

RONDE CC. CLUB CONSTITUTION

CONSTITUTION OF RONDE CYCLING CLUB

Ronde Cycling Club:

- Organised Saturday rides and ad-hoc weekly rides
- Access to Social Events
- Access to Training Days
- Organised epic rides
- Advice and support and camaraderie
- Racing and sportive events.

The Club will be called: Ronde Cycling Club.

1. The Purposes of the Club

The purposes of the Club are to promote, support and develop the amateur sport of Cycling (of all disciplines) in Edinburgh and surrounding regions with community participation in the same area. We propose to offer a positive and supportive cycling community in which members may develop their riding. Ronde Cycling Club is a modern club with traditional values - road riding reinvented for today's rider. It is a Club for the discerning and passionate fans of the sport, our mission is to provide an environment that inspires members to get the most from their riding and discover more about sportive riding and racing alike.

2. Permitted means of advancing the purposes

The Committee has the power to:

- Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
- Provide coaching, training, medical treatment, and related social and other Facilities
- Take out any insurance for Club employees, contractors, players, guests and third parties
- Raise funds by appeals, subscriptions, loans and charges
- Borrow money and give security for the same, and open bank accounts
- Buy, lease or licence property and sell, let or otherwise dispose of the same
- Make grants and loans and give guarantees and provide other benefits
- Set aside or apply funds for special purposes or as reserves
- Deposit or invest funds in any lawful manner.
- Employ and engage staff and others and provide services
- Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies
- Do all other things reasonably necessary to advance the purposes.

The Committee can restrict or vary these powers temporarily subject to final AGM Club member's approval by majority vote.

CONSTITUTION OF RONDE CYCLING CLUB

3. Membership

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

All Members will be subject to the regulations set out in this Constitution, and by joining the Club will be deemed to accept these regulations, the General Bunch Riding Etiquette and Codes of Conduct that the Club has adopted and other aspects notified by the Committee in writing.

All Members shall have 3rd party liability insurance such as that provided by British Cycling or The Cyclists Touring Club.

Although it is not yet a legal requirement, wearing an approved safety helmet when cycling is mandatory when riding with the Club. The risk of serious head injury is greatly increased if a helmet is not being worn and this is likely to be taken into account in the event of an insurance claim.

Each member is responsible for maintaining their bicycle in a good and safe condition, particularly between 01 November and 01 March (or when weather demands it), fitting mudguards as a courtesy to other Club members is encouraged.

Any member who persistently flouts the Code of Conduct may face disciplinary action under Section 9.

Yearly membership rates are recommended by the Full Committee and voted on at the AGM. They will become due on 1 October annually. By concession, the Treasurer in consultation with the Committee may accept a reduced membership fee for new members joining shortly before the annual renewal date.

Membership is only open to those aged 18 or above.

The Committee has a right to refuse membership, take appropriate disciplinary action (including the termination of membership) against any Member deemed to have broken the Constitution or Code of Conduct. Any decision will only be made after due consideration.

4. All General Meetings

All members may attend all general meetings of the Club in person.

Such meetings need 21 clear days' written notice to members.

The quorum for all general meetings is a minimum of 3 members present.

The Chairperson or (in his or her absence) another member chosen at the meeting shall preside.

Except as otherwise provided in this Constitution, every resolution shall be decided by a simple majority of the votes cast in the meeting on a show of hands.

Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

If a member cannot attend a meeting in person, they can vote via proxy.

5. Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM.

At every AGM:

- The Members will elect a Committee including a Chairperson, Treasurer and Secretary to serve until the next AGM
- The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide
- The Committee will present a report on the Club's activities since the previous AGM
- The Committee will appoint a suitable person to audit the accounts and
- Members will discuss and vote on any resolution (whether about policy or to change the Constitution) and deal with any other business put to the meeting.

6. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 15 in number or 33% of members, the request to be signed by them. Such an EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chairperson.

CONSTITUTION OF RONDE CYCLING CLUB

7. The Executive Committee

Role

Subject to this Constitution the Executive Committee shall have responsibility for the management of the Club, its funds, property and affairs.

Definitions of key positions are:

- The Chairperson is responsible for the effective management of the Club and shall preside over both Committee and annual general meetings. Where a Committee vote has been set and there is an equality of votes the Chairperson shall cast the deciding vote
- The Secretary is responsible for minute taking at meetings and for ensuring that information regarding Club matters is communicated effectively to Club members. The secretary is also responsible for conveying the Club and its objectives (see above) to the wider public, including potential new members
- The Treasurer is in charge of overseeing Club finances, including the Club Bank Account and financial statements, and has final say with regard to the availability of both revenue and capital expenditure, concerned in the running of the Club and the organisation of Club events
- Club Captain is responsible for organising the main social Saturday rides, coordinating special events (i.e. epic rides/ sportives etc). This will also involve coordinating and assisting a sub-committee team to support improvers, mountain-bike rides, track riders and racer's support
- Ronde Bicycle Outfitters (RBO) Shop Representative is responsible for maintaining a strong connection with the shop, protecting the brand, coordinating special events, Club Kit orders and attending a minimum of 6 Club Rides a year.

8. The Full Committee

Includes the Executive Committee and Other Official Roles of Office listed below:

- Communication Secretary is responsible for web based coordination and weekly updates of events and ad hoc communications i.e. newsletters, updates etc
- Social Secretary is responsible for organising social events throughout the year including the Christmas party
- Welfare Officer is responsible for the welfare of Club members, and first point of contact if any Club member wishes to raise an issue concerning their safety or wellbeing with the Management Committee
- Membership Secretary is in charge of official email invitations to new members, Facebook introduction, coordinating membership forms and monies with the Treasurer

- Women's Co-ordinator is responsible for promoting and organising women's cycling in the Club, sharing events nationwide and providing support for all ladies involved
- Club Kit Co-ordinator is responsible for designing and ordering the kit from a Committee approved supplier and storing and selling the kit to Club members. They should coordinate the designs with approval from Ronde Bicycle Outfitters and work in tandem with the Treasurer and Communication Secretary.

Composition

The Committee shall consist of at least 3 and not more than 10 members (including Officers).

The Committee members may co-opt Club members (up to the maximum permitted number) to serve until the end of the next AGM.

Any Committee member may be re-elected or re-co-opted but will be subject to a 5 year limit and subsequently with a minimum 1 year respite.

A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by Club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

In the event a committee member cannot attend a meeting they can co-opt so that another Club member can attend in their place.

All officers choosing to remain in post will need to stand for re-election every year as voted into position at the AGM by the Club members.

Committee meetings

Once a month, an Executive Committee meeting will take place at 7pm (or as specified) on the first Thursday of the month, although additional meetings may be called where there is urgent Club business to be discussed. The Committee has the power under this Constitution to vary the timing of meetings, subject to meeting a minimum of three times a year.

Once every two months, a Full Committee meeting will take place at 7pm (or as specified) on the first Thursday of the month, although additional meetings may be called where there is urgent Club business to be discussed. Any Club member may attend this meeting; however they must raise points for discussion in writing a minimum of 7 days prior to the meeting to the Secretary or another member of the Committee. Minutes of these meetings are required to be published to all members once they have been approved by the Committee.

Should a Committee member have a personal interest in a

CONSTITUTION OF RONDE CYCLING CLUB

matter to be discussed, he/she must declare it at the start of the meeting, and then withdraw from the relevant part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- At least 3 members must be present for the meeting to be valid
- Committee meetings shall be held face to face;
- The Chairperson, or in the absence of the Chairperson, whoever is chosen by those present at the meeting, shall chair
- Decisions shall be by simple majority of those voting
- Decisions made by Executive Committee will be notified to all members of Full Committee within 3 days, to enable a referral to next Full Committee. If any objections to the decision are received by the Executive Committee, they must be offered within 7 days of initial notification
- A resolution in writing signed by every Committee member shall be valid without a meeting
- The Chairperson of the meeting shall have a casting vote
- Any Club member wishing to raise any matter with the Committee must do so 7 days in advance of the regular General Meeting
- Minutes of the Committee Meetings and the Annual General Meeting will be published on the Club website or public forum. All members have 7 days to relay comments after which they are deemed approved.

Delegation

The Committee may be amended temporarily with support of the full committee object to fund AGM delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

Disclosure

Annual Club Reports and Statements of Account must be made available for inspection by any member and all Club records may be inspected by any Committee member.

9. Discipline and appeals

All disciplinary issues should be reported to the Club Welfare Officer or a member of the Club's committee. This can be formally carried out in writing or verbally to a member of Committee.

A Disciplinary Committee of not less than 3 Committee Members will meet with the complainant (as soon as possible), with a view to understand exactly what has taken place.

The complaint will be heard at the next Full Committee Meeting along with a recommendation regarding how to proceed. The Full Committee has the power to take disciplinary action including the termination of membership if deemed appropriate.

After full investigation, 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.

There will be the right of appeal to the Club membership at an AGM or EGM following the disciplinary action being announced. The appellant must notify the Secretary in writing when 21 days of notification of the outcome of the disciplinary hearing.

The appeal will be heard at an AGM or EGM convened specifically for that purpose, following receipt of notice of appeal.

In the event the member has been found guilty of a complaint, reconciles and remains in the Club, that said member cannot be nominated or voted onto the Full Committee for a period of 1 year. If the member 'accused' is on the Full Committee and found guilty, they must resign from their role and leave the committee for a period of 1 year.

10. Property

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

CONSTITUTION OF RONDE CYCLING CLUB

The Club may also in connection with the sports purposes of the Club:

Sell and supply food, drink and related sports clothing and equipment;

Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

Pay for reasonable hospitality for visiting teams and guests.

Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Committee will have due regard to the law on disability discrimination and child protection.

11. Amendments

The Constitution may be amended temporarily with the support of the full Committee subject to AGM and Club members approval by majority vote. But not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes or winding up provisions.

The Club Purposes may be changed to include another eligible sport if then Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

12. Winding up the Club

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- To another Club with similar sports purposes which is a charity and/or
- To another Club with similar sports purposes which is a registered CASC and/or
- To the Club's national governing body for use by them for related community sports.

13. Club Principles

Club members should at all times uphold the spirit of cycling fellowship that was integral to the establishment of Ronde CC in the first instance. Club members taking part in club events and/or wearing club kit on the public road are expected to comply with the Highway Code and to be considerate ambassadors for the club.

Constitution adopted at a meeting held at:

On:

Name:

Signed:

Witnessed by:

Name:

Signature:

Occupation:

Witness Address:

Postcode: