

Constitution of Dorking Cycling Club

1. Name

Dorking Cycling Club.

2. Purpose

The purposes of the Club are to promote, develop and foster the amateur sport of cycling in Dorking at all levels, and community participation in the same. In furtherance of the said purposes but not otherwise the Club may:

- (i) promote recreational cycling in the Dorking area
- (ii) promote and hold, either alone or jointly with others, cycle races and events in accordance with the rules established by British Cycling;
- (iii) offer, give or contribute towards prizes, medals, and awards for cycle races promoted and held by the Club;
- (iv) apply for grants from appropriate entities for the development of the sport of cycling;
- (v) promote, or assist any other association or entity having objects similar to those of the Club;
- (vi) collect and disseminate information on all matters relating to the sport of cycling, and exchange such information with other bodies having similar objectives;
- (vii) raise funds by appeals and invite and receive contributions from any person or persons whatsoever by way of donations;
- (viii) co-operate with or affiliate to firstly any bodies regulating or organizing the sport and secondly any club or body involved with it and thirdly with government and related agencies as appropriate to the purposes of the club;
- (ix) provide support and encouragement for Dorking Raiders which operates as the Junior Section to Dorking Cycling Club.

The Club is non-denominational and non-political.

3. Club Colours

The club colours shall be red, white and black.

4. Affiliation

The Club shall be affiliated with British Cycling

5. Membership

- (i) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (ii) Riders under the age of 18 are required to have written consent from a parent or guardian prior to riding with the Club. The Committee may give permission for a rider under the age of 14 to ride with the Club following an

individual assessment of that Rider's ability. However, riders under the age of 14 normally participate in Dorking Junior Cycling Club.

- (iii) Membership is renewed annually or for a five year period(through the Membership Secretary).
- (iv) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (v) Honorary membership, for individuals who have made significant contributions to the Club or to the sport, may be conferred by two-thirds majority of those present at the Annual General Meeting.
- (vi) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to an appointed panel consisting of club members. Removal of membership is conducted as described in Section 9.

6. Club Year

The Club's year shall be from 1st April to 31st March.

7. The Committee:

7.1 Powers and role of the Committee

Subject to these rules the Committee shall have responsibility for the management of the club, its funds and:

- (i) shall manage the affairs of the Club;
- (ii) shall exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in a general meeting;
- (iii) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
- (iv) shall have power to create and wind up sub-committees as required;
- (v) shall have power to co-opt as many further members to the Committee as required.

The Committee shall comply with the provisions of this Constitution, any ratified constitutional amendments, and rules ratified by the Members of the Club.

The Committee shall hold no less than five meetings per year.

The Committee will have due regard to the law on disability discrimination and child protection.

7.2 Property etc.

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the club.

The Club may provide sporting and related social facilities, sporting equipment,

coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club:

- (i) sell and supply food, drink and related sports clothing and equipment;
- (ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- (iii) pay for reasonable hospitality for visiting teams and guests;
- (iv) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

7.3 Composition of the Committee

The Committee shall comprise:

- (i) the Officers of the Club;
- (ii) at least two Elected Members of the Club;
- (iii) a representative from the Junior Section of the Club.

The Club shall have the following Officers:

- (i) **Chairperson**, who is the chief executive officer, responsible for the effective management of the Club; the Chairperson shall preside over Committee meetings and Club General Meetings; The Chairperson will normally not be a voting officer; however in the event of an equality of votes, the Chairperson shall cast the deciding vote.
- (ii) **Secretary**, who is responsible for minute-taking at all meetings, and for ensuring that information about all matters affecting the Club is communicated to members efficiently and expeditiously. The Secretary is also responsible for public relations.
- (iii) **Treasurer**, who responsible for overseeing the club finances; the Treasurer shall be one of the signatories (Treasurer and one other to sign) on the Club's bank account.
- (iv) **Race Secretary**, who is responsible for all issues relating to open and club races.
- (v) **Membership Secretary**, is responsible for maintaining the Club's membership database, sending out renewal reminders, processing membership applications, receiving subscriptions and issuing membership cards.
- (vi) **Development Officer**, is responsible for supporting and developing club activities. The Development Officer will be involved in the training and development of coaches and ensure that the club operates within the guidelines set out by British Cycling.
- (vii) **Welfare Officer**, to be responsible for safeguarding matters.

7.4 Term of appointment

Each Officer of the Club shall hold office until the conclusion of the Annual General Meeting following the date of the said Officer's election, but is eligible for re-election.

7.5 Election of Committee Members

Any Member may be nominated (or may nominate himself/herself, either in person or in writing) for election as an Officer or Elected Member.

The ballot for the election of Officers and Elected Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct

7.6 Vacancies

If a vacancy occurs in the membership of the Committee for any reason, the Committee members may appoint a member to fill the vacancy, and the member so appointed will hold office subject to the rules. The person filling the vacancy shall hold office until the conclusion of the Annual General Meeting following the date of the said officer's appointment, but is eligible for election at the next occurring Annual General Meeting.

7.7 Removal of Committee Members:

In order to remove any Committee members from office:

- (i) an Extraordinary General Meeting shall be called;
- (ii) A proposal to remove the Committee Member shall be put forward, in writing, by a Member duly qualified to vote at that meeting;
- (iii) Notice shall be served on the said Committee Member in writing, stating the date, time, and place of the Extraordinary General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Committee Member that he/she may attend and speak at the Extraordinary General Meeting, and may also make written submission;
- (iv) Once due consideration of the matter has been given, the proposal for removal of the Committee Member shall be put to a vote. A two-thirds majority of those present at the Extraordinary General Meeting is required to remove the Committee Member from office.

8. Meetings and Quorum

A Committee meeting shall be quorate when at least four Members of the Committee are present.

A General meeting of the club shall be quorate when at least ten per cent of the Membership is present.

An Annual General meeting of the club shall be quorate when at least fifteen per cent of the Membership is present.

9. Disciplining Members

The Club Committee is empowered to discipline any member whom it considers:

(i) has acted in a manner detrimental to the Club or likely to bring the Club or sport of cycling into disrepute or

(ii) is in breach of its regulations or Code of Conduct

by verbal warning, written warning, temporary suspension of membership of the Club or permanent exclusion from the Club.

[The decision of the Club Committee in such matters shall be final save that in respect of any member expelled permanently an appeal against refusal may be

made to an appointed panel consisting of club members.]

10. Voting and Decisions:

Issues arising at meetings of the Committee, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the Members present at the meeting and entitled to vote.

Each Member present at a meeting of the Committee, or General Meetings of the Club (including the person presiding) shall be entitled to one vote.

The Chairperson (who presides at meetings of the Committee and General Meetings of the Club) will normally not be a voting officer; however in the event of an equality of votes, the Chairperson shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

At a General Meeting of the Club a poll may be demanded by the person presiding or by not less than five per cent of the Membership in person and entitled to vote.

11. Accounts and Banking:

11.2 Accounts:

The Treasurer shall maintain correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club. The Treasurer shall provide a written statement of accounts at the Annual General Meeting, and at the request of the Committee.

11.2 Banking:

The Committee shall maintain a bank account or bank accounts in the name of the Club, into which all monies received, shall be paid as soon as practicable following receipt.

All cheques shall be signed by the Treasurer and one of the other designated signatories appointed from the Committee.

11.3 Funds management

The funds of the Club, however derived, shall be applied towards the objects of the Club, under the direction of the Committee, and (where appropriate) with the approval of the Membership of the Club.

The Committee must approve spending on any item of over £50 in advance.

11.4 Financial Year

The financial year of the Club shall run from 1 April to 31 March each year. Formal accounts shall be prepared annually by 31st March and independently examined by a member or external examiner appointed by the Committee.

12. General Meetings

All Members may attend all general meetings of the Club in person.

The Chairperson (or in his absence) another Member chosen at the meeting shall preside.

Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.

13. Annual General Meeting of the Club:

The Club shall hold an Annual General Meeting in April. The Annual General Meeting shall have the following duties:

- (i) to receive a report on the work of the Club in the preceding year;
- (ii) to receive accounts for the preceding year;
- (iii) to elect the Officers of the Club, the ordinary Committee Members, and the Members of the sub-committees;
- (iv) to consider any matter referred to them by the Committee;
- (v) to consider any motion submitted by any Member in writing to the Secretary before the meeting.

Communication summoning the Annual General Meeting will be released so as to reach Members at least twenty-eight days before the meeting is due to take place.

Other General Meetings may be called at other times, with not less than one month's written notice to all Members, by the Executive Committee or by the Chairperson at the request of not less than twenty per cent of the Members.

14. Amendments to the Constitution:

The General Meeting of the Club may amend the Constitution by a majority of two-thirds of the Members present and voting, provided that a quorum of twenty per cent of the Membership be present, and that written notice of the amendment proposed has been given to all Members not less than one month before the General Meeting.

15. Dissolution:

The Club may be dissolved by the agreement of not less than three-quarters of those Members present at a General Meeting specially summoned for this purpose. The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- (i) to another Club with similar sports purposes which is a registered CASC and/or
- (ii) to the registered charity supported by the Club

Last amended 28th February 2016

Constitution adopted

At the Annual General Meeting held at: Burgundy & Black

on: 21st April 2016

Name:

Signed:

Witnessed by:

Name:

Occupation:

Signed:

Witness Address:

Postcode:
