

SOLIHULL CYCLING CLUB CONSTITUTION

Rules/Constitution of Solihull Cycling Club – April 2013

1 The club is called: Solihull Cycling Club

2 The Purposes of the Club

The purposes of the Club are to promote the amateur sport of cycling in Solihull and community participation in the same area.

3 Permitted means of advancing the purposes

The Committee has the power to:

- a** Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
- b** Provide coaching, training, medical treatment, and related social and other facilities
- c** Take out any insurance for club, employees, contractors, players, guests and third parties
- d** Raise funds by appeals, subscriptions, loans and charges
- e** Borrow money and give security for the same, and open bank accounts
- f** Buy, lease or license property and sell, let or otherwise dispose of the same
- g** Make grants and loans and give guarantees and provide other benefits
- h** Set aside or apply funds for special purposes or as reserves
- i** Deposit or invest funds in any lawful manner
- j** Employ and engage staff and others and provide services
- k** Co-operate with or affiliate 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
- l** Do all other things reasonably necessary to advance the purposes.

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

4 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 nondiscriminatory 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** Applications for membership shall be submitted on the prescribed form and shall be considered at the next available committee meeting.

5 All General Meetings

- a** All members may attend all general meetings of the Club in person.
- b** Such meetings need a minimum of seven clear days written notice to members.
- c** The quorum for all general meetings is 20 members present or 10% of the total membership whichever is greater.
- d** The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- e** 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.
- f** Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

6 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 produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 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.

7 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 40% members signed by them. Such an EGM shall be held with a minimum 7 days notice at a place decided upon by the Committee or in default by the Chair.

8 The Committee

A Role

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

B Property etc

- i.** 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.
- ii.** 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.

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

C Composition etc

- i. The Committee shall consist of at least five and not more than 24 members (including Officers).
- ii. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- iii. Any Committee member may be re-elected or re-co-opted without limit.
- iv. 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.

D 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:
 - a At least 5 members must be present for the meeting to be valid;
 - b Committee meetings shall be held face to face;
 - c The Chair, or whoever else those present choose shall chair meetings;
 - d Decisions shall be by simple majority of those voting;
 - e A resolution in writing signed by every Committee member shall be valid without a meeting;
 - f The chair of the meeting shall not have a casting vote.

E Delegation etc

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.

F Disclosure

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

9 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 the votes cast.

10 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 Clubs 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.

Additional Details

11 Annual Subscriptions

Shall be paid as follows: (A) By New Members (payment within the last two months of the financial year shall cover the following year). (B) By Existing Members on the due date each year. Where a Member becomes over two months in arrears on their Subscriptions the Committee has the discretion to cease membership. Those members renewing their subscriptions after this time will be required to pay the 'New Member' fee. Honorary Life Members are exempt from the Annual Subscription.

12 Committee Officials

The affairs of the Club shall be managed by a Committee, which shall consist of the President, Vice-Presidents, Chairman, Vice-Chairman, General Secretary, Treasurer, Magazine Editor, Welfare Officers, the Organising Secretaries for Membership, IT, Touring, Press, Racing, Social Activities, Youth Development Officer, Tudor Grange Circuit Manager, Club Coach and seven active first claim members of the club acting as a Management Committee. These Committee Members and Officers shall be elected each year at the Annual General Meeting. A Past-President, who has served a term of five years, shall automatically become a Vice-President of the Club.

The following positions are non Committee posts but are listed here for insurance purposes: Time Trials Secretary, Track Secretary, Vets Road Race Secretary, Cyclo Cross organiser, Club Run Leaders, Mountain Bike Secretary, Randonnee Secretary, Sportif Organiser, Semaine Federal organiser, Dinner organiser, Old Sols secretary, Club Coaches and British Cycling delegates.

13 Committee Absence

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.

14 Voting Conditions

Member voting on any motion or amendment that is raised at an Annual or Extraordinary General Meeting must be a first claim Member of the Club. Postal votes will be accepted at any General Meeting, provided that they bear the Member's name and signature.

15 Events

Event organiser's must submit a detailed account of Income and Expenditure, relating to their event, to the treasurer no later than 28 days after the event concludes.

16 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.

17 Third Party Insurance

Each member, except for "Social Only" members, must, at all times, have valid third party insurance. This must be provided by either British Cycling or the Cyclists Touring Club, both of which are affiliated to Solihull CC, except that it can be under another insurance policy which, by ordinary resolution, has been approved by the Club Committee.

18 Financial Year

The Club's financial year shall run from 1st January to 31st December.

19 Annual General Meeting

Prior notice of the Annual General Meeting (AGM) will be circulated to members at least one month before the planned date, together with a request for any nominations for office and for items for inclusion in the Agenda. The Agenda for the AGM, together with Annual Reports, Balance Sheet and Statements of Account, shall be circulated at least seven clear days before the meeting.

Constitution adopted.

At a meeting held at:

On:

Name:

Signed:

Signature:

Witnessed by:

Name:

Signature:

Occupation:

Witness Address:

Amended, 5 April 2013 [Para 4c].

Postcode: