will be affiliated to the International Front Runners and support communications between Front Runners Clubs. The Club shall seek and aspire to be affiliated to England Athletics in order to carry out the objects of The Club.

2 Aims and Objectives

The aims and objectives of the club will be:

- To promote and provide opportunities for lesbian, gay, bisexual, trans and queer people (LGBTQ+) and their supports to run, race, volunteer and improve their wellbeing in a supportive and inclusive environment.
- To provide support for all to reach their own running potential and personal goals, whether that be recreational or competitive running, regardless of gender identity, sexuality, or ability.
- To foster growth and development of sport and health for the LGBTQ+ community in the Brighton & Hove area by providing training, coaching, social and networking opportunities that strengthen community engagement.
- To participate in the national and international Front Runners community and develop links with running and sporting clubs and events that share The Club's values.
- 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) The Club exists specifically to promote running within the LGBTQ+ Community. Membership shall be open to anyone aged 18 or over with an interest in running and who supports the objects of The Club.
- (b) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (c) The membership shall consist of the following categories:
 - Elected Officers, "Officers"
 - Full member, "Ordinary Members"
- (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 (AGM).
- (f) Guests may participate in Club events, with an applicable payment of a Guest Fee. Guests are not eligible to vote at the AGM.

- (g) 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.

4 Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (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 disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the following Officers

- Two Co-Chairs (of differing genders),
- Treasurer,
- Secretary,
- Membership Officer
- Two Social Secretaries
- Race Secretary
- Two Communications and Marketing Officers
- Welfare Officer

who shall be elected at the Annual General Meeting.

- (b) The requirement that two persons elected as co-Chairs be of differing genders shall not apply where nominations are only received from members of the same gender. In such instances only one Chair will be elected.
- (c) All committee members must be members of the Club.

- (d) The term of office shall be for one year, and members shall be eligible for re-election with the exception that a person who has been elected as Chair or Co-Chair for three consecutive terms shall not be eligible to be re-elected as Chair or Co-Chair until at least one year has passed or no other nomination is received for that position.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) An Officer may resign from his or her position upon giving notice to the Committee. An Officer is deemed to have resigned should their membership of The Club cease or the Officer is suspended or excluded from The Club through the disciplinary procedures.
- (g) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (h) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (i) 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.
- (j) The committee meetings will be convened by the Secretary of the Club and be held no less than **four** times per year.
- (k) Only the posts listed above will have the right to vote at committee meetings.
- (l) The quorum required for business to be agreed at committee meetings will be **five**.
- (m) The Secretary of the Club shall have the casting vote if there is a tie. Proxy voting is not permitted.

6 Club Colours

- (a) Club colours must be worn at all Members representing the Club at competitive meetings.
- (b) The Club colours are **Purple and White**, incorporating the Pride LGBTQ Flag colours.
- (c) Club colours will be worn on a design agreed by a majority of the Committee and approved by England Athletics Limited.

7 Finances

- (a) The Club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from **date** and end on **date**
- (c) All club monies will be banked in an account held in the name of the club. Withdrawing and chequing facilities shall be held by a minimum of three nominated Committee members,
- (d) Any cheques drawn against club funds should hold the signatures of a minimum of two elected officers of the Committee.
- (e) Banking account(s) will be overviewed by non-signing members of the Committee on a minimum of a quarterly basis, to ensure the accounts are being operated in line with the club requirements.
- (e) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (g) Income and property derived by The Club shall be applied solely towards promoting the objects of the Club as set out within the Constitution. No portion thereof shall be paid or transferred to any members of the Club except in the payment of legitimate expenses incurred on behalf of the Club.
- (h) Any expenditure over £25 requires the approval of the treasurer. Any expenditure over £100 requires the approval of the treasurer and one other committee member, not including the person making the expenditure.
- (i) Members shall pay an annual Membership fee, agreed yearly by the AGM.
- (j) The Membership year will operate from **1st April to 31st March**. For members joining within the membership year, fees will be charged on a pro-rata basis to be reduced quarterly.
- (k) The membership fee will be applicable to all members, except that the AGM may agree a reduced fee for unwaged members.

- (l) Any member wishing to cancel their membership must do so in writing to the Club Secretary. No membership fee (or portion of) shall be refunded to individuals wishing to cancel their membership.

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 **October** to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairperson(s) 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.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least **14** days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the 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 20% of the membership.
- (h) The Secretary of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) 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 committee members.
- (j) All procedures shall follow those outlined above for AGMs.

9 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

10 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within **28** days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **7** days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within **14** days of the Secretary receiving the appeal.

11 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a two-thirds majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of **another LGBTQ+ running club with similar objectives or a LGBTQ+ charity operating within Brighton & Hove**. The decision to transfer assets on dissolution of the club will be made by a majority vote of the eligible membership.

12 Declaration

Brighton & Hove FrontRunners hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	