

Birmingham Swifts Constitution

Adopted on 31 January 2015

Last amended (committee roles) March 2019

1. NAME

1.1. The name of the club shall be Birmingham Swifts, hereafter referred to as "The Club", and is a non-profit making organisation.

2. OBJECTIVES

2.1. The Club exists to provide a running group aimed for the LGBT community in Birmingham and its environs. It aims:

2.1.1. To enable a wide range of abilities for people to participate in running;

2.1.2. To increase exercise and sporting opportunities for the LGBT community;

2.1.3. To combat homophobia and all other forms of discrimination; and

2.1.4. To improve individuals' running ability in a safe and friendly environment through training, competitions and socials.

3. MEMBERSHIP

3.1. Membership of The Club shall be open to any individual regardless of race, sex, pregnancy and maternity, marriage or civil partnership status, gender reassignment, disability, religion or belief, age, or sexual orientation and who is interested in helping The Club to achieve its aim.

3.2. Persons seeking to become members of The Club shall apply to the committee. The committee shall have the power to admit any person as a member of The Club.

3.3. Any person who owes any sum of money to The Club in respect of membership fees or any other money or product shall not be able to exercise any right or privilege reserved to members of the Club including voting at any meeting of the club.

3.4. The Club committee may refuse membership, or terminate it, on the grounds of a member or group acting against the purpose of The Club or bringing The Club into disrepute. Appeal against refusal or removal may be made to the members.

4. FINANCE

4.1. All monies received by or on behalf of The Club shall be applied to further the objectives of The Club and for no other purpose.

4.2. The Club may pay reasonable expenses, including but not limited to sporting and related social facilities, sporting equipment, coaching, courses, insurance cover and medical treatment.

4.3. Auditable records in the form of invoices and/or receipts must be available to the Treasurer for all and any club expenditure. The Club shall ensure that its accounts are audited or independently examined every year.

4.4. The Club funds shall be held in a bank or building society account in The Club's name, and shall only be withdrawn on the signature of two of the nominated signatories of the committee.

5. ANNUAL GENERAL MEETING (AGM)

5.1. An AGM shall be held no later than three months following the end of calendar year.

5.2. The business of the AGM shall be include, but not be limited to:

5.2.1. Receiving the annual reports of the committee;

5.2.2. Receiving the statement of accounts and balance sheet;

5.2.3. Approving the annual membership fee, which may be set at £0;

5.2.4. Considering and voting upon any motions, including those amending the constitution or committee;

5.2.5. Electing the committee for the ensuing year; and

5.2.6. Reviewing the number of members required to request an Extraordinary General Meeting under clause 7.1.

5.3. The date, time, venue and agenda shall be determined by the committee, and communicated to all members at least 21 days before the date of that meeting.

5.4. Any motion for consideration at an AGM or EGM must be received by the Secretary in writing no later than 14 days prior to the date of the meeting. All motions received shall be sent to members prior to that meeting.

5.5. Every member who does not owe The Club any sum in respect of membership fees or any other money or product on the day shall be entitled to one vote.

5.6. Proxy forms shall be in a form to be decided by the Secretary. Proxy forms must be registered with the Secretary at least 24 hours before the start of the meeting.

5.7. Election for committee shall be by secret ballot. Other voting shall be by show of hands, unless any member requests a ballot. On a show of hands, each member present and each person holding a proxy shall be entitled to one vote. On a ballot, each member present in person or by proxy shall be entitled to one vote.

5.8. The quorum for both the AGM and any EGMs shall be five members or one-fifth (20%) of the total membership including proxy votes, whichever of these is the greatest.

5.9. All motions must have a two-thirds majority from those in attendance at the AGM or EGM in order to be approved.

6. MANAGEMENT COMMITTEE

6.1. A committee will manage The Club in order that it can carry out its objectives.

6.2. At the AGM of The Club, the members shall elect from amongst themselves a Chair, Treasurer and Club Secretary and a maximum of three additional positions, who shall hold office from the conclusion of that meeting. The role descriptions of each of the named committee members are detailed in Appendix 1.

6.3. Committee members shall be elected by the membership at the AGM, with the candidate with the greatest number of votes elected. An election officer shall be selected by the Chair, whose sole responsibility will be to oversee the election process.

6.4. Nominations for committee roles must be submitted in writing to the Secretary 7 days before the AGM.

6.5. All members of the committee shall resign at the AGM but shall then be eligible for re-election.

6.6. If a member believes the committee should have an additional role, or other such changes, compared to the year before, the following shall apply:

6.6.1. The person should propose the role, with specified duties, as a motion to the AGM or EGM. This motion shall then be voted upon at the meeting.

6.6.2. Nominations for each role approved must be submitted in writing to the Club Secretary within 14 days of the date of the meeting. If more than one person stands for a role, an election shall be held.

6.6.3. Voting forms shall be sent out in writing to all eligible members no later than two days after the nomination deadline. Completed forms must be received in writing by the Club Secretary within 28 days of the date of the meeting to be eligible.

6.7. In the event of any committee members resigning before expiry of office the committee shall co-opt a member to fill this vacancy.

6.8. The committee shall meet no less than four times annually.

6.9. The necessary quorum for a committee meeting shall be three members.

6.10. All committee members shall be sent written notice of all meetings at least seven days in advance of such meetings unless, when there is urgent business, shorter notice may be given in agreement with the Secretary.

6.11. At committee meetings all elected members, with the exception of the Chair, shall have an equal vote in all matters. The Chair of any meeting shall, in the event of a tie, have the casting vote.

6.12. The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, which will be available to all members.

6.13. The committee may invite any persons with particular knowledge, experience or skill to attend committee meetings on special issues but without having the right to vote.

6.14. The committee may set up sub-committees and working groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate.

7. EXTRAORDINARY GENERAL MEETINGS

7.1. Any EGM shall be convened at the request of the committee or on receipt of a request from at least five members, containing the resolutions to be put before the meeting. Such a meeting shall be held within 30 days of receiving a request.

7.2. The agenda and motions submitted should be circulated to all members no later than seven days in advance of the meeting.

8. DISSOLUTION

8.1. The members may vote to dissolve The Club by means of a resolution agreed by a two-thirds majority of those present and voting at any AGM or EGM called for that purpose

8.2. The Organisation's assets shall be distributed as voted upon at that meeting, following the satisfaction of all debts and liabilities, to another voluntary organisation with similar aims.

9. GENERAL

9.1. All decisions taken at an AGM or EGM are binding on the committee until changed by a subsequent AGM or EGM.

9.2. Any changes to this Constitution must be agreed by a two-thirds majority of the votes cast, including proxy votes, at any AGM or EGM held for that purpose.

9.3. Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision of this constitution.

9.4. The phrase "in writing" is intended to mean by electronic or hard copy, including by e-mail or post. Texts and other electronic communications and social media are excluded, but can be used to supplement official communications.

Appendix 1: The Duties Of The Committee

CHAIR

- To hold overview of the activities of The Club and give leadership on new initiatives.
- To ensure the culture of the club reflects its objectives.
- To be available as a first point of contact for all new members.
- To chair committee meetings and EGM/AGM.
- To be responsible for representing The Club to external organisations.

CLUB SECRETARY

- To be responsible for the administration of membership to The Club, including the maintenance of records and the collection of membership / affiliation fees.
- To take minutes of all meetings of The Club, including of committee meetings.
- To collect and circulate any relevant information, both within The Club and to official bodies.
- To communicate all information regarding AGMs and EGMs to the membership.
- To ensure a fair and adequate system for nominations, voting and proxys for EGM/AGM.

TREASURER

- To maintain the accounts of The Club, including preparing financial reports for committee meetings and AGMs.
- To ensure proper financial procedures are followed and that funds are spent to promote the objectives of The Club.
- To seek additional sources of income, grants and coordinate donations.

INCLUSION AND WELFARE OFFICER:

- Promote understanding amongst club members of all forms of discrimination, prejudice and tolerance while promoting inclusivity within the club.

- Acting as safeguarding lead for our members.
- Ensuring support is available / signposting is provided for physical and emotional wellbeing.
- Lead on responding to members bringing inclusion and welfare issues to the Committee's attention.
- Lead on committee in encouraging people from all sections of our communities to join us participate.
- Work with committee to publicise the group in places that reach diverse communities.

RACE SECRETARY

- Source information on races which may be of interest to club members or help to promote the club's aims & constitution.
- Organise distribution and dissemination of race details to the club membership, including but not limited to entry fees, times and locations.
- Assist with travel arrangements, including directions and potential car sharing, amongst the club members, though not to be responsible for providing all transportation.
- Maintain records of club member race attendance and results, to be made available on the website and on request.

MEDIA SECRETARY:

- Management and updating of the Birmingham Swifts website.
- Lead on and develop the Birmingham Swifts Social media presence and response.
- Management of the Birmingham Swifts brand following existing brand guidelines.
- Updating of existing promotional items from archived documents to meet current need.
- Support the promotion of Races and Social Events in conjunction with the organisers.
- Management of the Birmingham Swifts' relationship with local media, LGBT community groups and / or other relevant media outlets to publicise Birmingham Swifts.