

# 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 informal 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, Club policies, and Membership Terms and Conditions ([www.kvelo.co.uk/documents](http://www.kvelo.co.uk/documents)). In joining the Club members 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. These may include:
  - Full member
  - Associate member
  - Under 18 Member. Where Under 18 members are capable and wish to ride unaccompanied with the Club, the Club's Welfare Officer should be advised to facilitate appropriate parental consent
  - Life member.
- 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 do 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 Cycling UK
- 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
- J. Potential new members may only participate on Club rides up to a maximum of 3 times before joining the Club. The recommendation is that these initial rides should be a Club ride and not a Club Chain-Gang ride. After 3 rides they must join the Club before participating in further rides
- K. Members of J's Shack Cycle Race team may be allowed on club rides and events if approved in advance by the Committee.

## 4 – Membership Fees

- A. Membership runs from 1 January to 31 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 by 31 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 policies, its funds, property and affairs.
- B. The Club will meet as necessary within a membership year.
- 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 or breach of Club policies/etiquette.
- J. The Club has a privacy statement in relation to the processing and management of personal data.
- K. The Club refers all members and joining members to the Club Ride Etiquette and Club policies.

#### **7 – Finance**

- A. All Club monies will be banked promptly 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 under 18 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 meetings will not over rule those taken at AGMs or EGMs.

### **9 – Discipline and appeals**

- A. All complaints or incidents regarding the behaviour of members should be submitted in writing to any member of the Committee. The Club Ride Etiquette provides a framework for consideration of any complaint or incident reported.
- B. On receipt of the complaint or incident, the Committee will gather evidence from the subject of any complaint and reserves the right to seek additional relevant information from any witnesses identified and associated with the reported incident.
- C. The member in which the complaint or incident involves will be given the opportunity to present their response/defence to a member(s) of the committee to ensure that all complaints or incidents are dealt with in fair and balanced manner.
- D. The complaint or incident will be heard at a closed meeting of the Committee. In order to ensure timely process, and dependent upon the severity of the complaint or incident, this meeting may take place either in person or online. The Committee shall endeavour to meet within a few days upon receipt of the complaint or incident. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- E. 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.
- F. There will be the right of appeal to the Club Chairman following disciplinary action being announced. The appellant must notify the Chairman in writing within 7 days of notification of the outcome of the disciplinary hearing.
- G. The Chairman will investigate the appeal as necessary after the hearing. The Chairman will notify the appellant in writing of their decision within 14 days.
- H. The Social Media Policy outlines the specific interventions available including actions and outcomes which will be employed in the event of a breach of the same.

### **10 – Communication**

- A. The main methods of communication to members will be by e-mail, through social media and the Club's website. Contact information having been provided through the Club Membership Application process.
- 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 (see Social Media Policy), 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.
  - A registered charitable organisation/s
  - Another Club which is registered CASC
  - 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, EGM or General Meeting.

## **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.