



### 1. Name of Club

The Club shall be known as **Ballycastle Runners AC** hereinafter referred to as “the Club” and shall be affiliated to Athletics Northern Ireland.

### 2. Club Colours

The Club colours shall be a light blue with white and navy blue trim, available in Vest, T-shirt and Longsleeve. Wearing of one of these 3 items of Club kit by members at race events is encouraged.

### 3. Purpose and Use of this Constitution

- This Constitution is to set out the agreed rules between the members of the Club to allow the fair, efficient and effective running of the Club.
- All members are encouraged to familiarise themselves with its content; and also the associated codes of conduct, policies and other documents.
- The Club encourages all those who refer to this constitution to do so with an open and positive approach.

### 4. Objectives

The objectives of the Club shall be:

- To provide a safe environment for members to participate in running in Ballycastle and the surrounding area.
- To provide training and coaching for members.
- To provide members with suitable competition.
- The Club shall endeavour to promote:
  - I. Road Running
  - II. Trail Running
  - III. Cross-Country Running
  - IV. Track
- 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.
- To promote the Club within athletics and the local community.
- Assist members to improve their personal athletics standards.
- Organising athletic competition locally.

### 5. Affiliation

The Club shall be affiliated to the national governing bodies recognised by the International Amateur Athletic Federation, namely Athletics Northern Ireland (ANI).

### 6. Club Equality Statement

The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of “sports equality”*”*. *Sports equality 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.*

- 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.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures described in clause 13 of this constitution.
- The Welfare Officer(s) is/are the lead contact for all members in the event of any equality concerns.

## 7. Membership

Membership of the Club shall be open to persons aged 18 years old and over who are amateurs as defined by Athletics NI at that time, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

- Each membership application must be made on the appropriate form. The appropriate membership fee must accompany the application form. Currently we accept cash and BACS as payment methods.
- The Committee may reject an application for membership without giving any reason to the applicant. Any potential member who has been refused membership has the right to appeal in writing to the Committee. Any appeal shall be heard at a committee meeting and decided by a majority vote.
- The Committee may terminate membership but only for good reason such as inappropriate behaviour or conduct likely to bring the Club or sport into disrepute. Notification of the termination of a membership will be forwarded to ANI.
- All members will be subject to this constitution and by joining the Club will be deemed to accept this constitution and associated policy and codes of practice that the Club has adopted.
- All members are required to read and adhere with all policy documents as found on the Club's website policies section, these will include policies such as Code of conduct (athletes/coaches), Welfare Policy, social media policy and this Constitution.
- Membership years end on the 31<sup>st</sup> of March irrelevant of joining date.
- Resignations will not be accepted if the member either owes money to the Club or holds Club property; in these cases, the resignation will not be accepted until the money has been paid or the property returned.

## 8. Annual Membership Fee

- Annual subscriptions shall become due for payment on 1st April each year.
- The Club will strive to keep subscriptions at levels that will not pose a significant obstacle to people participating.
- Any member failing to make payment by 30<sup>th</sup> May shall cease to be entitled to the rights and privileges of membership from that date and will be expelled provided that notice has been sent at least twice to the member informing him/her of the proposed action.
- All members shall provide personal contact details and will inform the Membership Secretary of any change in such details.



- The annual subscription fee shall be agreed at the AGM.

### 9. Management Committee/Officers

The officers of the Club will include the following positions:

Chairperson  
Vice-Chairperson  
Club Secretary  
Treasurer  
Membership Secretary  
Kit Secretaries (2)  
Welfare Officer  
Public Relations Officers (3)  
Social Secretaries (2)  
Committee Members (6+)

- All shall be elected at the AGM and if not re-elected at the next AGM will remain in office until the conclusion of the first meeting post AGM of the following year.
- All Club officers shall retire each year but will be eligible for reappointment at the AGM.
- Officers shall be eligible to serve in any one committee position for a maximum term of 4 years, after which they can serve in a different committee position and may be reappointed to their original position after at least a 1 year break. Exceptions can be made if the committee overwhelmingly believe that the member is currently not replaceable with a suitable member.
- The committee may nominate other committee members to undertake roles and membership of subcommittees during their year of office if required.
- The Secretary is responsible for the administration of the Club, a Club secretary's role is pivotal to the smooth running of a Club, and they work closely with the Club's chair and committee members or officers:
  - I. Correspondence: Handling all correspondence with members and outside organizations and dealing with all correspondence and admin duties.
  - II. AGM & Committee Meetings: Making arrangements for the AGM & Committee Meetings, giving a report, preparing and circulating the agenda documentation. Recording the proceedings of all meetings
  - III. Point of contact: Acting as an initial point of contact for prospective members and the general public.
  - IV. Maintaining the Club's documentation.
  - V. Policy and procedures: Planning, implementing and maintaining structured policy and procedures documents.
- The Treasurer shall present annual accounts and shall furnish statements of accounts as required by the committee.
  - I. Accounting: Recording all income and expenditure, and preparing financial statements
  - II. Budgeting: Creating annual budgets and estimating future funds
  - III. Reporting: Providing regular reports to the Club's committee or chairperson.
  - IV. Transactions: Informing the Membership Secretary and Kit Secretaries of any transactions relevant to their posts.
  - V. Insurances: Ensuring the Club's insurances are adequate.
  - VI. Receipts: Ensuring that all monies collected and paid are receipted.
  - VII. Yearly renewal of the Clubs license with ANI.



- The Chairperson shall:
  - I. Not have a vote at any meeting or AGM however shall have the casting vote in the event of an equal vote (tie).
  - II. Chair meetings including regular committee meetings and the Club AGM.
  - III. Delegate, lead and motivate Club members towards Club goals/objectives
  - IV. Be responsible for the overall running of the Club, including promotion and development.
  - V. Make key decisions, often in consultation with other committee members.
- The Vice-Chairperson shall:
  - I. Support the Chairperson: Assisting with running the Club and helping the Chairperson with whatever is needed.
  - II. Run meetings: Chair meetings when the Chairperson is absent and take responsibility for decisions made.
  - III. Be the members point of contact with the Chair role if the chairperson is not available.
- The Membership Secretary shall keep a registry of all members.
  - I. Maintain a registry of members details, signed codes of conduct, medical details and fees paid.
  - II. Register all members with ANI for affiliated membership.
  - III. Assist members with membership queries and ANI affiliation.
- The Social Secretaries :
  - I. Organizing social evenings for the Club such as Christmas Dinner.
  - II. Organizing bus trips for events.
  - III. Encouraging enthusiasm for the Club within the Club.
  - IV. Encourage members to attend targeted races.
- The Kit Secretaries:
  - I. Safely storing all Club kit.
  - II. Maintaining stock lists and stock checking as required
  - III. Keeping records of sales.
  - IV. Informing the committee of low / out of stock occurrences.
  - V. May be required to re-order stock.
- The Welfare Officer:
  - I. Ensuring the safety and well-being of Club members, especially younger people, and vulnerable adults.
  - II. Safeguarding: The Welfare Officer is the primary point of contact for concerns about safeguarding, discipline, or conduct. They work with the committee to ensure that best practice is followed and that the Club is a safe and welcoming environment.
  - III. Help to implement good safeguarding governance locally at the Club. May also promote and implement policy, procedure, and guidance.
- Public Relations Officers (PRO):
  - I. Managing communications: The PRO are responsible for all official press statements from the Club. They communicate with the media, supporters, sponsors, and the local community.
  - II. Writing and distributing: Write and distributes press releases, social media presence and may also write and edit in-house magazines, articles, and annual reports.
  - III. Manage and update the Club's social media accounts.
  - IV. Maintain and update the Club's website.
  - V. Are responsible for promoting the Club and its activities to the public.
  - VI. Write reports on events attended by members.
  - VII. Maintain records of Club member personal bests.



- Non role committee members are in place for their valued input to Club decisions and votes.
- Coaches/Run Leaders will be selected by the committee.
- As far as possible the secretary should arrange a committee meeting every quarter.
- The quorum required for business to be agreed at committee meetings will be 6, this must include at least 3 Management Committee members of which at least one must be one of the Chairs.
- Management Committee consists of Chairperson, Vice-Chairperson, Secretary, Membership Secretary and Treasurer.
  - I. The Management Committee shall hold separate meetings as required.
  - II. The Management Committee shall have the power to conduct day to day Club business and make decisions as required.
  - III. The Management Committee shall deal with or suspend any member who has infringed the Club constitution.
  - IV. Any elected member of the Management Committee who is absent from three successive meetings, illness exempted, may at the discretion of the Management Committee, be replaced for the remaining elected term of the Management Committee.

### 10. Annual General Meeting

The AGM shall be held in the month of April or May as dictated by the practical circumstances applicable at that time.

At the AGM the meeting will:

- Receive the Chairperson's report, Treasurers report, Secretary's report and such other reports as reflect the workings of the Club during the preceding year.
- Approve the Annual Accounts.
- Election of Committee officers.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

At least 21 days notice shall be given to members of the date, venue and agenda items for the AGM in writing.

If a vote is required all members of the Club at the meeting shall have one vote. In the case of equality of votes the Chairperson will have a casting vote. Voting shall be by a show of hands except if the Chairperson decides voting shall be by ballot.

A committee meeting should be held as soon as practically possible after the AGM at this point retiring committee members shall stand down and handover to new members.

### 11. Finance

- The Club Treasurer will be responsible for the finances of the Club.
- The financial year of the Club will run from 1<sup>st</sup> April and end on 31<sup>st</sup> March to coincide with the Athletics NI Club Registration and Athletes Registration which falls due on 1<sup>st</sup> April each year.
- All Club monies will be banked in accounts held in the name of the Club.
- A statement of annual accounts will be presented by the Treasurer at the AGM.



- Any cheques drawn against Club funds should be signed/authorised by two of the following: the Secretary, Treasurer and Chair, or any other specifically nominated person. In the now digital age of banking it is the Secretary's responsibility to audit the bank accounts quarterly.
- An honorary auditor can be appointed at the AGM.
- All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- The Management Committee shall have power to authorise expenditure on behalf of the Club.
- All proposed expenditure/reconciliation will be outlined and reviewed at committee meetings.

### 12. Personal Data

- The Club will only ask for and hold sufficient information to administer the Club and communicate with its members. This may include medical information for emergency purposes.
- This data will only be used for the bona-fide Club purposes, and only shared with other members of the Club who need the information to carry out their agreed duties. It may also be shared with organisations to which the Club is affiliated to (such as Athletics NI).
- Individual members are responsible for informing the Club of any change of personal details such as address, telephone number, e-mail address and medical conditions.

### 13. Discipline and Appeals

- All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officer or Secretary.
- The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- 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.
- There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 7 days of the Welfare Officer/Secretary receiving the appeal.

### 14. Dissolution

- In the event of the dissolution of the Club, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be given to some other charitable body or institution having similar objectives to those of the Club.
- A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote.

### 15. Amendments to the Constitution

The Constitution may be altered by a resolution passed by a majority of those present and voting at an AGM or an EGM called for that purpose. New additions and amendments should be



recorded as 0.1 etc. so adding a new point to this one would change the version from v3.0 to v3.1.

### 16. Special Powers

The Management Committee shall have the power to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an Extraordinary General Meeting provided that their action is reported to such a meeting at an early stage.

### 17. Revision History

This Constitution (v3.0) was formerly adopted on 24/09/2024 replacing the previous (v2.0) from 20<sup>th</sup> May 2022 and replaces the Club's previous constitution (v1.0) used since its formation in 2008.

**V1.0 Creation 2008** - Aidan Loughridge (sec)

**V2.0 Review/Update 2022** - Aidan Loughridge (sec)

**V3.0 Major Review/Update 24/09/2024** - Michael Stuart (chair), Nuala McCollam (mem sec)