

## **Spalding Cycling Club Constitution**

### **1 Name of Club**

The club will be called Spalding Cycling Club (Hereinafter will be referred to as The Club), and may also be known as Spalding CC or SCC. Spalding Cycling Club will be affiliated to the British Cycling and Cycling Time Trials.

### **2 Aims and Objectives**

The aims and objectives of the club will be:

- ☐ To offer coaching and competitive opportunities in cycling
- ☐ To promote the club within the local community and cycling
- ☐ To ensure a duty of care to all members of the club
- ☐ To provide all its services in a way that is fair to everyone

### **3 Membership**

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
  - ☐ Full Racing member (BC & CTT)
  - ☐ Full TT member (CTT)
  - ☐ Youth and Go Ride member (Under 16)
  - ☐ Non-Racing/Social member
  - ☐ Second Claim member
  - ☐ Honorary member
  - ☐ Family membership (2 Full members and 2 Youth/Go Ride members)
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Membership Secretary.

### **4. Sports Equality**

- (a) This Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equality:

*Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which must consist of the below, who shall be elected at the Annual General Meeting;
  - a. President
  - b. Chair Person
  - c. Treasurer
  - d. Club Secretary
  - e. Racing Secretary
  - f. Membership Secretary
  - g. Club Welfare Officer
- (b) Where possible and as required by the current club activities, the committee should also include the following roles, who shall be elected at the Annual General Meeting;
  - a. Vice Chair Person
  - b. Social Events Secretary
  - c. Club Development Officer
  - d. Go Ride Officer
  - e. Press and Media Secretary
  - f. Website and Clothing Officer
- (c) The maximum number of members on the committee is 15. Members may hold more than one position within the committee. Where applicable, the committee can be filled by members who hold no specific role within the committee.
- (d) All committee members must be members of the Club.
- (e) The term of office shall be for one year, and members shall be eligible for re-election.

- (f) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (g) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (h) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (i) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (j) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year. At least one weeks' notice should be provided by the secretary.
- (k) Only the committee members agreed at the Annual General Meeting will have the right to vote at committee meetings.
- (l) The quorum required for business to be agreed at Committee meetings will be 6.

## **6 Finances**

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 01 October and end on 30 September
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any outgoing transactions above a value set at the start of each financial year by the committee as shown in 5(a) should be authorised by the treasurer plus at least one authorised officer from the list shown in 6(h).
- (f) Any cheques drawn against club funds should hold the signatures of at least one current officer from the below authorised list and held by the bank.
- (g) The Club may hold up to two debit cards and should be held by any of the below authorised officers.
- (h) The officers authorised to approve and control finances are;
  - a. Chair Person
  - b. Treasurer
  - c. Club Secretary



- (i) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

**7 Club Policies and Guidelines**

- (a) The committee is responsible for implementing all club policies and guidelines. All policies will be available on the Club website.
- (b) Members must follow and abide by all club policies

**8 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of November to:
  - ☐ Approve the minutes of the previous year's AGM.
  - ☐ Receive reports from;
    - o Chair Person
    - o Club Secretary
    - o Membership Secretary
    - o Racing Secretary
    - o Press and Media Secretary
    - o Social Secretary
    - o Club Development Officer
    - o Club Welfare Officer
    - o Go Ride Officer
    - o Website and Clothing Officer
  - ☐ Receive a report from the Treasurer and approve the Annual Accounts.
  - ☐ Receive a report from the independent auditor certifying the Club's accounts.
  - ☐ Elect the officers on the committee.
  - ☐ Elect an independent auditor
  - ☐ Agree the membership fees for the following year.
  - ☐ Consider any proposed changes to the Constitution.
  - ☐ Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM and are entitled to one vote.

- (g) The quorum for AGMs will be 25% of the membership as of 30 September in the year the AGM is being held
- (h) The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All procedures shall follow those outlined above for AGMs.

## **9 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **10 Discipline and appeals**


- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.


## **11 Dissolution**

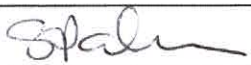
- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs' funds. Any assets of the club that remain following this will become the property of another local club with similar objectives. '

## 12 Declaration

Spalding Cycling Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Andrew Bowser	<b>Position</b>	Chair Person
<b>Sign</b>		<b>Date</b>	16/08/2022

<b>Name</b>	Adam Ellis	<b>Position</b>	President
<b>Sign</b>		<b>Date</b>	23/08/2022

<b>Name</b>	Sarah Palmer	<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	11.9.22

Signed copy to be held by the Club Secretary and Dated copy showing on the club website.

Version: 2022 August

Version Control:

2013: Signed by D Chamberlain (President) and S Wright (Chairman)

2022: Signed by A Bowser, A Ellis and S Palmer