



\Balsall Common Run Club

Constitution 2026

1. Interpretation

1.1 Unless the context requires otherwise, the following terms in this Constitution have the following meaning:

AGM	has the meaning given in section 11.1
Committee	means the management committee of the Club from time to time
Chair	means the person from time to time appointed as chair of the Club in accordance with this Constitution
Club	means the club intended to be regulated by this Constitution
EGM	has the meaning given in section 11.1
England Athletics	means England Athletics Limited (company number: 05583713) (or its successor body)
General Meeting	means a general meeting of the Members (being either an AGM or an EGM)
Member	means a member of the Club (a member shall be legally bound by this constitution in accordance with section 9)
Objectives	has the meaning given in section 3
Officers	means the members of the Committee
Secretary	means the person from time to time appointed as secretary of the Club in accordance with this constitution
Treasurer	means the person from time to time appointed as treasurer of the Club in accordance with this constitution
UKA	means UK Athletics Limited (company number 03686940) (or its successor body)
Writing and written	includes email and the Club's private social media groups



2. Name, Office, Colours and Kit

2.1 The Club, established in 2014, is called Balsall Common Run Club

2.2 The principal office of the Club is situated in England

2.3 The Club is affiliated to England Athletics, and any constituent body designated to it by England Athletics, and complies with and upholds the rules and regulations of England Athletics and any constituent body

2.4 The Club is associated to the Berkswell and Balsall Common Sports and Community Association based at The Lant, Meeting House Lane, Balsall Common, CV7 7GE

2.5 The Club's colours are red, orange and gun metal grey

2.6 Members representing the Club at competitive events are expected to wear the Club's colours whenever possible in order to promote the Club

3. Objectives

3.1 To encourage and promote adult recreational and competitive running, both on and off road, and related sporting and social activities amongst the local community within the CV7 postcode and surrounding areas

3.2 To foster the enjoyment of running and the maintenance of good health and fitness for personal achievement, improvement and friendship

3.3 To provide opportunities to represent the Club in team events, affiliated leagues and other events and competitions

3.4 To encourage Members to play an active role in the Club

3.5 To do all things that the Committee at its discretion, thinks fit to further the interests and reputation of the Club or which are incidental or conducive to the above, including making gifts to charities

4. Ethos

4.1 The Club is committed to inclusion and maintains and upholds an Inclusion Policy to ensure it is equally accessible to everyone in society

4.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (e.g. socio economic status)



4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse

4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity

4.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures

5. Exercise of Powers

In furtherance of the Objectives, but not otherwise, the Club may exercise the following powers

5.1 To carry on a running club

5.2 To participate in and organise events, competitions and related activities

5.3 To provide information, advice and guidance in running, leader/coach development and other related activities

5.4 To publish or distribute information including by means of reports, leaflets, videos, websites and any other media

5.5 To open and operate bank accounts in the name of the Club

5.6 To raise funds and to invite and receive contributions

5.7 To invest the monies of the Club not immediately required for its purposes in or on such investments as may be thought fit

5.8 To reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor

5.9 To insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required, including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers

5.10 To set aside income for special purposes or as a reserve against future expenditure

5.11 To do all such other lawful things as may further, or are conducive to, the Objectives

6. Club Finances and Property

6.1 A bank account or bank accounts shall be opened and maintained in the name of the Club (**Club Account(s)**). Designated account signatories may include the Chair, the Secretary, the Membership Secretary and the Treasurer. All sums expended must be approved by at least one of the designated signatories with any sums above a maximum amount, as agreed by the Committee from time to time,



being ratified by at least one other member of the Committee (who shall not be the recipient of such sum). All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable unless held as 'petty cash'. The Club Account and petty cash shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time

6.2 The Club's financial year shall end on 31 March each year, or such other date as the Committee may determine from time to time, provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months

6.3 The Club is a non-profit distributing organisation. Surplus income or profits after maintaining prudent reserves are to be used to further the Club's Objectives

6.4 The Club may sell and supply food, drink and related sports clothing and equipment, remunerate members for the bona fide provision of tangible goods and services for the benefit of the Club provided that such arrangements are approved by the Committee, pay interest on money lent by a member to further the Objectives of the Club at a commercial rate of interest, reimburse any member for reasonable and proper out of pocket expenses incurred on Club business, insure against any liability which the Committee considers appropriate and pay for reasonable hospitality for visiting teams and guests. The Club may receive contributions with a view to raising money to pass on to charitable causes.

6.5 No member, however, shall be remunerated for serving on the Committee, undertaking Club duties, acting as a Run Leader or Coach or competing for or on behalf of the Club

6.6 The Committee appointed to act as set out below shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club

7. Club Membership

7.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary

7.2 Members must be amateurs as defined by UK Athletics and be aged 18 or over

7.3 There are two classes of membership, namely ordinary and household. Membership of the Club is open to all without discrimination as defined in the Equality Act (2010) subject to the following exceptions;

7.3.1 Under 18s

7.3.2 When the Committee restricts membership numbers in the best interests of the Club

7.4 The Committee has the power to create additional classes of membership if it wishes to do so provided the creation of such membership classes is in the best interests of the Club



7.5 The Committee may also make available and determine the cost of guest passes for purchase by Members to enable guests to run with the Club from time to time. Such guests shall not become members of the Club.

8. Admission to Membership

8.1 Any person who wishes to be a Member (or to continue as a Member at each renewal) must apply (or renew) in such form as is determined by the Committee from time to time and deliver it to the Membership Secretary

8.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of their age (subject to a minimum of 18), sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (e.g. socio economic status)

8.3 A person may appeal against any denial of membership in accordance with section 26

8.4 The Committee may from time to time fix the levels of admission fees and annual subscriptions (including any promotional discounts) to be paid by different categories of Members provided that the Committee shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club

8.5 Membership is not transferable

9. Conditions of Membership

9.1 This constitution, including any bye laws made under section 25, shall form a binding agreement between each Member and the Club and Members shall comply with this constitution and bye laws

9.2 The Members shall pay any admission fees and annual subscriptions set by the Committee

9.3 Subject to this constitution and the general law, Members shall exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objectives and in accordance with the rules and regulations of England Athletics and UKA

9.4 Before a member can compete for the Club a membership application form must have been submitted to the Membership Secretary and the relevant fee paid for the current year. Members in arrears for more than 28 days from submission of a form or from notification of the annual fee becoming due may have their membership suspended by the Committee and will be unable to participate in the affairs or activities of the Club until the proper payment is made. The Committee



has the discretionary power to waive the provisions of this sub-clause if it considers there to be a case of exceptional circumstances or hardship

9.5 Members have a continuing duty to inform the Club, normally via the Membership Secretary, of changes of personal details of matters covered on their membership application including medical conditions which might impinge upon, or be relevant to, a member's fitness or running ability in circumstances where the Club has a duty of care for the member's safety

9.6 The Membership Secretary will hold individual member details in accordance with the Data Protection Act 2018 and/or any subsequent data protection legislation in force at the time. This information will be treated as confidential and only used for the purposes described in its Privacy Notice.

9.7 Members will be assumed to be First Claim members of the Club under the rules for competition of UK Athletics, England Athletics and any other relevant or successor governing body. A member who is Second Claim must declare this on their Club membership form

10. Cessation of Membership

10.1 Membership of the Club shall terminate if:

10.1.1 the Member dies

10.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the Committee's discretion

10.1.3 the Member resigns by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one

10.1.4 the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue

10.1.5 the Member is removed from membership by a resolution made at a meeting of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy

10.2 The Committee may exclude the Member from the Club's premises until the meeting referred to in section 10.1.5 has considered this matter (save that they shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with section 26

10.3 Any person ceasing to be a Member forfeits all rights in relation to, and claims upon, the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in the circumstances

10.4 In the event of a Member's resignation or expulsion, their name shall be removed from the Club's register of members



11. General Meetings

11.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include;

11.1.1 the receipt of a report of the activities of the Club over the previous year

11.1.2 the receipt of a report of the Club's finances over the previous year

11.1.3 the election and retirement of Officers

11.1.4 changes to the Constitution

11.1.5 any other business

11.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**)

11.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in writing, signed by not less than ten percent of Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM

12. Notice of General Meetings

12.1 A General Meeting shall be called on at least twenty one clear days before the General Meeting save that 90% of all the Members may agree to shorter notice

12.2 The notice shall specify the date, time and place of the General Meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the General Meeting as such

12.3 The Secretary shall send to each Member, at their last known email address or by WhatsApp to all Members, written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed

12.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that General Meeting.

13. Proceedings at General Meetings

13.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of two Members or 15% of the total number of Members

13.2 If a quorum is not present within half an hour from the time appointed for the General Meeting or if during a General Meeting a quorum ceases to be present, the General Meeting shall stand



adjourned to a date, time and place that the Committee shall determine, that time ideally being within the following two weeks

13.3 If the number of Members present at the adjourned General Meeting is insufficient to constitute a quorum in accordance with rule 13.1 , the Members present shall constitute a quorum

13.4 The Chair, or in their absence any other Officer, shall preside as the chair of the General Meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the General Meeting shall have a casting vote, section 28.1 also refers

13.5 The Secretary, or in his or her absence any other Officer, shall record the minutes

13.6 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly, or by telephone, or video, or similar electronic method allowing visual and/or audio participation

14. Powers of the Committee

14.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club

14.2 No alteration of these Rules, and no such direction by the Members, shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given

14.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning this constitution

14.4 The Committee may, while retaining responsibility in respect of rule 14.1, delegate to any person, company or sub-committee, any of its powers or functions, the implementation of any of its decisions, or the day-to-day management of the affairs of the Club in accordance with this constitution

14.5 The Committee may fill any Officer vacancy either at an AGM or at any time during the year if it considers it desirable to do so by co-opting members until the next AGM only

14.6 The Committee may suspend temporarily any of the relevant provisions of this constitution in the event of a serious external threat, or other emergency of whatever nature, to the Club including for example, to its bank account, funds or other assets, website or any database or the like, until such time as the risk of damage or loss has reasonably passed

14.7 Subject to this constitution and the general law, the Committee shall exercise its rights, powers and duties and shall, where appropriate, use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Objectives and rules and regulations of England Athletics and UKA



15. The Committee

15.1 The Committee shall consist of a minimum of three Officers, including the following Officers;

15.1.1 Club Chair

15.1.2 Club Treasurer

15.1.3 Club Secretary

15.1.4 Officers to deal with Membership, Welfare, DBS verification, coaching and official issues

15.1.5 any other Officers elected at a General Meeting

15.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made;

15.2.1 by the Committee

15.2.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than fourteen days before the AGM

15.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM

15.4 Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee

15.5 An Officer may not appoint an alternate or substitute to act on their behalf at any Committee meeting

15.6 At least three members of the Club's Committee should be unrelated or not co-habiting

16. Calling a Committee Meeting

16.1 The Committee shall hold not less than two meetings each year

16.2 A meeting of the Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice

16.3 Notice of a Committee meeting shall be given to each Officer, except if they are not in the United Kingdom

17. Proceedings of a Committee Meeting

17.1 Subject to the provisions of its constitution, the Committee may regulate its proceedings as it thinks fit



17.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Treasurer. The chair of the meeting shall (subject to rule 18) have a casting vote in the event of a tie

17.3 The quorum for the transaction of business of the Committee shall be the greater of three Officers or two-thirds of all of the Officers (rounded up)

17.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting

17.5 Decisions of the Committee meetings shall be minuted

17.6 A resolution in writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of the Committee or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee)

18. Conflicts of Interest

18.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts, or may possibly conflict, with his or her duties to the Club

18.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the Committee meeting and not vote

18.3 If the non-conflicted Officers do not believe there is a material conflict, the Officer who declared the conflict will be allowed to re-join and take part in the Committee meeting and vote as applicable

19. Disqualification from Office

19.1 A person shall cease to hold office as an Officer if;

19.1.1 they are disqualified from holding office as a company director

19.1.2 they are subject to a decision of England Athletics or UKA that they should be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a Club

19.1.3 the Committee reasonably believes that they have become incapable, by reason of illness or injury, of managing and administering their own affairs and decides to remove them from office

19.1.4 they resign from their office by notice to the Club

19.1.5 they are absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that their office be vacated



19.1.6 a bankruptcy order or an order is made against them in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy

19.1.7 they make a composition with their creditors generally in satisfaction of their debts

19.1.8 they are removed from office by the Committee on the grounds that they are in material, or persistent, breach of the Club's Safeguarding Policy as amended from time to time. A decision to remove an Officer from office may only be passed if;

19.1.8.1 the Officer has been given at least twenty one clear days' notice in writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed

19.1.8.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting

19.1.8.3 they cease to be a Member for any reason whatsoever

19.2 The provisions of section 19.1 shall also apply to sub-committees and any member of a sub-committee who is not an Officer

20. Irregularities

The proceedings at any meeting, or the taking of any poll, or the passing of a written resolution, or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice), or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice

21. Minutes

The Committee shall ensure minutes are kept for the purpose of

21.1 all appointments of Officers made by the Members or the Committee

21.2 all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting)

21.3 all proceedings and reports of meetings of the Club, and of the Committee, and of sub-committees, including the names of those present at each meeting

22. Communications by the Club

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied

22.1 in hard copy

22.2 electronically



22.3 via a website or private social media group

23. Members and Guests Personal Risk

23.1 Members shall be entitled to bring one or more guests to any activity of the Club with the express consent of the Chair, Membership Secretary or the Secretary and, where appropriate, subject to the purchase of a guest pass as described in rule 7.5.

23.2 Members and guests acknowledge and accept that participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and participate in the Club's activities at their own risk

23.3 Subject to rule 24, the liability of the Club and its Officers to any Member is limited to the net assets of the Club 23.4 Nothing in this constitution shall limit or exclude liability;

23.4.1 for death or personal injury caused by negligence

23.4.2 for any loss or damage caused by criminal or fraudulent conduct

23.4.3 for any other liability which cannot lawfully be limited or excluded

24. Indemnity

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law

25. Bye Laws

25.1 The Committee may from time to time make such bye laws as it may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of, and conditions of, membership and in particular the Committee may by such bye laws regulate;

25.1.1 the establishment of different categories of membership of the Club

25.1.2 the admission and classification of Members and the rights and privileges of such Members, and the conditions of membership, and the terms on which Members may resign or have their membership terminated, and the entrance fees, subscriptions and other fees or payments to be made by Members

25.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club

25.1.4 the adoption or alteration of such other regulations or policies as the Committee thinks fit



25.1.5 the conduct of Members in relation to one another and to the Club's Officers including disciplinary procedures

25.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities

25.1.7 any licensable or other regulated activities of the Club

25.1.8 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by this constitution

25.1.9 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments

25.1.10 any procedures to assist the resolution of disputes within the Club

25.1.11 generally, all such matters as are commonly the subject matter of the constitution provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics

25.2 The Club in General Meeting shall have power to alter, add to, or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws

26. Complaints and Disputes

26.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's Safeguarding Policy and procedures. The Lead Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns

26.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see section 4.5) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Lead Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will convene a meeting of the Committee (but excluding any members of the Committee who have a direct or indirect interest/involvement in the matter) to act as a disciplinary panel. Subject to rule 26.3, a decision of the disciplinary panel shall be final and conclusive

26.3 Any appeals must be received by the Secretary within seven days of receiving the written decision and, if appropriate, the appeals process will be followed. The Secretary will hear an appeal within fourteen days of receiving the appeal. Under the appeals process the Secretary will appoint three Club Members (who shall not be members of the Committee and who have no direct or indirect interest/involvement in the matter) to act as the appeals panel. A decision of the appeals panel shall be final and conclusive



26.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures

26.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under this Constitution and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation

27. Life Members

27.1 The Club Committee may, on behalf of the Club, and from time to time bestow 'life membership' to any deserving member. No Club fees will be payable to the Club by a life member, but England Athletics fees will remain the responsibility of the life member

28. Alteration of the constitution

28.1 No alterations or amendments shall be made to or in the provisions of this constitution except by resolution at a General Meeting in accordance with this constitution and shall be carried by the majority of at least three-quarters of the Members present

29. Dissolution

28.1 A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the Members

28.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club

28.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports

29. Declaration

The Club duly adopted this Constitution as its governing document at its AGM on 19 May

Signed		
Position	Chair	Secretary
Name	Jill Fedeski	Natalie Horlor