

# Knottingley Velo Constitution

## Version 1.2

### Version Control:

V1	Jan 2014	Initial draft constitution prepared for first meeting
V1.1	Feb 2014	Amendments agreed at AGM on 9 Feb 2014: <ul style="list-style-type: none"><li>• 8A: notice of AGM reduced from 21 days to 7 days</li><li>• 8E: at AGM in the event of a tied vote, the Chair has the casting vote</li><li>• 10C: paragraph inserted re etiquette on social media</li></ul>
V1.2	Feb 2015	Amendments agreed at AGM on 8 Feb 2015: <ul style="list-style-type: none"><li>• 3G: helmets compulsory on Club rides</li><li>• 6B: General meetings to be held at least 4 times per year, previously 6</li></ul>

# Knottingley Velo Constitution

## 1 – Name

A – The club will be called: **Knottingley Velo**

B – The club will be affiliated to the British Cycling Federation and other bodies at the discretion of the Committee.

## 2 – Aims and Objectives

The aims and objectives of the club will be:

A – To provide facilities for and promote community participation in the sport of cycling.

B – To offer coaching and competitive opportunities in Cycling.

C – To manage the Club Facilities.

D – To ensure a duty of care to all members of the club.

E – To provide all its services in a way that is fair to everyone.

F – To ensure that all present and future members receive fair and equal treatment.

## 3 – Membership

A – Membership will consist of officers and members of the club.

B – 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 conduct that the club has adopted.

C – The Club may offer different classes of membership and subscription on a non-discriminatory basis. This may include a) Full member b) Associate member c) Under 18 member d) Life member e) Juvenile under 16.

D – Membership of the club will be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or age, sex, or disability. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

E - Only full, Under 18 and Life members can ride in the club name in open events, and qualify for club championships. Associate members may take part in all social events and club races but not qualify for handicap awards. Associates cannot hold office or win trophies.

F - All members must have 3rd party liability insurance such as that provided by British Cycling or The Cyclists Touring Club.

**G – Without exception, helmets must be worn by all riders on Club rides.**

H - The British Cycling/Cycling Time Trials definitions of Junior and Youth will be adopted.

I - Any member wishing to resign, to change from first to second claim or changing address/contact details, must inform the Club Secretary in writing.

## 4 – Membership Fees

A - Membership runs from 1<sup>st</sup> January to 31<sup>st</sup> December, except that new members joining from 1<sup>st</sup> October will have full membership privileges until 31<sup>st</sup> December the following year.

B - Fees will be set annually and agreed by the Committee or determined at a general meeting.

C - Fees will be due on 1 January. All members not having renewed their membership by the AGM, or 31 January if sooner, will be deemed to have resigned.

D - Life membership may only be awarded at the discretion of the AGM.

## **5 – Officers of the Club (the Committee)**

A – Officers, collectively known as the Committee, will be elected at each Annual General Meeting (AGM) and will serve until the next AGM.

B - The Committee of the club will consist of a minimum of three Officers, comprising Chairman, Secretary and Treasurer.

C – Committee members may co-opt club members to serve until the next AGM.

## **6 – Club Management**

A – The Committee, will have the responsibility for the management of the Club, its funds, property and affairs.

B – The club will meet at least 4 times throughout the year (general meeting) at a venue to be arranged at the previous meeting. A minimum of 21 days notice of the meeting should be given.

C – All members may attend general meetings in person but only first claim members, and second claim members who organise an event, may vote.

D - Voting will be decided by a simple majority of the votes cast on a show of hands.

E – The general meeting will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

F – The Committee will have powers to appoint subcommittees but must specify the scope and powers of its activity. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

G – Whenever a member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting and the vote (unless asked to stay), and have no vote on the matter concerned.

H – The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution.

I – The Club may refuse membership or expel from membership only for good and/or sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against such a decision may be made to the clubs members and decided by majority vote.

## **7 – Finance**

A – All club monies will be banked in an account held in the name of the club.

B – The income and property of the club must be applied solely towards promoting the clubs objects as set forth in this constitution and no portion thereof will be paid or transferred, directly or indirectly, to members of the club.

C - The Club Treasurer will be responsible for the finances of the club.

D - The financial year of the club will end on 31 December.

E - An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

F - Any cheque drawn against club funds should be signed by at least 2 authorised signatories, one of which should be the Club Treasurer.

## **8 – Annual General Meetings (AGM)**

A – Notice of the AGM will be given by the Club Secretary to all members no less than 7 clear days' prior to the date of the meeting.

B – The AGM will receive a report from officers of the club and a statement of the audited

accounts.

C – Nominations for officers of the club will be sent to the Secretary prior to the AGM.

D – Election of officers will take place at the AGM.

E – All full, life and junior members are eligible to vote at the AGM. In the event of a tied vote, the Chairman will have the casting vote.

F – The quorum for AGMs will be 10 members or 25% of the membership, whichever is least.

G – An Extraordinary General Meeting (EGM) outside the AGM may be called by the Committee or on written request of no less than 5 members. Procedures for EGMs will be the same as for the AGM.

H – Decisions taken at general monthly meetings will not over rule those taken at AGMs or EGMs.

### **9 – Discipline and appeals**

A – All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

B – The complaint will be heard at a closed meeting of the Committee. The Committee has the power to take appropriate disciplinary action including the termination of membership.

C – 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 7 days of the hearing.

D – There will be the right of appeal to a general meeting following disciplinary action being announced. The appellant must notify the secretary in writing within 21 days of notification of the outcome of the disciplinary hearing.

E – The appeal will be held at the general meeting following receipt of notice of appeal.

### **10 – Communication**

A – The main methods of communication to members will be by e-mail, through social media and the Club's website when this has been established.

B – Any club reports, minutes of meetings and statements of account must be made available for inspection by any member.

C – Bad language or any form of discrimination, including comments on social media, will not be tolerated. Incidents will be dealt with through the discipline and appeals process (section 9 above).

### **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 the dissolution of the club, any assets remaining after the satisfaction of all debts and liabilities will not be paid to or distributed among the members of the club, but will be given or transferred to one or more of the following approved sporting or charitable bodies.

1. A registered charitable organisation/s
2. Another club which is registered CASC
3. The sports national governing body for use by them for related community sports.

### **12 – Amendments to the constitution**

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

### **13 – Declaration**

**Knottingley Velo** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

This constitution was adopted at a meeting held at Pontefract Squash & Leisure Club on 9 February 2014.