



BRR COMMITTEE - STANDING ORDERS

These Standing Orders complement, and should be read alongside, the Club Rules.

Introduction

The Committee of BRR is elected to represent the collective interests of the Club's members. The Committee shares responsibility for ensuring that the Club is effectively and properly run and meeting its Object: the promotion of amateur running.

Committee Membership

1. The management of the Club is vested in the Committee consisting of a core team of five Committee members, with a maximum of ten. The five core Committee roles are Chair, Vice-Chair, Secretary, Treasurer and Captain.
2. All Committee members shall be elected annually at the Annual General Meeting (AGM) or a Special General Meeting (SGM), in accordance with the Club Rules. Any first claim member one can apply for a Committee role, regardless of how long they have been a member.
3. The Committee shall have the power to fill any vacancy which may arise between AGMs, or to co-opt members as necessary, from amongst the first claim members of the Club.
4. The Committee may also ask members to undertake roles to support the Club. Such roles will not automatically confer or require Committee membership.
5. A member of the Committee may resign by notice in writing¹ to the Secretary. If a member of the Committee notifies the Secretary of his/her resignation from the Club, then that person shall immediately cease to be a member of the Committee, regardless of whether or not his/her resignation from the Club takes immediate effect.
6. Any Committee member who is absent from three Committee meetings without agreement will be deemed to have left the Committee.
7. Any Committee member who is deemed, by a majority vote of the other Committee members, to have breached the Club Rules or these Standing Orders will be removed from the Committee.

¹ In writing includes by electronic means.

Meetings of the BRR Committee

Convening and attendance

8. The Committee will normally meet once a month. Other meetings will be convened as necessary to deal with any special or urgent matters of business.
9. The Chair may call a meeting of the Committee at any time.
10. Before each meeting, the Secretary will canvas Committee members for agenda items and will circulate the resulting agenda and action points from the previous meeting to the Committee.
11. Members of BRR may suggest agenda items for discussion by the Committee. Inclusion of these items on the agenda is at the discretion of the Chair or Vice-Chair.
12. Meetings of the Committee may take place in any location and may take place via telephonic or similar means of communication.
13. Where a Committee member is unable to attend a Committee meeting, that member shall notify the Secretary of their absence in good time and will send by email (or other agreed means) to the Secretary, Chair or Vice Chair any updates they were due to give to the Committee, or any comments on the agenda items that they wish to be registered on their behalf at the relevant meeting.
14. Club members may attend all, or part, of a Committee meeting at the discretion of the Chair or Vice Chair.

Chair of Meeting

15. At a meeting of the Committee the Chair shall preside. If the Chair is absent the Vice Chair shall preside.

Quorum

16. No business shall be transacted at a meeting of the Committee unless at least four Committee members are present, one of which needs to be the Chair or Vice-Chair.

Committee Decisions and Voting

17. All Committee members must act collectively and in the best interests of the Club.
18. The Committee will use all best endeavours to decide all questions by consensus. Where that cannot be achieved and a vote is necessary, such questions shall be decided by a majority of votes of those Committee members present at a meeting of the Committee.

19. Where the votes are equal on any issue, the Chair of the meeting shall have a second or casting vote. Voting shall be by show of hands.
20. Once a decision is reached in accordance with Committee Standing Orders, all Committee members are expected to abide by and support that decision, unless and until it is changed by the Committee collectively, or at an AGM or SGM.

Minutes

21. The record of the minutes shall include the names of the Committee members present at the meeting, the names of anyone else present, and any apologies tendered by absent members of the Committee.
22. Minutes of the meetings of the Committee shall be prepared by the Secretary and submitted for approval to the Chair or Vice-Chair.
23. The approved minutes of the Committee shall be published on the closed BRR Facebook page, subject to appropriate redactions of personal information in accordance with data protection laws.