



## Club Constitution

### 1 - Name

- A - The club will be called Holme Valley Wheelers.
- B - The club will be affiliated to the British Cycling Federation and other bodies at the discretion of the Annual General Meeting.

### 2 - Aims and Objectives

The aims and objectives of the club will be:

- A - To offer coaching and competitive opportunities in Cycling.
- B - To provide facilities for and promote community participation in the sport of cycling.
- C - To manage the Club Facilities.
- D - To ensure a duty of care to all members of the club.
- E - To provide all its services in a way that is fair to everyone.
- F - To ensure that all present and future members receive fair and equal treatment.

### 3 - Membership

- A - Membership will consist of officers and members of the club.
- 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 conduct that the club has adopted.
- C - Members will be enrolled in one of the following categories:
  - a) Full member
  - b) Associate member
  - c) Under 18 member
  - d) Life member
  - e) Juvenile under 16.
- D - Membership of the club shall be open to all persons irrespective of ethnicity, Nationality, sexual orientation, religion or beliefs, or age, sex, or disability. Except as necessary consequence of the requirements of cycling as a particular sport.
- E - Only full, Under 18 and Life members can ride in the club name in open events, and qualify for club championships. Associate members may take part in all social events and club races but not qualify for handicap awards. Associates cannot hold office or win trophies.
- F - All members shall have 3rd party liability insurance such as that provided by British cycling or The Cyclists Touring Club.
- G - The British Cycling/Cycling Time Trials definitions of Junior and Youth shall be adopted.
- H - Any member wishing to resign shall give notice in writing to the club secretary.

#### 4 - Membership Fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. This will be held on 1st Tuesday in February each year.

Fees will be paid by 1 January. All members not having renewed their membership by 31 March will be deemed to have resigned.

Annual Subscription

Full Member - £12

Unwaged and Under 18s - £5

Life membership to be awarded at the discretion of the AGM. Juvenile dependants to be included in Adult Full membership.

#### 5 - Officers of the Club

The officers of the club will be:

Chairman - To be elected monthly by the members present at each open meeting.

General Secretary, Treasurer, British Cycling Representative, CTT Representative, Press Officer, Webmaster, Racing Secretary [CTT], Racing Secretary [BC]. SEE OFFICIALS PAGE FOR ELECTED OFFICERS.

#### 6 - Club Management

A - The club will be managed through a meeting of members at which a Chairman will be elected from those present.

B - All Full, Life and Junior members are eligible to vote at monthly open meetings.

C - The club will meet at 8pm on the 1st Tuesday of each month throughout the year at a venue to be arranged at the previous meeting.

D - The monthly open meeting will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

E - The monthly open meeting will have powers to appoint subcommittees as necessary and appoint advisers to the club as necessary to fulfill its business.

F - The open monthly meeting will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution.

G - The Club may refuse membership or expel from membership only for good AND/OR sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against such a decision may be made to the clubs members and decided by majority vote.

#### 7 - Finance

A - All club monies will be banked in an account held in the name of the club.

B - The income and property of the club shall be applied solely towards promoting the clubs objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to members of the club.

C - The Club Treasurer will be responsible for the finances of the club.

D - The financial year of the club will end on 31 December.

E - An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

F - Any cheque drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8 - Annual General Meetings

- A - Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.
- B - The AGM will receive a report from officers of the club and a statement of the audited accounts.
- C - Nominations for officers of the club will be sent to the Secretary prior to the AGM.
- D - Election of officers is to take place at the AGM.
- E - All members have the right to vote at the AGM.
- F - The quorum for AGMs will be 10 members or 25% of the membership, whichever shall be least.
- G - An Extraordinary General Meeting (EGM) outside the AGM may be called by Procedures for EGMs will be the same as for the AGM.
- H - Decisions taken at open monthly meetings shall not over rule those taken at AGMs or EGMs.

## 9 - Discipline and Appeals

- A - All complaints regarding the behavior of members should be submitted in writing to the Secretary.
- B - The complaint will be heard at the next open monthly meeting. The open monthly meeting 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 open monthly meeting following disciplinary action being announced. The appellant must notify the secretary in writing within 21 days of notification of the outcome of the disciplinary hearing.
- E - The appeal will be held at the open monthly meeting following receipt of notice of appeal.

## 10 - 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 the dissolution of the club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies.

A registered charitable organisation/s

Another club which is registered CASC

The sports national governing body for use by them for related community sports.

## 11 - Amendments to the constitution

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

## 12 - Declaration

Holme Valley Wheelers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.