



## **Constitution – Worthing Excelsior Cycling Club**

### **1 Name of Club**

The club will be called Worthing Excelsior Cycling Club and its colours will be light and dark blue. The club may be affiliated to any body or organisation which the Committee deems to be appropriate including Cycling Time Trials, British Cycling and Cycling UK.

### **2 Aims and Objectives**

The aims and objectives of the club will be:

- To offer competitive and non competitive opportunities in the sport of cycling
- To promote the club and cycling generally within the local community
- To ensure a duty of care to all members of the club
- To provide all its activities in a way that is fair to everyone
- To promote safe and considerate riding by its members and guests

### **3 Membership**

(a) Membership of the club is open to anyone interested in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

#### Full

- Senior
- Life (members with 21 years continuous membership or a total of 25 years interrupted membership. Will receive a long service award but will continue to pay an annual subscription).
- Junior (under 18 at time of joining or renewing)
- Juvenile (under 16 at time of joining or renewing)
- Family (Up to two adults and any number of under 18's living in the same household)

#### Other

- Social (Generally non riders or those who no longer ride)

- 2<sup>nd</sup> Claim (Those who ride or race primarily with another club)
  - Honorary (May be proposed by any member for outstanding contribution to the club. The Committee will decide whether to accept any nomination.
- (c) All members will be subject to the regulations of the Constitution and by joining the club will be deemed to have accepted these regulations and any rules that the club has adopted. The Committee may refuse or remove membership if there is good cause, such as conduct or character likely to bring the club or sport into disrepute.
- (d) Prospective members must complete an application for approval at the next Committee Meeting. A consent form, signed by a parent or guardian, should accompany any application by a person under the age of 18.
- (e) Members in each category will pay a yearly membership fee as determined at the Annual General Meeting. Committee members can be exempt from paying membership as recognition of the duties they undertake. This will apply from the commencement to the cessation of their term of office. Honorary and original Life members are exempt from paying membership fees.
- (f) Membership will run from the 1<sup>st</sup> March each year and if not renewed by 1<sup>st</sup> April will automatically cease.
- (g) The subscription of any member joining after 1<sup>st</sup> November in any year will cover membership for the following year.
- (h) Individuals shall not be eligible to take part in the business of the club, vote at general meetings or be eligible to represent the club unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.

#### **4 Committee**

- (a) The affairs of the club shall be governed by a Committee who shall be elected at the Annual General Meeting and which will consist of the following;

President, Chairperson, General Secretary, Treasurer, Membership Secretary, Social Secretary, Evening 10's Secretary, Club Events Secretary, Road and Track Secretary, Runs and Touring Secretary, Press Secretary, Safeguarding Officer, Web Master, Competitions Secretary plus up to two members to represent the membership of the club.

Except for the positions of General Secretary and Treasurer a member may hold more than one office.

- (b) The term of office shall be for one year and members shall be eligible for re-election.

- (c) If the post of any committee member should remain vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (d) The Committee will be responsible inter alia for adopting new policy, codes of practice and rules.
- (e) The Committee will have powers to appoint any advisers or establish sub-committees as necessary to ensure the proper running of the club.
- (f) The Committee will be responsible for disciplinary hearings of members who infringe the club rules or Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (g) Committee meetings will be convened by the General Secretary of the club
- (h) The quorum required for business to be agreed at Committee meetings will be five.
- (i) Each elected Committee member present will have the right to vote at a Committee meeting. If they hold two roles they will only have a single vote. The Chairperson will hold the casting vote.
- (j) The Club will indemnify the Committee and any members acting properly in the course of the running of the Club against any liability incurred during the proper running of the Club but only to the extent of its assets.

## **5 Finances**

- (a) The 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 until the 31<sup>st</sup> December
- (b) All club monies will be banked in an account held in the name of the club.
- (c) Any property purchased with club funds shall be held on trust on behalf of its members by nominated Trustee's.
- (d) Annual accounts will be presented by the Treasurer at the Annual General Meeting and will be audited by a person approved by the Committee.
- (e) Any payments made against club funds should be authorised by two Committee members, one of whom will ordinarily be the Treasurer.
- (f) The Club's funds and assets shall only be used in accordance with the aims and objectives of the club and may not be used for any private purpose by any member including those elected to the Committee.

- (g) Members may be remunerated for any reasonable goods or services supplied for the purposes of running the club at the discretion of the Committee. Approval will be recorded in the relevant Committee meeting minutes.
- (h) All members of the club shall be jointly and severally responsible for the financial liabilities of the club.

## **6 Annual General Meetings and Special General Meetings**

- (a) General Meetings are the means whereby the members of the club can exercise their democratic rights in conducting the club's affairs.
- (b) The club shall hold the Annual General Meeting (AGM) during the month of February each year to:
  - Approve the Minutes of the previous year's AGM.
  - Receive reports from the Secretary and the Treasurer and approve the Annual Accounts.
  - Elect the Officers of the Committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with any other relevant business.
- (c) The General Secretary will give members at least fourteen days written notice of the AGM.
- (d) Any Full member may stand for election to the Committee. Nominations should be proposed and seconded in writing to the General Secretary prior to the AGM. Such nominations will take precedence over nominations from the floor of the meeting.
- (e) Any proposed changes to the Constitution or Club rules should be sent to the General Secretary at least 7 days prior to the AGM so that they can be circulated to the membership before the meeting.
- (f) All Full members who are present have the right to vote at a General Meeting. If they are unable to attend in person they may also submit their vote by post or email on any published proposition to the General Secretary prior to the relevant meeting.
- (g) Any vote taken at a General Meeting will be decided by a simple majority. The Chairman shall hold the casting vote in the event of a tie.
- (h) A Special General Meeting (SGM) to discuss a specified proposition may only be called either by a resolution of the Committee or by a requisition in writing to the General Secretary supported by at least seven members of the Club. No less than fourteen days notice must be given to all members prior to such a meeting.

## **7 Amendments to the Constitution**

The Constitution may only be changed by a majority vote at an AGM or SGM.

## **8 Discipline and appeals**

- (a) All concerns, allegations or reports of bad practice or abuse relating to the welfare of children, young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with British Cycling's child protection policy and procedures. The Safeguarding Officer is the lead contact for all members in the event of any concerns in relation to the above.
- (b) All complaints regarding the conduct or behaviour of members should be submitted in writing to the General Secretary.
- (c) A panel comprised of between 3 and 5 Committee members will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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.
- (e) There will be the right of appeal to the Committee following notification of disciplinary action. A panel comprised of between 3 to 5 Committee members (and who will be different from those who made the original judgement) should consider the appeal within 28 days of the General Secretary receiving the appeal.

## **9 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or SGM through a majority vote of the membership present.
- (b) In the event of dissolution all debts will be cleared using club funds. Any assets of the club that remain following this will be passed to any organisation or group that is agreed upon at the time of dissolution but is not limited to any sole organisation or group

## **10 Declaration**

Worthing Excelsior Cycling Club hereby adopts and accepts this constitution at a meeting held on **21<sup>st</sup> February 2023**

Signed - *Ian Thomas*

Position - General Secretary