



**BYS VYKEN
RACE TEAM**

RULES AND REGULATIONS OF BYS VYKEN RACE TEAM

1. NAME

The club shall be known as 'Bys Vyken Race Team'

2. OBJECTIVES

The objective of the club shall be to promote all activities related to running within the local community.

3. CLUB COLOURS

The colours of the club shall be black and white (Representative of St Piran & Cornwall, UK)

4. MANAGEMENT

The management of the club will be in the hands of the Committee.

The Committee is empowered to deal with any matters not covered by the Rules and regulations and to fill any committee vacancies which may arise during the year.

The Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, Kit Coordinator, Media Coordinator, and up to four Committee members – up to ten in total. All to be elected at the AGM.

The Committee shall meet as and when necessary. The Secretary shall prepare an agenda for the meeting in advance, and take minutes.

A quorum for a Committee meeting shall be five.

All decisions will be by a majority vote, the Chairperson having a casting vote.

The Committee has the power to co-opt extra members up to a limit of three, and to form Sub-committees as and when considered necessary.

Non-committee members may attend meetings providing they notify the chairman at least 48 hours in advance.

5. ANNUAL GENERAL MEETING (AGM)

The AGM shall be held within three months of the end of the clubs financial year. The Secretary in consultation with the Committee must give at least 28 days notice of the AGM to all club members. Notice must be given in writing in the club newsletter and on the club website.

A quorum for the AGM shall be ten members or 20% of the membership, whichever is the larger.

The formal business of the AGM shall be to:

- Confirm and accept the minutes of the previous AGM and deal with any matters arising.
- Receive the Chairperson's annual report.
- Receive the Treasurer's report and approve the audited accounts.
- Elect Committee members for the ensuing year. All existing and prospective Committee members must state their intention to stand for the Committee 21 days before the AGM. They must do by notifying the Secretary, with the names of a proposer and seconder. The Secretary will publish the names on the club website 14 days before the date of the meeting. If necessary

there will be a vote at the AGM. If there are no nominations for a position then nominations may be taken at the AGM.

- Approve membership fees for the coming year.
- Discuss items proposed by members in advance and vote upon them if necessary. Proxy voting will be allowed providing the member notifies the secretary before the AGM stating either their voting wishes or the name of the person nominated as their representative at the meeting.
- AOB approved by the Chairman and not requiring a vote.

In addition there will be the opportunity to contribute towards an open discussion on the development of the club.

Motions to be discussed at the AGM must be submitted in writing to the Secretary at least 14 days before the meeting. An agenda shall be provided by the Secretary and published on the club website at least seven days before the meeting.

The Rules and Constitution may be changed by a two-thirds majority decision at the AGM and notice of the intended alterations shall be given to the Secretary in writing at least 14 days before the AGM.

Every member over the age of 16 shall be entitled to one vote at the AGM provided the membership fee for the current year has been paid.

6. EXTRAORDINARY GENERAL MEETINGS (EGM)

An EGM must be convened by the Secretary within 28 days if requested in writing by 10 or more members entitled to vote, or if instructed by the Committee.

At least 14 days notice of the EGM must be given in writing to all club members by notice in the club newsletter and on the club website, specifying the business to be discussed.

A minimum of ten members or 20% of the membership, whichever is the larger, must be present to form a quorum. At least a two-thirds majority of those present is required for a motion to be binding.

7. FINANCES

The Treasurer will have the responsibility for controlling the income and expenditure of the club. At each Committee meeting the Treasurer shall advise the meeting of the current financial situation.

Items over £100 must be sanctioned by the Committee before purchase.

Receipts or invoices must be kept for all purchases.

The Clubs financial year shall run from 1st April to 31st March.

The treasurer shall value any club assets e.g. kit stock, as near as possible to 31st March each year.

An audited set of accounts must be prepared by the Treasurer, endorsed by the Committee and presented at the AGM. These accounts shall be audited by a competent person who must not be a Committee member. These arrangements shall be determined by the Treasurer and approved by the Committee.

8. MEMBERSHIP AND SUBSCRIPTIONS

The rates of subscription shall be recommended by the Committee in advance and endorsed at the AGM; they will take effect from the date of the AGM.

Any person wishing to run with Bys Vyken Race Team must complete a membership form and pay the appropriate subscription within a week of first running with the club. Current members will also be required annually to provide a completed membership form with their subscription. Membership forms can be downloaded from the club website and

printable. It is the responsibility of the Membership Secretary to ensure that all active members have paid their subscription.

The cost of membership will remain the same at any point in the year. Runners who join should be aware this is 2nd claim only.

Membership shall be open to all aged 18 or over.

A member who is no longer running with the club and whose membership has not been paid by the next AGM will be deemed to have resigned from the club.

Any person guilty of conduct liable to bring the name of the Club into disrepute or guilty of an offence against another club member will render themselves liable to either suspension or expulsion from the club.

9. DISSOLUTION

The club can only be dissolved through a resolution called for that purpose at either the AGM or an EGM called specifically for that purpose. In the event of dissolution of the club any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the club, but shall be given or transferred to one or more of the following approved or charitable bodies:

- i) A registered charitable organisation(s)
- ii) The sport's national governing body for use by them for related community sports.

10. THE RULES AND REGULATIONS

A copy of the Rules and Constitution shall be available on the club website. Any member may request a copy of the Rules and Constitution from the Secretary and this must be provided within seven days.