

**BROMLEY VETERANS ATHLETICS CLUB CONSTITUTION**

**1. TITLE AND OBJECTIVES**

- 1.1. The name of the club is "Bromley Veterans Athletics Club", hereinafter referred to as the Club.
- 1.2. The objective of the Club is the promotion of amateur veteran athletics by:
  - 1.2.1. Encouraging the practice, promotion, development and participation of amateur veteran athletics in the London Borough of Bromley;
  - 1.2.2. Providing training and coaching for members;
  - 1.2.3. Organising open, club and club handicap running races;
  - 1.2.4. Organising teams to represent the Club in leagues and in such competitions as the Committee shall decide.
- 1.3. The Club shall cater for all disciplines of veteran athletics.
- 1.4. The rules of UK Athletics and other bodies to which this club affiliates will be binding upon the members of the Club.
- 1.5. The Club colours are royal blue and gold, and must be worn in all competitions when representing the Club.
- 1.6. The headquarters of the Club is The Parklangley Club, Beckenham; and such other places as the Committee may designate as permanent or temporary replacements.

**2. MEMBERSHIP**

- 2.1. Candidates for election shall be proposed and seconded by committee members and elected or verified at a Committee Meeting by a simple majority. Candidates can also be proposed and seconded by committee members between committee meetings, provided that the transaction is recorded, relayed to committee members as soon as possible, and ratified and minuted at the next available Committee Meeting.
- 2.2. Full membership is open to anyone who is 30 years or over (or such other age as is determined from time to time to be a veteran or masters athlete by UK Athletics) regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, only members who are aged 35 years or over can compete in Veterans Track and Field competitions.
- 2.3. An application for Membership of the Club (and each renewal) must be made on the appropriate form provided on the Club's website, and accompanied by the appropriate subscription fee as agreed by the Committee on an annual basis.
- 2.4. The Membership Secretary, when notifying the Committee of a candidate's application to join the Club, shall inform the Committee if either or both of the following conditions would be breached were the application to be accepted:

- 2.4.1. The proportion of second claim members belonging to any one other athletics club would exceed 33%;
- 2.4.2. The proportion of second claim members belonging to any two other athletics clubs taken together would exceed 49%.
- 2.5. Members must be amateurs.
- 2.6. The Club in General meeting, or the Committee, may elect a person as an Honorary member.
- 2.7. All written correspondence between the Club and members shall be via email, where possible, using the member's email address as entered on the member's application form unless the member has informed the Membership Secretary of a new email address.
- 2.8. Neither the Club nor the Committee shall be liable for injuries incurred by Club members running on official Club nights or in their own time.
- 2.9. The Officers shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary and appeal procedures (see Section 5).

### **3. SUBSCRIPTION**

- 3.1. There shall be an annual subscription becoming due on 1st January each year. The amount may varied by the Committee.
- 3.2. Annual subscriptions must be paid by the last day of January in the current membership year. Members joining part way through the calendar year after this date must pay their subscription on application.
- 3.3. All subscriptions shall be paid to the Club using internet banking. Should a member not have access to internet banking that member shall inform the Membership Secretary to agree an appropriate method for paying the subscription.
- 3.4. No member whose subscription is in arrears as defined in 3.2 is eligible to take part in any competition promoted by the Club.

### **4. MANAGEMENT**

- 4.1. Management of the Club shall be vested in a Committee, consisting of the Club Officers: Chair, Treasurer, Secretary and Membership Secretary (an officer must be a first claim member of the Club, who has been a member of the club for at least one year), one captain from each of the Track & Field and KFL teams, and up to nine others (of whom three may be second claim members) elected annually at the Annual General Meeting, one of whom will be designated as Deputy Chair/Chair Elect for the purposes of succession planning for the Chair.
- 4.2. All Officers shall be proposed, seconded and elected by a simple majority vote at an Annual General Meeting (AGM). They shall hold office until the conclusion of the AGM of the

following year when they shall retire but shall be eligible for re-selection from year to year. The process for the election of the Committee is at Appendix 1.

- 4.3. In the event of an officer resigning from the post, or in the unanimous opinion of the other members of the Committee becoming unable to fulfil the functions of the office, the Committee shall have the power to elect one of their number to the office so vacated.
- 4.4. The Officers may also co-opt additional members with specialist expertise or experience as may be required from time to time, but co-opted members shall not have a Committee vote.
- 4.5. The quorum of the Committee is five, of which at least two will be officers.
- 4.6. Copies of the Minutes of the Committee will be made available to all members on the Club's website.
- 4.7. The Committee shall meet at least every 2 months.
- 4.8. The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.
- 4.9. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- 4.10. When a vote is required, all Committee members shall have a single vote each and a simple majority vote will decide each issue that is put to the vote. In the event of a tie, then the Chair's vote will decide the majority outcome. Should a Member not be able to be present at a Committee meeting, that Member may submit their proxy votes in writing to the Chair, prior to the meeting on items on the agenda.
- 4.11. The Committee shall have full power to deal with any matter not provided for in the Club Constitution. If these matters involve amendments to, or interpretation of, the Constitution, such amendment or interpretation shall lapse at the next Annual General Meeting unless ratified by a General Meeting

## **5. MISCONDUCT**

- 5.1. The Club reserves the right to discipline any member, or expel from the Club any member whose conduct is not conducive to the aims or interests of the Club or its members, or whose behaviour is likely to bring the Club into disrepute, or fails to abide by the rules laid down by the Club. These rights shall be exercised by the Officers on behalf of the Club.
- 5.2. The allegation of misconduct must be reported to the Chair, or another Officer, as close to the misconduct taking place as is possible.
- 5.3. The reports or allegations of misconduct will then be investigated at a meeting of the Officers.
- 5.4. The appropriate penalty will be set by the Officers.
- 5.5. The member will be informed of the decision as soon as possible.

- 5.6. The member disciplined or expelled may appeal against the Officers' decision in writing within 7 days of being notified of the decision.
- 5.7. The appeal will be dealt with by the Committee.
- 5.8. The Club shall not tolerate the physical or mental abuse or harassment, nor discrimination or defamation, of any of its members before, during or subsequent to Club events.
- 5.9. Reported incidents of such abuse shall be investigated by the Officers, and if substantiated, may be dealt with under the misconduct rules.

**6. GENERAL MEETINGS**

**Annual General Meeting**

- 6.1. The AGM of the Club shall be held each year in February to receive the Club's annual report and financial statement, elect the officers and Committee for the ensuing year and deal with any other matter specified on the agenda.
- 6.2. The Secretary must give each member 21 days' notice of the meeting and notice of any business which is requested to be placed on the agenda must be given in writing to the Secretary at least 14 days prior to the meeting.
- 6.3. Constitutional changes will be considered at the AGM and notification of the formal motion proposing such rule changes must be submitted to the Secretary in writing at least 14 days prior to the AGM.
- 6.4. The Secretary shall inform Club members within 7 days prior to the AGM of any motions within Clause 6.3, and no other constitutional amendments shall be discussed.
- 6.5. All registered members of the Club at the meeting shall have one vote. In the case of an equality of votes the Chair will have a second, casting, vote. Voting shall be by a show of hands, except for voting for officers and Committee and any other situation where the Chair decides voting shall be by ballot.

**Extra-Ordinary General Meeting**

- 6.6. An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
  - 6.7. AN EGM must be called if 25% of voting members requisition in writing to the Secretary to convene such a meeting. The request shall be put before the Chair who shall authorise the issuing, within 14 days of the request, of notices convening an EGM.
  - 6.8. Three weeks' notice of an EGM must be given to all members by email or in writing together with the motion(s) to be discussed. No other business shall be conducted.
  - 6.9. All proxy votes must be submitted in writing to the Secretary prior to the Annual or Extra-Ordinary General Meeting.
  - 6.10. Procedures for voting shall be as used for the AGM.
- 7. FINANCE**

- 7.1. The financial year of the Club shall end on 31<sup>st</sup> December.
- 7.2. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, one of whom will be the Treasurer and the other a second Committee member.
- 7.3. Expenditure above the agreed budget levels may only be authorised at a Committee meeting.

**8. CLUB PLACES FOR THE LONDON MARATHON**

- 8.1. Each applicant must have been a first claim member of the Club since before 1st January in the year prior to the London Marathon for which they are applying and remain a first claim member on the day of allocation of the place for that London Marathon and for the whole of the following year (ie the year in which that Marathon takes place).
- 8.2. Applicants must be a member of England Athletics and have represented Bromley Veterans AC on at least 3 occasions within the calendar year in which they are applying. Representation of the Club includes at least one of the following: SCVAC Track and Field League, KFL cross-country meetings, team relays and KCAA championships; the other two events may include events from the BVAC Grand Prix series or any other race in which the applicant has registered as a member of Bromley Veterans AC.
- 8.3. Applicants must have paid their subscription according to the constitution i.e. by the end of February in the year of the draw.
- 8.4. Applicants must have applied through the normal ballot and received a rejection, a copy of which should be made available to the Club Secretary.
- 8.5. *Members are not eligible to receive a club marathon place if they have run in the London Marathon on a club or marshal place in any of the previous three years. Eligibility for club marathon places is not affected by participation in other events, including the Big Half, whether through club allocation or otherwise.*

**9. REVISION HISTORY**

- 9.1. This constitution was formerly adopted at the AGM held on 27<sup>th</sup> February 2017 and replaces the Club's constitution adopted at the AGM in February 2000 and subsequently amended at the following AGMs – February 2005; February 2011; February 2012; February 2013; February 2014, February 2016, February 2025 and February 2026.

**Procedure for Electing the Committee of the Bromley Veterans Athletics Club**

**1 Election of Officers: Chair, Secretary, Treasurer and Membership Secretary.**

1. The officers shall be elected by the Club Members present in person at the Annual General meeting (AGM).
2. The Secretary shall issue a Call for Nominations for elections as officers to all Members at least 5 weeks prior to the date of the AGM. Nominations must have been received by at least 2 weeks before the AGM.
3. The Call for Nominations shall include:
  - a. The date and place of the election;
  - b. Prescribed form for Candidate Nomination;
  - c. Timetable for the election;
  - d. Instructions to candidates.
4. If an election is required the Secretary shall give written notice of an election to the Members at least 7 days prior to the date of the AGM. The notice shall include:
  - a. The date, time and place of the election – ie when it will happen at the AGM
  - b. List of candidates and candidates' statements;
  - c. Timetable for the election
  - d. Instructions to persons entitled to vote in the election.
5. Any first claim Member is entitled to stand for election as an officer.
6. Members standing for election as an officer must be proposed and seconded by another Member.
7. Nominations shall be made using the prescribed form which shall include:
  - a. The full name of the candidate;
  - b. Candidate statement;
  - c. Name and signatures of:
    - i. Proposer;
    - ii. Secunder.
8. Candidates must attach to the nomination form a brief (60-100 words) statement in support of their election.

9. Completed Nomination forms must be submitted to the Secretary not later than by 2 weeks prior to the AGM. Incomplete forms will not be accepted
  10. A list of candidates' names in alphabetical order, with the names of their proposer and seconder, and any supporting statements by the candidates will be published with the notice of the election.
  11. Voting shall take place by secret ballot, at the end of the Annual General Meeting.
  12. Ballot forms, containing only the names of the candidates in alphabetical order, shall be prepared by the Secretary.
  13. Each Member shall be entitled to vote for the officers.
  14. The candidate receiving the greatest number of votes in the ballot shall fill each vacancy.
  15. In the event of two or more candidates receiving the same number of votes the members of the previous year's Committee shall have a deciding vote by secret ballot.
  16. Completed ballot forms shall be validated and counted by two members of the previous year's Committee or one Committee and one from the rest of the membership.
  17. The appointment of the officers shall take immediate effect upon the announcement of the final count of votes. However, the minutes of the AGM will be produced by the outgoing Secretary.
- 2 Election of other Committee members: up to nine other members, including up to three second claim members, will also be elected.**
1. The Committee members shall be elected by the Club Members present in person at the Annual General meeting (AGM).
  2. Any member is entitled to stand for election to the Committee a maximum of 9 shall be elected of which no more than 3 will be second claim Members.
  3. Members standing for election as a Committee member must be proposed and seconded by another Member.
  4. Nominations shall be made using the prescribed form which shall include:
    - a. The full name of the candidate;
    - b. Candidate statement;

- c. Name and signatures of:
  - i. Proposer;
  - ii. Seconder.
5. Candidates must attach to the nomination form a brief statement in support of their election to the Committee.
6. Nominations for Committee Member will be accepted at the AGM, each candidate will require a proposer and seconder and will be asked to make a short statement in support of their candidature.
7. If more than 9 nominations are received voting will take place by secret ballot, at the end of the AGM and following the ballot for the Officers.
8. Each member shall be entitled to vote for the Committee members; an individual member may not vote for more than 4 committee members.
9. The candidates receiving the greatest number of votes in the ballot shall fill the vacancies.
10. In the event of two or more candidates receiving the same number of votes the members of the previous year's Committee shall have a deciding vote by secret ballot.
11. Completed ballot forms shall be validated and counted by two members of the previous year's Committee or one Committee and one from the rest of the membership.
12. The appointment of the Committee shall take immediate effect upon the announcement of the final count of votes