



## **Langport Cycle Club Constitution**

### **1 Langport Cycle Club**

The club will be called Langport Cycle Club (hereinafter referred to as the Club) and may also be known as LCC. Langport Cycle Club is affiliated to Cycling UK.

### **2 Aims and Objectives**

The aims and objectives of the Club will be:

- To promote cycling as a social leisure activity within the local community
- 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

### **3 Membership and Participation**

- (a) Membership of the Club is open to anyone over the age of 18 interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for participation in any Club event or team, unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.
- (c) All members will be subject to the terms of the constitution and, by joining the Club, will be deemed to accept these terms and any policies and codes of conduct that the Club has adopted.
- (d) Members will pay membership fees, as determined at the Annual General Meeting (AGM).
- (e) Non-members may be permitted to ride in LCC-organised events subject to the ride leader's approval:
  - Trial member (up to 3 group rides)
  - Cycling UK members visiting the area temporarily
  - Younger cyclists, under the supervision of a parent/guardian, who must have signed a disclaimer for club liability.

### **4 Culture and Inclusivity**

- (a) This Club is committed to enabling anyone who joins to take part in cycling as an active and social leisure activity. To achieve this the Club aims to offer a variety of

different rides and events to cater for a wide range of abilities and interests, within the scope of the leadership and organisational resources available.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will consider any incidences of discriminatory behaviour seriously and deal with them according to club disciplinary procedures.

## **5 Committee**

- (a) The affairs of the Club shall be conducted by a Core Committee which shall consist of the Chair, Treasurer, Secretary, who shall be elected at the AGM.
- (b) Additional roles may be added as needed, again by election at the AGM. They, together with the Core Committee will form the Club Committee
- (c) All committee members must be members of the Club and will have a vote at committee meetings.
- (d) If required, the Club Committee shall elect a Vice-Chair from among its members.
- (e) The term of office shall be for one year, and members shall be eligible for re-election.
- (f) If the post of any Club Committee member should fall vacant during the year following such an election, the Core Committee shall have the power to fill the vacancy until the next AGM.
- (g) The Club Committee will be responsible for developing and maintaining policies, codes of practice and rules that affect the organisation of the Club.
- (h) The Club Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (i) The Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules/codes of conduct/constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (j) Committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.

## **6 Finances**

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year will run from 1st April and end on 31st March.
- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) A statement of annual accounts will be presented by the Treasurer at the AGM.
- (e) Evidence of an internal financial review of annual accounts will be presented by the Treasurer at the AGM.
- (f) The Club Committee can approve expenditure, without reference to the members, up to the limit set each year at an AGM or an Extraordinary General Meeting (EGM).
- (g) Any payments drawn against Club funds should hold the signature of the Treasurer or, in his absence, one of two other nominated officers.
- (g) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (h) The Club may adopt a number of commercial sponsors on the basis of providing them with advertising space on club kit in return for a financial donation. The act of sponsorship provides no influence in the running of the Club or its activities.

## **7 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs. Voting is solely via a show of hands of those present at the meeting.
- (b) The Club shall hold the AGM in the month of April to:
  - Approve the minutes of the previous year's AGM.
  - Receive a report from the Chairman.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Elect the officers onto the Club Committee for the coming year.
  - Agree the membership fee and the expenditure limit for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club Secretary with at least 28 days' notice given to all members.
- (d) Nominations for committee officers and requests for any other items to be included on the agenda should be sent to the Secretary 7 days prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.

- (g) The quorum for AGMs will be 25% when the membership is below 80, otherwise it shall be 20 members.
- (h) The Chairman shall hold a deliberative as well as a casting vote at committee and general meetings.
- (i) An EGM shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Club Committee members. All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the Constitution**

The constitution will only be changed following a majority vote at an AGM or EGM.

## **9 Discipline and Appeals**

- (a) Any complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Secretary will organise a Panel of 3 Club Committee members to deal with a complaint.
- (b) The Panel will meet to hear complaints as soon as possible after a complaint has been lodged. The Panel 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 a right of appeal to the Club Committee following disciplinary action being announced. The Club Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

## **10 Data Protection and Privacy**

- (a) The Club is committed to protecting members' personal data in accordance with the UK General Data Protection Regulation (UK GDPR).
- (b) Personal data collected and processed by the Club will be used solely for Club administration, communication, and activities, and will be stored securely.
- (c) The Club may use third-party platforms, such as Spond, for managing membership and communicating with members. The Club Committee is responsible for ensuring that such platforms are compliant with UK data protection laws, including the UK GDPR.
- (d) By becoming a member of the Club, individuals consent to their personal data being collected, stored, and used by the Club, and its approved third-party services, for the purposes of membership and club activities.
- (e) Members have the right to access, modify, or request deletion of their personal data at any time by contacting the Club Secretary, or the designated Spond Lead.

## 11 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM following a vote resulting in a 2/3rds majority in favour.
- (b) In the event of dissolution, any debts should be cleared with Club funds. Any financial assets of the Club that remain will be equally distributed between members.

## 12 Declaration

*Langport Cycle Club* hereby adopts and accepts this constitution as a current operating guide informing the actions of members.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	