

# Insch Cycling Club

## CONSTITUTION



### **1 Name of Club**

The club will be called Insch Cycling Club (hereinafter will be referred to as 'the Club'), and may also be known as 'Insch CC'. Insch Cycling Club will be affiliated jointly with Scottish Cycling and British Cycling.

### **2 Aims and Objectives**

The aims and objectives of the club will be to encourage and promote cycling for adults at all levels. These will include but not be limited to:

- 2.1 To arrange recreational cycling activities for members
- 2.2 To organise and manage sporting cycling events for members
- 2.3 To promote the club within the local community
- 2.4 To promote and protect the interests of cyclists

### **3 Club Colours**

- 3.1 The club colours shall be orange, black and yellow
- 3.2 It is encouraged to wear club colours on club rides, however it is not a requirement

### **4 Membership**

- 4.1 Ordinary members shall be over 18 years of age and shall be admitted on the approval of the committee.
- 4.2 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(s) that the club has adopted.
- 4.3 Members in each category will pay membership fees, as determined at the Annual General Meeting.
- 4.4 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 of the Club teams unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

## 5 Sports Equity

- 5.1 The Club is committed to ensuring that equity is incorporated across all aspects of its development,
- 5.2 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 5.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 5.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 5.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 6 Committee

- 6.1 The business affairs of the Club shall be managed by a committee ('the Committee'), which shall consist of
  - 6.1.1 The officers of the Club
  - 6.1.2 Minimum of Two ordinary members
- 6.2 The officers of the Club Shall Include:
  - 6.2.1 **Chairperson.** Responsible for the effective management of the club and presiding over committee meetings, club meetings, AGM and EGM
  - 6.2.2 **Secretary.** Responsible for minute taking at meetings, and ensuring that information related to the club and membership is communicated to members
  - 6.2.3 **Treasurer.** Responsible for managing the club finances and reporting
- 6.3 Ordinary committee members may accept non-officer roles within the Committee as required.
- 6.4 The Committee shall be elected at the Annual General Meeting.
- 6.5 All committee members must be members of the Club.
- 6.6 The term of office shall be for one year, and members shall be eligible for re-election.
- 6.7 If the post of any officer or ordinary committee member should fall vacant after such an election, the remaining committee officers shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 6.8 It is encouraged that re-elected Officer positions are held for no longer than three consecutive terms, however this may be extended assuming election process by members is followed.
- 6.9 The Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club.
- 6.10 The Committee meetings will be convened by the Secretary of the Club and be held no less than 2 times per year.
- 6.11 The Committee will have the right to vote at committee meetings.
- 6.12 Three members of the Committee shall form a quorum.
- 6.13 The Committee may create and wind-up temporary sub-committees to assist with specific tasks.

## **7 Finances**

- 7.1 The Club treasurer will be responsible for the finances of the Club.
- 7.2 The financial year of the Club will normally run from 1<sup>st</sup> October to 30<sup>th</sup> September.
- 7.3 All monies received by the Club will be banked in an account held in the name of the Club.
- 7.4 A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 7.5 Any payments made from the Club funds shall be approved by the treasurer plus a minimum of one other officer.
- 7.6 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club to the extent of their annual membership fees and any other sums falling due by them.

## **8 Annual General Meetings and Extraordinary General Meetings**

- 8.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- 8.2 The Club shall hold the Annual General Meeting (AGM) in the month of November. The AGM agenda shall include, but not be limited to:
  - 8.2.1 Minutes of the previous year's AGM.
  - 8.2.2 Reports from the Chairman and Secretary.
  - 8.2.3 Report from the Treasurer and approve the Annual Accounts.
  - 8.2.4 Electing the officers on the Committee
  - 8.2.5 Election of ordinary committee members.
  - 8.2.6 Agree the membership fees for the following year.
  - 8.2.7 Consider any proposed changes to the Constitution.
  - 8.2.8 Deal with other relevant business.
- 8.3 Notice of the AGM will be given by the club secretary with at least 14 days notice to be given to all members.
- 8.4 Nominations for officers of the Committee will be sent to the secretary prior to the AGM.
- 8.5 Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- 8.6 All members have the right to vote at the AGM.
- 8.7 The quorum for AGMs will be six or 50% of the membership, whichever is less.
- 8.8 The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and Committee meetings.
- 8.9 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- 8.10 All procedures shall follow those outlined above for AGMs.

## 9 Amendments to the constitution

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

## 10 Disciplinary Procedure


- 10.1 The club shall follow the Club Disciplinary Process
- 10.2 As outlined in the Club Disciplinary Process, the committee shall have the power to issue warnings, suspend or expel a member who is in breach of the Club Code of Conduct(s), or whose conduct is, in the opinion of the committee, injurious to the character or interests of the Club.
- 10.3 In the event of any member being expelled from the Club such a member shall forfeit any membership fees paid in respect of that year. No sums shall be repayable to such an expelled member.


## 11 Dissolution

- 11.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- 11.2 In the event of dissolution, all debts should be cleared with any of the Club funds. Any assets of the Club that remain following this will be donated to the Bennachie Leisure Centre.

## 12 Declaration

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

<b>Name</b>	Stuart Irvine	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	17 <sup>th</sup> November 2021

<b>Name</b>	Euan Jamieson	<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	17 <sup>th</sup> November 2021