Adopted 25.5.22

BRIGHTON AND HOVE ATHLETIC CLUB CONSTITUTION

1. Brighton and Hove Athletic Club

The club is called Brighton and Hove Athletic Club and will be affiliated to UKA and England Athletics.

2. Vision

To be recognised as a leading community athletics club in the South of England, providing a high-quality coaching experience from grassroots to elite level. To promote excellence in athletics through an inclusive, enjoyable, friendly and safe environment. To support and encourage athletes to reach their full potential through high levels of investment in facilities, equipment, training and the professional development of the coaching and management team.

3. Aims and objectives

- To offer coaching and structured training.
- To encourage and provide competitive opportunities.
- To encourage and provide team event participation.
- To encourage and provide for recreational athletes.
- To uphold an inclusive policy in a welcoming environment.
- To organise Club events.
- To promote the Club within the local community.
- To provide support for Club members for welfare issues where appropriate.
- To maintain financial stability for the Club.
- To maintain a members' clubhouse.

4. Membership

Brighton and Hove Athletic Club is an inclusive space. No person shall be denied membership of the Club on the grounds of sex, age *(subject to paragraph 4.6*), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for a good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee (in accordance with Section 12).

4.1 All club members are subject to the rules and regulations of the constitution and must comply with the England Athletics rules and regulations due to the Club's affiliation.

4.2 Membership can take the form of any of the following:

- First claim as defined by UKA (General Rules)
- Second claim as defined by UKA (General Rules)
- Life member, who may also be in other categories
- Coach, who may also be in other categories, or other Volunteer

Where a member falls into more than one category, the highest rights shall take precedence.

4.3 Eligibility to serve on the Club Committee and voting rights are set out in Sections 6, 9 and 10.

4.4 Second claim members enjoy the same level of support in training, events and social activities as first claim members but are not entitled to:
a) vote at meetings, or
b) participate in Club championships.

4.5 An applicant for membership shall become a member after submission of a duly completed application form, acceptance by the Membership Secretary together with the current subscription payment.

4.6 The minimum age for membership with the Club is nine years old.

5. Subscriptions

5.1 Subscriptions are set by the Committee each year.

5.2 Subscriptions are due on the 1st of January each year. The full subscription plus the cost of an affiliated Competition Licence (if applicable) must be paid by the end of January.

5.3 All competing members will have an affiliated Competition Licence.

5.4 Brighton and Hove Athletic Club Membership will lapse if subscriptions have not been paid by the end of February. Lapsed members can apply to re-join Brighton and Hove Athletic Club and will be re-admitted once the annual subscription plus a re-joining fee is paid. The Committee will determine the re-joining fee at the same time as the setting of the annual subscription.

5.5 The Committee may elect to either extend membership or reduce the annual subscription for new members joining after August.

6. Life membership

6.1 The Committee may elect to grant Life membership to deserving members. No subscription is payable for those members with Life membership, but they are required to meet the cost of an England Athletics Competition Licence if one is required.

6.2 Life members enjoy the same status as other full members, provided they are registered on the Club's membership database. Additionally, Life members elected before 2011 have the right to attend, participate and vote at Committee Meetings. Life members elected after 2011 may attend Committee meetings but not vote.

6.3 Those members who are selected to represent Great Britain in the Olympic, World or European Championships shall automatically be elected to Life membership.

7. Representation in Team Events

7.1 Only first claim and second claim members of Brighton and Hove Athletic Club with full membership and holding an affiliated Competition Licence are entitled to represent Brighton and Hove Athletic Club in team events.

7.2 Competing members in team events must run in a club vest.

7.3 The club colours are a scarlet vest with two black hoops.

8. Transfer between Clubs

8.1 Competitive Athletes wishing to transfer between clubs must utilise the England Athletics myATHLETICS Portal Club Transfer menu option. Please note that a transfer from Brighton and Hove Athletic Club to another club will need to be authorised by a member of the Club Committee.

8.2 Prospective members wishing to transfer to Brighton and Hove Athletic Club must also complete the membership application form and pay the required subscription fee.

9. The Executive Committee and its Membership

9.1 The Club shall be managed by an Executive Committee consisting of the Chairperson, the Club Secretary and the Treasurer and other officers elected at the AGM to deal with matters including but not limited to Membership, Welfare, DBS Verification, Coaching, Competition, Club Management and Officials Issues. Up to three non-officer Committee members may be elected.

9.2 The Committee may nominate functional roles to be carried out by members of the Committee or co-opted members of the Club, and the number of such roles may be increased or decreased, and functions may be allocated or reallocated at the discretion of the Committee.

9.3 All members except Second Claim and those under the age of 18 are eligible to put their name forward for election to the Committee. Parents/guardians of First Claim members are encouraged to stand for the Committee but are expected to register as Volunteer members if elected. Election will be made at the next AGM. In the event of more than one person seeking to stand for the same functional role, election will be made by a show of hands by all members present at the AGM (except for the Chairperson). In the event of a tie, the outgoing Chairperson shall have the casting vote.

9.4 Any member or member's parent/ guardian may attend a Committee meeting and may speak if they wish but will not have voting rights unless a Committee member themselves.

9.5 The Committee shall remain in office until the next AGM. All Committee members will retire each year but will be eligible for re-appointment at the AGM.

9.6 Club Committee meetings will be convened as often as necessary, with a minimum of six each year.

9.7 The quorum required for business to be agreed at Committee meetings will be any five Committee members.

9.8 The Club Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

9.9 The Committee will have powers to appoint subcommittees in order to meet specific objectives.

9.10 The Club Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution and will be responsible for taking any action following such hearings.

9.11 Any member of the Committee may resign by notice given to the Secretary.

9.12 The Committee may appoint a member to fill any casual vacancy until the next AGM.

9.13 A Committee member will leave the Committee if:
(a) expelled having found to be in major breach of club rules or ethical conduct, or
(b) disqualified from holding office as a company director or subject to a bankruptcy order.

9.14 At least one Club Welfare Officer will be appointed by the Committee in line with the England Athletics requirements.

9.15 Committee members shall be indemnified out of the assets of the Club against any liability incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

10. Annual General Meetings (AGM)

10.1 An Annual General Meeting will take place in May of each year unless agreed otherwise. All Club Committee Members are expected to attend.

10.2 AGM Attendance is open to all members. These members have the right to vote at the meeting except for second claim members and those under 18. The parent/guardian of a member under 18 may attend but will not have voting rights.

10.3 The Club secretary will give not less than 28 days' Notice of Annual General Meetings (AGMs).

10.4 The AGM will receive reports, either written or verbal, from members of the Club Committee. The Treasurer will provide a statement of the audited accounts.

10.5 Election of the Club President is to take place at the AGM. The Club President will have the right to attend, participate and vote at Committee meetings.

10.6 Election of Committee Membership is to take place at the AGM.

10.7 The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10.8 An EGM can also be called outside of the AGM by 5% of ordinary members.

11. Conduct of Members

11.1 On joining, all club members have automatically agreed to adhere to Brighton and Hove Athletic Club's Code of Conduct. Club members shall act in a fit and proper manner towards each other at all times. Violence or inappropriate behaviour or language will not be tolerated. Inappropriate conduct is covered under the "Discipline and Appeal Procedures" section of this constitution.

11.2 Members will compete under the rules laid down by England Athletics and its governing body. Serious violation of competition rules is covered under the "Discipline and Appeal Procedures" section of this constitution.

11.3 Members whilst competing wearing a club vest will conduct themselves in a proper manner. A serious violation is covered under the "Discipline and Appeal Procedures" section of this constitution.

11.4 Members entering into written communication with other clubs and officials will do so as independent individuals, and it must be made clear that they are not representing the Club's views unless under the express authority of the Club Committee. Serious violation is covered under the "Discipline and Appeal Procedures" section of this constitution.

11.5 During training sessions, members are expected to stay with the group they have elected to train with for the duration of the training session. Members wishing to cut short their session must inform the coach of their intentions. Members leaving the group intentionally without notifying the coach are liable to action under the "Discipline and Appeal Procedures" section of this constitution.

11.6 Members using Brighton and Hove Athletic Club social media platforms should employ common sense, protect themselves and their privacy, not say anything dishonest, untrue or misleading and not post material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, racist, sexist, homophobic or otherwise inappropriate.

11.7 Brighton and Hove Athletic Club social media platforms are not to be used for advertising products or services by members or outside parties. Members who believe that they have a legitimate case for advertising should make a written request to the Club Secretary who will decide on consultation with other Committee members whether or not to allow the request. The Social Media Administrator will remove postings without this approval, and the perpetrator risks being removed from the Media Platform.

11.8 Members must ensure they are adequately prepared for club training and in suitable health before embarking on a training session. Members are responsible for judging their health (including injuries) before committing to a training session. Members managing injuries are advised to discuss the matter with their coach.

11.9 Members must pay attention to their coach during sessions, especially when safety information is issued (e.g., surface conditions). Members are responsible for their personal

safety during club sessions, including crossing roads, training where there is no pavement or when surface conditions may cause injury.

11.10 Any accidents or incidents during training sessions must be reported to the coach. The coach will subsequently report directly to the Club Secretary, the H&S or Welfare officer. A record of the incident will be recorded to an Incident Report Form which will be both held in the Clubhouse file and forwarded to EA.

11.11 Members with health conditions where a specific intervention from others would significantly influence recovery or management are advised to inform their coach. Examples include members with asthma, diabetes, angina or epilepsy where specific preventative/supportive intervention can influence the outcome.

11.12 High Visibility Clothing with reflective material must be worn on club training sessions outside of Withdean Stadium, from September to May (when sessions fall into the hours of darkness, including when sessions start in the light). Members should adhere to coach advice on shoe type or head torches etc, as applicable.

12. Discipline and Appeal Procedures

12.1 All complaints regarding the behaviour of members should be presented and submitted promptly to the Club Secretary or the Welfare Officer.

12.2 All concerns, allegations or reports of poor practice/ abuse relating to the welfare of vulnerable people will be recorded and responded to swiftly and appropriately.

12.3 Unless a complaint is judged vexatious or trivial, the Club Committee or a disciplinary panel appointed by the Committee will meet to hear complaints within 10 days of a complaint being lodged. Both the complainant and the member against whom the complaint is made have the right to put their case in person or in writing. The Committee or disciplinary panel has the power to take appropriate disciplinary action, including the termination of membership.

12.4 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 ten days of the hearing.

12.5 There is a right of appeal to the Club Committee following disciplinary action being announced or refusal of membership. Appeals should be lodged within seven days of notification of the outcome of the initial decision. The Committee should consider the appeal within seven days of the Club Secretary or Welfare Officer receiving the appeal.

12.6 Expulsion from membership will be reported to England Athletics.

12.7 The Committee/disciplinary panel will take advice from the Welfare Officers who will ensure that matters are dealt with in line with England Athletics policies and procedures.

13. Finance and Property

13.1 All club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.

13.2 The financial year of the Club will run from 1st January to 31st December each year, or such other dates as determined by the Committee, provided the financial year is no less than nine months or more than 15 months.

13.3 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

13.4 There will be three designated account signatories, including the Treasurer. The other two will normally be the Finance Chairperson (if any) and the Club Secretary, otherwise as decided by the Committee.

13.5 Sums, with a maximum limit determined by the Committee, shall be drawn from the account(s) by cheque or electronically, normally by the Treasurer. Sums exceeding this amount will need two signatures if by cheque or be supported by written authorisation from another signatory if paid electronically.

13.6 The Committee will ensure that title to any other Club assets (other than cash held in accounts) is vested in three persons appointed by the Committee as Holding Trustees, normally the Treasurer, the Finance Chairperson (if any) and the Club Secretary.

13.7 The Holding Trustees shall hold any Club Property in accordance with these Rules and shall act under the lawful directions of the Committee. They shall not be liable for the acts or omissions of the Committee and shall be indemnified out of the assets of the Club against any expenses and other liabilities incurred by them in the proper discharge of their duties to the fullest extent permitted by law.

13.8 All surplus income or profits will be reinvested in the Club.

14. Amendments to the constitution

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

15. Dissolution

15.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

15.2 In the event of dissolution, any assets of the Club that remain will be transferred to another England Athletics registered Club or an English athletics governing body for use by them in related community sports.