

# Club Constitution

Reviewed – April 2018

## 1. Club name

a. The name of the Club shall be “Salt and Sham Cycle Club” and will be affiliated to British Cycling or any other organisation which supports the sport of cycling, and will abide by the rules of these bodies.

## 2. Object

The object of the Club shall be to promote the sport of cycling in the South Gloucestershire, Bath and North East Somerset and Bristol area. The Club ethos will be to extend a welcome to cyclists of all standards and to be open and inclusive. The Club will adopt best practice in fairness, equal opportunities and equity in all its activities.

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive cycling, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Copies of the various Policies and Procedures listed below, will be held on the club website.

- Equality Policy
- Dealing with Emergencies, Accidents or Incidents
- Health and Safety Policy
- Social Media Policy
- Club Ride Policy

## 3. Management

a. The affairs of the club shall be conducted by a committee numbering not less than four and not more than 15.

b. The committee shall meet not less than six times a year, and the presence of 4 members shall be necessary to form a quorum.

c. The committee shall be elected at the Annual General Meeting and shall include a Chairman, Vice Chairman, Club Secretary, Membership Secretary and Treasurer.

d. The committee shall have the power to fill any vacancies that occur amongst committee members until the next Annual General Meeting.

e. The committee shall have the power to co-opt extra members as required, such members to be without voting rights.

f. Should any candidate poll more than 50 per cent of the votes in the ballot to form the committee then he/she shall be elected. If not, then the two candidates with the most votes will go forward to a second ballot and the candidate with the most votes in this ballot shall be elected.

g. All members of the committee who wish to stand for the forthcoming year have to be re-nominated individually.

h. The committee will elect a Welfare Officer who will act in accordance with British Cycling policy to deal with issues of welfare raised by club members

#### 4. Membership

a. Membership of the club is open to amateur and professional cyclists. Any racing undertaken would be within the respective category for that individual.

b. An application for membership must be made through the means provided for that purpose.

c. It is expected that any person riding or racing in SAS club kit is a fully paid up member of the club.

d. Riders will be encouraged to become members of the club after participating in rides and/or events held by the club. However, there will be no expectation for occasional riders to join.

e. All members' personal information will be treated as confidential and will be stored electronically. Membership information will be controlled by the Membership Secretary and the information will only be accessible to committee members. Data will be stored in adherence with GDPR and DPA guidelines.

f. Any member whose subscription has not been renewed shall be deemed to be no longer a member of the club.

g. All members have the right to cancel their membership at any time.

h. The Committee shall have the power after due consideration of the facts to suspend or expel any member who in the opinion of the committee has been found guilty of misconduct (for example):

- Behaviour contrary to the constitution.
- Discourteousness to another club member.
- Contravention of the clubs social media policy.

i. Any member expelled will have the right to appeal to the committee at a meeting called at his/her request not later than two weeks from the date of expulsion.

#### 5. Subscriptions

a. The elected committee shall set the annual subscription at the beginning of the financial year and present it to the Annual General Meeting for debate and approval.

b. All membership subscriptions shall be payable on election to membership, and on an annual basis thereafter.

c. Registration as a "competing member" with British Cycling is optional for Salt and Sham Cycle Club members. A fee, additional to the membership fee is payable for registration to British Cycling.

#### 6. Colours

a. The club colours are: black, white and red.

b. Club colours must be worn by all members representing the club at every competitive meeting and for club competition races

## 7. Annual General Meeting

- a. A General meeting shall be held in April to receive the committee's report and financial statement, elect officers and committee members and deal with any other business relating to the Club's transactions.
- b. The Secretary shall give every member fourteen days' notice of the meeting via social media and/or email.
- c. Notice of any business which a member desires to be placed on the agenda must be given to the Secretary at least seven days prior to the meeting.

## 8. Financial Year

- a. The financial year of the club shall be from the 1<sup>st</sup> of April to the 31<sup>st</sup> of March, both days inclusive.

## 9. Bank Account

- a. Bank accounts shall be maintained with a convenient bank in the name of the club.
- b. All cheques payable on the account must be signed by the Treasurer and either the Secretary, Chairman or other nominated member, and approved by the committee.

## 10. Treasurer

- a. The Treasurer shall keep full and complete accounts and produce such accounts for audit each year.
- b. A financial statement for presentation at the Annual General Meeting shall be produced by the Treasurer.

## 11. Audit

- a. An independent person approved by the committee shall audit the accounts prior to submission to the Annual General Meeting.

## 12. Alteration of Rules / Amendments to Constitution

- a. The committee, by a majority at a quorate meeting, may make recommendations to the AGM for changes to the club constitution or club rules.
- b. No alteration or addition shall be made to the club constitution or club rules except at the Annual General Meeting or EGM called for this purpose, and passed by two-thirds majority of members attending the meeting.
- c. The committee may deem it necessary to call on EGM to deal with changes to the club constitution or club rules. Four weeks' notice must be given for an EGM.
- d. Ten ordinary paid up and voting members may petition the Secretary in writing to call an EGM at any time through the year to deal with club issues. Four weeks' notice must be given for an EGM.
- e. Notice of any proposed amendments must reach the Secretary in writing at least seven days before the meeting.

f. Voting rights as at the AGM pertain.