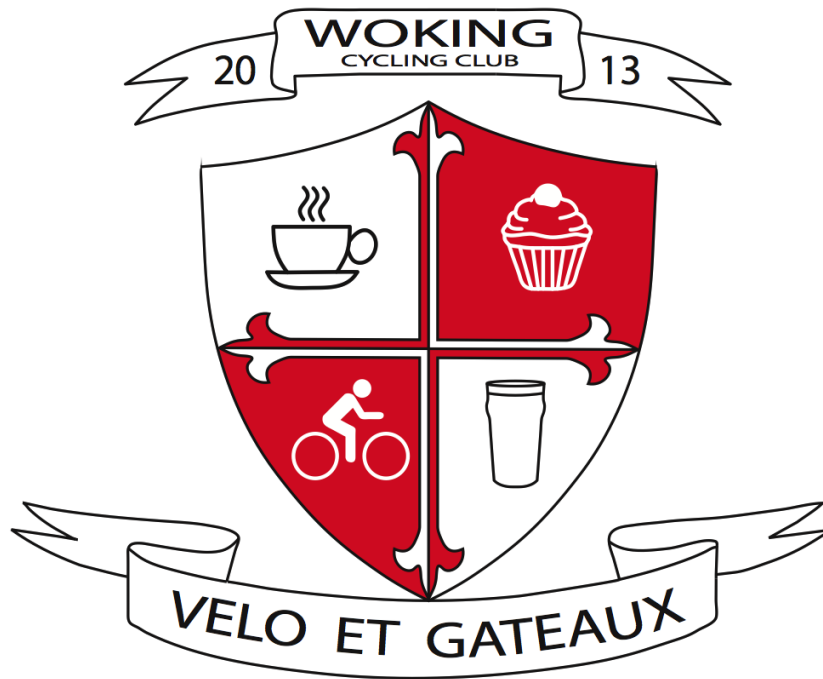


Woking Cycling Club



Constitution 2020

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1. CLUB CONSTITUTION

1. Name

The club shall be called Woking Cycling Club (“Woking CC”).

2. Purpose

The purpose of the club is to provide a safe and enjoyable cycling experience to locals in and around Woking, Surrey. As an inclusive club, the friendly and informal atmosphere is paramount to ensure maximum enjoyment and support for all members, regardless if they are recreational, intermediate or competing racers. Including:

- a. promoting recreational cycling in the Woking area
- b. promoting and hold, either alone or jointly with others, cycle races and events in accordance with the rules established by British Cycling;
- c. offering, giving or contributing towards prizes, medals, and awards for cycle races promoted and held by the Club
- d. applying for grants from appropriate entities for the development of the sport of cycling
- e. promoting, or assisting any other association or entity having objects similar to those of the Club; collecting and disseminating information on all matters relating to the sport of cycling, and exchanging such information with other bodies having similar objectives;
- f. raising funds by appeals and invite and receive contributions from any person or persons whatsoever by way of donations;
- g. co-operating with or affiliated to firstly any bodies regulating or organising 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;
- h. providing support and encouragement to the Go-Ride programme which operates as the youth section to Woking Cycling Club.

3. Club Colours

The club kit colours are based on a red/white jersey with black shorts.

4. Affiliation

The Club shall be affiliated to British Cycling, Cycling UK and Cycling Time Trials. The Club shall also be affiliated to any other organisation that the Committee deem to be for the benefit of the Club.

5. Membership

- a. 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.

- b. 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.
- c. 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 or removal may be made to an appointed panel consisting of club members.
- d. Riders under the age of 18 are required to have a parent or guardian accompanying them on Club rides.
- e. 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 would normally participate in the Go-Ride programme.

6. Life Membership

The honour of Life Membership will be awarded, after nomination to the Committee for approval and subsequently following approval at an Annual General Meeting. This very high honour is only awarded for long and exemplary service to the club.

7. Club Financial Year

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

8. Disciplining Members

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

- a. has acted in a manner detrimental to the Club or likely to bring the Club or sport of cycling into disrepute or
- b. 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.

9. The Committee

10.1 Powers and Role of Committee

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

- a. shall manage the affairs of the Club
- b. 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
- c. 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
- d. shall have power to create and wind up sub-committees as required
- e. shall have power to co-opt as many further members to the Committee as required.
- f. The Committee shall comply with the provisions of this Constitution, any ratified constitutional amendments, and rules ratified by the Members of the Club.
- g. The Committee shall hold no less than five meetings per year.
- h. The Committee will have due regard to the law on data protection, disability discrimination and child protection.

10.2 Property & Funds

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 Constitution.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event 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:

- a. Sell and supply food, drink and related sports clothing and equipment
- b. Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- c. Pay for reasonable hospitality for visiting teams and guests
- d. 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).

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

10.3 Composition of the Committee

- a. The Committee shall consist of at least three and not more than 15 members (including Officers).
- b. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- c. Any Committee member may be re-elected or re-co-opted without limit.
- d. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.
- e. Any Member of the Committee who is absent from three consecutive meetings without an explanation considered satisfactory by the Committee may be deemed to have relinquished membership of the Committee.

10.4 Committee meetings

- a. Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- b. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - (1) At least 2 members must be present for the meeting to be valid;
 - (2) Committee meetings shall be held face to face where practical;
 - (3) The Chair, or whoever else those present choose, shall chair meetings;
 - (4) Decisions shall be by simple majority of those voting;
 - (5) A resolution in writing signed by every Committee member shall be valid without a meeting;
 - (6) The chair of the meeting shall have casting vote.

10.5 Delegation

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The

Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

None of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

10. General Meetings

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

- a. Such meetings need 21 clear days' written notice to members.
- b. The quorum for all general meetings is 8 members present or 10% of the total membership whichever is greater.
- c. The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- d. 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.
- e. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

11. Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- a. The Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- b. The Treasurer will present accounts of the Club for the latest financial year;
- c. The Committee will present a report on the Club's activities since the previous AGM;
- d. The Members will appoint a suitable person to audit the accounts; and
- e. The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

12. Extraordinary General Meetings (EGM).

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 10 members signed by them. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

13. 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

14. Accounts and Banking

a. 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.

b. 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 payments shall be authorised by two of the designated signatories appointed from the Committee.

c. 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 in advance.

d. Disclosure

The club reports and statements of account must be made available for inspection by any member and any Committee member may inspect all club records.

15. Amendments

- a. These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 9 (b) has been followed) or winding up provisions.

- b. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

16. Winding Up the Club

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. 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 charity and/or
 - ii. To another Club with similar sports purposes which is a registered CASC and/or
 - iii. To the Club's national governing body for use by them for related community sports.

2. CLUB OFFICERS AND DUTIES

President:

To assist the committee with the managerial direction and general operation of the club where appropriate.

To represent or to be the public face of the club at public events. To confer awards within the club at celebratory events such as the Christmas party. These responsibilities can be delegated to the Chairperson as and when required.

Chairperson

The Chairperson ensures that the committee functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.

To monitor and propose changes to the Club's strategic direction through discussions, both formal and informal, with Club members and other interested parties.

To agree any changes in strategic direction with the Club committee before taking any resultant actions.

Promote the Club and its activities to a wider audience.

Chair the Annual General Meeting.

Treasurer:

To receive and keep an accurate account of all monies paid to the club.

To discharge the financial liabilities of the club as instructed by the committee

To present at the AGM an annual report and balance sheet detailing the financial dealings of the club for the year and the current status of the club's finances

General Secretary:

To convene and keep records of committee meetings

To attend to correspondence

To generally conduct the business of the club in accordance with the instructions of the committee

To report to the AGM the proceedings and current status of the club

Membership Secretary:

To compile and maintain a register of all members affiliated to the club

To communicate membership information to the Competition Secretary for the update of mailing lists and club competition files

Competition Secretary:

To co-ordinate the club's internal racing programme as instructed by the committee, and ensure the events are organised in accordance with the rules and regulations of the relevant National Governing Body

To submit any obligatory applications or notifications and deal with any ensuing correspondence

To report to the AGM the outcome of the year's racing programme

Ride Leader Organisers (Saturday & Sunday):

To recruit leaders for rides on a regular basis so as to avoid gaps in the runs list and try to get reserve leaders for when the group is too large.

To encourage and train inexperienced members to lead rides

To add interesting coffee stops and points of interest to club rides especially in the summer months e.g. hilly routes, longer routes, nonstop rides, new comer and try it rides

Communications and Publicity Secretary:

To provide a consistent outward facing presence of the club to the public and media. To maintain the club's website, Facebook Pages, Twitter Account and Mail Campaigns

Social Secretary:

To organise and publicise social events available for all members.

Go Ride Lead:

To develop younger membership by arranging coaching for younger members.

Mountain Bike Secretary:

Represents those members whose primary interest is mountain biking.

Promote and co-ordinate rides and general MTB activities within the club.

This version of the constitution was approved at The AGM on 23rd July 2020