Birmingham Swifts Constitution

Adopted on 31 January 2015

Updated April 2025

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1. NAME

1.1. The name of the club shall be **Birmingham Swifts** (hereafter referred to as *"The Club"*). It is a non-profit, unincorporated community sports organisation.

2. OBJECTIVES

2.1. The Club exists to provide a welcoming and inclusive running group for the **LGBTQ+ community and allies** in Birmingham and surrounding areas. It aims:

- 2.1.1. To offer opportunities for people of all running abilities to participate in a safe and supportive environment.
- 2.1.2. To increase health, wellbeing and sporting opportunities for the LGBTQ+ community.
- 2.1.3. To actively oppose and challenge homophobia, transphobia, biphobia, racism, sexism, ableism, ageism and all other forms of discrimination.
- 2.1.4. To foster personal development and community through running, events and social activities.

3. MEMBERSHIP

3.1. Membership is open to any individual aged 18 or over who supports the Club's objectives, regardless of race, sex, gender identity, sexual orientation, disability, age, religion or belief, or socio-economic background.

3.2. Membership shall be granted upon application and payment of any applicable fees, subject to committee approval.

3.3. Members must not be in arrears of fees or bring the Club into disrepute to retain full voting rights.

3.4. The committee reserves the right to refuse or terminate membership with just cause. An appeals process must be communicated to the member concerned.

4. FINANCE

4.1. All income shall be used solely to further the Club's objectives.

4.2. The Club may fundraise, apply for grants and accept donations.

4.3. Annual independently examined accounts must be presented to the AGM.

4.4. The Club's bank account shall have at least two signatories from the committee (not from the same household or relationship).

5. ANNUAL GENERAL MEETING (AGM)

5.1. The AGM shall be held within three months of the end of each calendar year.

5.2. Business shall include:

- Committee reports
- Financial accounts
- Election of committee
- Membership fees
- Motions and constitutional amendments

5.3. Notice of AGM must be given at least 21 days in advance. Motions must be submitted 14 days prior.

5.4. Voting shall be one vote per member, with proxy votes permitted if submitted 24 hours before the meeting.

5.5. A quorum is one-fifth (20%) of the membership or five members, whichever is greater.

5.6. Motions pass with a two-thirds majority.

6. MANAGEMENT COMMITTEE

6.1. The committee shall manage the affairs of the Club in line with its objectives.

6.2. The elected roles shall include at minimum:

- Chair
- Treasurer
- Secretary
- Inclusion & Welfare Officer

- Race Secretary
- Media Secretary

Additional roles may be created or amended via AGM or EGM vote.

6.3. All officers shall serve a one-year term, renewable by re-election.

6.4. The committee must meet at least quarterly; quorum is three members.

6.5. The Chair has a casting vote in the event of a tie.

6.6. Minutes must be kept and made available to members.

6.7. Co-options may fill vacancies between AGMs.

7. EXTRAORDINARY GENERAL MEETING (EGM)

7.1. EGMs may be called by the committee or by written request of at least five members. The EGM must take place within 30 days of the request.

7.2. Members must be given 7 days' notice with agenda and motions.

8. SAFEGUARDING & INCLUSION

8.1. The Club is committed to creating a safe, inclusive, and respectful environment for all.

8.2. The Inclusion & Welfare Officer will act as the safeguarding lead and liaison for members' wellbeing concerns.

8.3. All committee members shall undertake safeguarding and inclusion training at least every two years.

9. DISSOLUTION

9.1. The Club may be dissolved by a two-thirds majority at an AGM or EGM.

9.2. Any assets, after debts, shall be donated to a like-minded LGBTQ+ or sporting organisation as agreed by members.

10. GENERAL

10.1. Decisions at AGMs or EGMs are binding on the committee.

10.2. Changes to this constitution require a two-thirds vote at an AGM or EGM.

10.3. “In writing” includes electronic communication, such as email. Social media messages are not considered formal notice.

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 the 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 work with the treasurer to chase membership / affiliation fees
- To take minutes of all meetings of The Club, including 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 members
- To ensure a fair and adequate system for nominations, voting and proxies for EGM/AGM

TREASURER

- To maintain the accounts of The Club, including preparing financial reports for committee meetings and EGMs
- To ensure proper financial procedures are followed and that fund are spent to promote the objectives of The Club
- To seek additional sources of income, grants and coordinate donations
- To be responsible for the collection of membership / affiliation fees and work with the secretary to ensure records are maintained

INLUCSION AND WELFARE OFFICER

- Promote understanding amongst the 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 encouraging people from all communities to join The Club and support
- 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 clubs aims and 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, LGBTQ+ community groups and / or other relevant media outlets to publicise Birmingham Swifts