

## **DARLINGTON CYCLING CLUB**

### **CONSTITUTION 2017**

#### 1. TITLE

- 1.1 The club shall be known as Darlington Cycling Club and shall be affiliated to British Cycling, Cycling Time Trials and Cycling UK.

#### 2. OBJECTIVES

- 2.1 The objectives of the club shall be to foster and promote the sport of cycling in all disciplines throughout the North East of England at all levels, providing opportunities for both recreation and competition, and to promote the physical and psychological benefits of cycling.

#### 3. MEMBERSHIP

- 3.1 Membership of the club shall be open to anyone interested in the sport of cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 A prospective member must be proposed by two senior members, complete the club's application form, pay his/her subscription, have third party cycling insurance cover and be approved by the members at a general meeting. The club's committee has the power to terminate a member's membership.
- 3.3 In withholding such approval or in exercising such power to terminate, the members or (as the case may be) the committee shall not act in a discriminatory way but shall have regard to the best interests of the sport of cycling and the conduct of the club. An appeal against a refusal or termination of membership may be made to the committee.
- 3.4 The club's membership comprises junior members (aged 17 or under) and senior members (aged 18 or over). Persons aged 80 or over at the time of membership renewal or approval shall be honorary members. All members are entitled to use and enjoy, in common with all other members, all the facilities of the club and to attend and (with the exception of junior members who may not vote) vote at general meetings of the members (each member present has one vote).
- 3.5 The club's membership year is the calendar year and the annual subscription payable by respectively junior members and (with the exception of honorary members who pay no subscription) senior members shall be as fixed from time to time by the committee. At the discretion of the committee, annual subscriptions may be discounted for members joining during the year and also in the case of those members who pay their renewal subscription prior to the start of the membership year. A member's membership automatically terminates if his/her annual subscription has not been paid by 31<sup>st</sup> January.
- 3.6 A member may only be a first claim member of one club/team. If he/she is a first claim member of the club, then he/she must enter all open and club events in the name of the club. A member who is a first claim member for another club/team must promptly inform the club's membership secretary of that fact and will be a second claim member of the club and ineligible for club awards.

#### 4. COMMITTEE

- 4.1 The committee shall be responsible for the management of the club, and its club runs, competitions, funds, property and affairs and for appointing two club delegates to attend Cycling Time Trials' district meetings.
- 4.2 The committee shall comprise:
  - 4.2.1 the chair, whose specific duties shall be the convening of committee meetings and the chairing of meetings of the committee and general meetings of the members;
  - 4.2.2 the treasurer, whose specific duties shall be the keeping of an accurate account of the club's finances (to be available for inspection by the members at reasonable times and on reasonable notice), arranging for the auditing of the club's accounts, together with the chair being a joint signatory on all cheques and dealing with club payments to third parties;
  - 4.2.3 the secretary, whose duties shall be of an administrative nature but shall include ensuring that minutes of general meetings are provided to the members via email (subject to the member having supplied his/her email address to the club) and the club's social media sites (the positions of the treasurer and the secretary may be combined);
  - 4.2.4 the membership secretary, whose specific duties are the processing of membership applications, the keeping of an accurate record of members and (where required) the arranging of insurance for members;
  - 4.2.5 the welfare officer, whose specific duties shall be to keep up to date on legislation and the requirements of the organisations to which the Club is affiliated, in order to provide advice and guidance on safeguarding and welfare issues and to develop and promote best practice by the Club such that the Club fulfils its duty of care to members and individuals who take part in Club activities;
  - 4.2.6 the race officer, whose specific duties shall be to keep up to date on competitive cycling rules from time to time applicable to the Club or members and to encourage members to take part in competitive cycling;
  - 4.2.7 the ride leader co-ordinator, whose specific duties shall be, in each case in consultation with the committee, drawing up and updating the guidelines and procedures for Club ride leaders, implementing those guidelines and procedures, vetting prospective Club ride leaders and arranging their initial and ongoing training and notifying Cycling UK of Club ride leaders;
  - 4.2.8 two other senior members of the Club.
- 4.3 Only senior members may sit on the committee, which shall meet not less than twice each calendar year. Its decisions shall be by simple majority vote, with the chair having a casting vote.
- 4.4 The committee shall have the power to co-opt any member willing to act to provide advice, either generally or in relation to a specific matter. A co-opted member shall not however thereby become a member of the committee and shall not be entitled to vote at meetings of the committee and his/her co-option, if not already terminated, shall in any event terminate at the end of the next annual general meeting.

- 4.5 The chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the ride leader co-ordinator and the two other senior members to be appointed as committee members shall be elected at the annual general meeting of the members and shall hold office until the end of the next annual general meeting and may be re-elected (to the same or a different office) at that meeting.
- 4.6 A committee member's membership of the committee shall be automatically terminated if he/she ceases to be a member of the club, or resigns by giving notice, or is removed by resolution of the other committee members or the members at a general meeting. The procedural requirements for removal by the members shall be as reasonably determined from time to time by the committee.

## 5 GENERAL MEETINGS

- 5.1 A general meeting of the members shall be held on the first or (in the case of a bank holiday) second Monday of the month at the usual venue in Darlington town centre, commencing at 7.30 pm. Except in the case of an annual general meeting, notice to members of general meetings need not be given.
- 5.2 The principal purpose of general meetings is first to receive from the committee members present at the meeting a report on the activities of the committee since the previous general meeting and secondly to allow members to discuss matters relevant to the club or the sport of cycling. In addition, members may vote on those matters reserved to them by this constitution or on business put to the meeting for their vote by the committee members present at the meeting.
- 5.3 In the absence of the chair, general meetings shall be chaired by the treasurer or, in his/her absence, by another committee member. In order to transact business at general meetings, there must be present at least two members of the committee and seven other senior members. Save in the case of a resolution to amend this constitution or for the dissolution of the club, voting at general meetings shall be by simple majority vote (with the person chairing the meeting having a casting vote).
- 5.4 The committee shall be responsible for designating either the September or the October general meeting as the annual general meeting of the members of the club and for giving not less than four weeks' notice of that meeting to the members via email (subject to the member having supplied his/her email address to the club) and the club's social media sites.
- 5.5 The business of the annual general meeting shall be:
- 5.5.1 to confirm the minutes of the previous annual general meeting;
  - 5.5.2 to receive the audited accounts for the previous calendar year from the treasurer;
  - 5.5.3 to receive the annual report of the committee from the secretary;
  - 5.5.4 to receive the annual membership report from the membership secretary;
  - 5.5.5 to receive the annual club runs' report from the chair;
  - 5.5.6 to receive the welfare officer's report;
  - 5.5.7 to receive the race officer's report;
  - 5.5.8 to receive the ride leader co-ordinator's report;
  - 5.5.9 to elect an independent auditor (who must not be a cheque signatory);

5.5.10 to appoint the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the ride leader co-ordinator and the two other senior members to be appointed as committee members;

5.5.11 to transact any other business requested by any senior member by notice to the secretary not less than one week prior to the meeting. Notice of any such business shall be given to the members prior to the meeting in the manner required for notice of an annual general meeting.

5.6 If a senior member wishes to be appointed as the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the ride leader co-ordinator or as one of the two other senior members to be appointed as committee members, his/her nomination (as seconded by another senior member) must be given to the secretary not less than two weeks prior to the annual general meeting. Notice of all such nominations shall be given to the members prior to the meeting in the manner required for notice of an annual general meeting.

5.7 If any casual vacancy occurs in the committee (to include the first appointment of the race officer, the ride leader co-ordinator and the two other senior members to be appointed as committee members), the members may at a general meeting resolve to fill that vacancy and in relation to this the procedural requirements set out above for the appointment of the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the ride leader co-ordinator and the two other senior members to be appointed as committee members shall be followed.

## 6 ALTERATIONS TO THIS CONSTITUTION

6.1 Any two or more senior members may at any time give notice to the secretary of their wish that a general meeting of the members consider and, if thought fit, pass a resolution to amend the constitution in the manner set out in their notice. The secretary shall ensure that not less than four weeks' notice of the resolution is given to members in the manner required for notice of an annual general meeting and the resolution shall then be considered at the next following general meeting.

6.2 In order to be passed, not less than two thirds of the senior members attending and voting at the meeting must vote in favour of the resolution.

## 7 DISSOLUTION

7.1 Any two or more senior members may at any time give notice to the secretary of their wish that a general meeting of the members consider and, if thought fit, pass a resolution that the club be dissolved. The secretary shall ensure that no less than four weeks' notice of the resolution is given to members in the manner required for notice of an annual general meeting and the resolution shall then be considered at the next following general meeting.

7.2 In order to be passed, no less than two thirds of the senior members attending and voting at the meeting must vote in favour of the resolution.

7.3 Following the passing of a resolution for the dissolution of the club, the committee shall proceed to realise the assets of the club and to discharge all its debts and liabilities (any remaining assets shall not be paid or distributed amongst the members, but shall be given to a local charity or other voluntary organisation having objectives similar to those of the club).