***Harps Cycling Club***

***Constitution***

***(revised edition 2023)***

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*The Club will be called ‘Harps C.C’ and will be affiliated to Cycling Ulster and Cycling Ireland.*

**Aims and Objectives**

The aims and objectives of the club will be:

* To promote participation in all cycling disciplines within the Cookstown area.
* To provide coaching and competitive opportunities for all those interested in cycling.
* To ensure a duty of care to all members of the club.
* To provide all its services in a way that is fair to everyone.

**Membership**

Membership of Harps Cycling 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, except as a necessary consequence of the requirements of Cycling.

Harps Cycling Club have different classes of membership and subscription on a non-discriminatory and fair basis.

Members will be enrolled in one of the following categories:

* Full member; Racing etc.
* Associate member / Cycling support
* Junior member
* Life member / Honorary member
* Youth member
* Leisure member; non racing
* Seniors/OAPs
* Active Member is an optional membership where the member voluntarily pays a minimum of £25 a month by direct debit to club account £5 of which goes to club funds. The remaining balance is credited to the members account and can be drawn down to pay for whatever they choose eg. Club fees C.I. licence club kit etc.

The money can be withdrawn at any time by notifying the club treasurer

Alternatively those members who wish to take advantage of the scheme but prefer not to set up a direct debit can do so by paying an annual subscription of £60 All details are available from Club Treasurer and Assistant Treasurer

As the Club is affiliated to Cycling Ireland all members are required to obtain the most appropriate Cycling Ireland membership.

Harps Cycling Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for a 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 the Chairperson via email or writing.

**Membership Fees**

Membership fees will be proposed annually by the committee and will be determined at the Annual General Meeting (AGM) or as soon as possible after that date.

Fees will be paid annually by the January 14th. Any outstanding fees after this date will not qualify for club subsidy.

**Club Officers**

The officers of the club will be:

* #Chairperson
* Vice chair person
* #Secretary
* Assistant secretary
* #Treasurer
* Assistant treasurer
* Social Media Manager
* #Safeguarding officer
* Event officer

Officers will be elected annually at the AGM.

All officers will retire each year but will be eligible for re-appointment.

**Finance**

* All club monies will be banked in an account held in the name of the club.
* The Club Treasurer will be responsible for the finances of the club.
* The financial year of the club will end on the 31st October.
* An audited statement of annual accounts will be presented by the Treasurer at the AGM.
* Any expenditure drawn against club funds should be authorised by the Treasurer plus 1 other officer. This may take the form of co- signed cheques or if processed electronically a confirmation e mail from a second club officer**.**

**Management Committee**

The club will be managed through the Management Committee consisting of:

* All club officers and anyone voted onto the committee at the AGM. Only these posts will have the right to vote at meetings of the Management Committee.
* The Management Committee will be convened by the Secretary of the club and hold no less than 6 meetings per year.
* The quorum required for business to be agreed at Management Committee meetings will be by majority decision.
* The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

**Annual General Meetings**

* Notice of AGM’s will be given by the Club Secretary. No less than 14 days’ notice to be given to all members.
* The AGM will receive a report from chairperson/treasurer/secretary of the Committee and a statement of the audited accounts.
* Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.
* The quorum for AGM’s will be 15% off membership.
* The Committee has the right to call Extraordinary General Meetings (EGM’s) outside the AGM. Procedures for EGM’s will be the same as for the AGM.

**Safeguarding Children and Vulnerable Adults**

Harps C.C is fully committed to safeguarding the wellbeing of its members. Every individual in the club should, at all times, show respect and understanding for the rights, safety and welfare of all its members and the general public. Members should conduct themselves in a way that reflects the principles of fair play and sport for all and conforms to the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children’s Sport.

**Equity Policy**

* Harps C.C respects the rights, dignity and worth of all members and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
* The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
* All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
* The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

**Discipline and Appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in according with the club’s safeguarding children and young people policy and procedures.

The club safeguarding officer is the lead contact for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the secretary or chairperson (either via letter or email).

The committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of the disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 3 days of the hearing.

There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the secretary receiving the appeal.

**Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership present at the meeting.

In the event of dissolution, the outgoing management committee will determine how best to dispose of any remaining assets.

**Amendments to the Constitution**

If accepted by the membership as the revised constitution of the Harps C.C, the constitution will only be changed through agreement by majority vote at an AGM or EGM.

The constitution should be reviewed every 5 years so that it remains relevant to all new and existing members.