



## **Somerset Road Club Constitution**

### **1. Name**

The club will be called Somerset Road Club (hereinafter will be referred to as the Club) and will be affiliated to British Cycling and Cycling Time Trials. Other affiliations will be agreed by the Management Committee where appropriate.

### **2. Aims and objectives**

The aims and objectives of the Club will be:

- To offer competitive opportunities in cycling
- To promote the sport of cycling
- To promote cycling as a pastime
- To provide all its services in a way that is fair to everyone
- To ensure a duty of care to all members of the club

### **3. Membership**

- (a) Membership of the Club is open to anyone interested in promoting, volunteering or participating in the sport of cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- (c) The membership shall consist of the following categories:
  - Youth (under 18 years on the 1<sup>st</sup> January)
  - Adult (18 to 65 years)
  - Over 65 (65+ years)
  - Second Claim
  - Full-time Student
  - Family
  - Honorary Membership

#### **4. Membership fees**

- (a) Membership fees will be set annually and determined at the Annual General Meeting.
- (b) Fees will be paid by annual subscription due on the 1<sup>st</sup> January. Members joining on or after the 1<sup>st</sup> October in any year shall have full privileges of membership for the succeeding year for one year's subscription.
- (c) Free Honorary Membership may be conferred at the discretion of any two of the Chair, Club Secretary and Membership Secretary,
- (d) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Management Committee.

#### **5. Officers of the Club**

- (a) The officers of the Management Committee will be:
  - Chair
  - Vice Chair
  - Honorary President
  - Treasurer
  - Club Secretary (main contact with British Cycling)
- (b) The officers of the General Committee will be:
  - Membership Secretary
  - Time Trial Officer
  - Road / Circuit Race Officer
  - Publicity / Media Officer
  - Clothing Officer
  - Social Officer (Awards Evening)
  - Women's Representative
  - Cyclo Cross Officer
  - MTB Officer
  - Welfare Officer
  - any other relevant position
- (c) Officers will be elected annually at the Annual General Meeting.
- (d) If the post of any officer should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

## **6. Management**

- (a) The affairs of the Club will be managed through the Management Committee consisting of Chair, Vice Chair, Honorary President, Treasurer and Club Secretary. Only these posts will have the right to vote at meetings of the Committee.
- (b) Committee Meetings, comprising of Management and General Committee members, will be convened by the Club Secretary and be held no less than two times per year. The quorum required for business to be agreed by the Management Committee will be three.
- (c) The Chair of the Club shall hold a deliberative as well as a casting vote at general and Management Committee meetings.
- (d) The Management Committee will be responsible for adopting new policy, codes of practise and rules that affect the organisation of the Club.
- (e) The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- (f) 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.

## **7. Finances**

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1<sup>st</sup> January to 31<sup>st</sup> December.
- (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 Annual General Meeting. An independent person approved by the Management Committee shall carry out an Examination of the accounts before being presented.
- (e) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **8. 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.
- (b) The Club shall hold the Annual General Meeting (AGM) in the months of January or February to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Membership Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Elect the officers on the committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the Annual General Meeting (AGM) will be given by the Club Secretary with at least 21 clear days' notice to be given to all members.

- (d) Nominations for officers of the Management Committee and other officers of the Club will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the Club Secretary prior to the AGM or EGM, who shall circulate them at least 7 days before an AGM or EGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 10%.
- (h) The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Amendments to the constitution**

- (a) The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **10. Discipline and appeals**

- (a) All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- (b) The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee 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 the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 10 days of the Club Secretary receiving the appeal.

## **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 dissolution, all debts should be cleared with any club funds. Any assets of the Club that remain will become the property of a similar local cycling club as voted on by the Management Committee.

## 12. Declaration

Somerset Road Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Adrian Reynolds	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	9 <sup>th</sup> March 2018

<b>Name</b>	Andrew Wellings	<b>Position</b>	Club Secretary
<b>Sign</b>		<b>Date</b>	9 <sup>th</sup> March 2018