

## Newbury Velo Constitution

### 1. Name of Club

The club will be called Newbury Velo (Hereinafter will be referred to as The Club) and may also be known as NVCC. Newbury Velo will be affiliated to British Cycling and Cycling Time Trials governing bodies.

### 2. Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *cycling*.
- To promote the club within the local community and *cycling*.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

### 3. Membership

- a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in all cycling disciplines, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) The membership shall consist of the following categories:
  - o Senior member
  - o Junior member
  - o Life member – honorary membership granted by the club for exceptional service.
- c) Members of other clubs may join The Club. All members shall enjoy the full rights of the membership.
- d) All members are eligible for Club Championships or Club Records provided that:
  - i. They are registered with NVCC as their first claim club with either BC or CTT at the time of the relevant event.
  - ii. They wear the current NVCC jersey or plain kit in the relevant event.
- e) 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 practice that the club has adopted.
- f) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- g) Subscriptions shall be due and payable at 1<sup>st</sup> January each year and members whose subscriptions are not paid by the end of February in that year shall be removed from membership and lose any benefits thereof.

- h) A new member joining after 30th June shall not be required to pay a further subscription in the coming year.
- i) 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 Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- j) From time to time the committee may decide to submit proposals to the membership for consideration or voting upon electronically. Such voting shall be limited to polls presented formally upon the club's website or issued electronically by the general secretary or membership secretary.

#### 4. Sports Equity

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- b) 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.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### 5. Governance

##### a) Committee

- i. The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Promotion/Comms Director, Performance Director, Participation Director and Welfare Officer, who shall be elected at the Annual General Meeting.

- ii. All committee members must be members of the Club.
- iii. If required, the committee shall elect a Vice Chair from among its members.
- iv. The term of office shall be for one year, and members shall be eligible for re-election.
- v. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- vi. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- vii. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- viii. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- ix. The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- x. Only the posts listed above will have the right to vote at committee meetings.
- xi. The quorum required for business to be agreed at Management Committee meetings will be either 4 members or not fewer than 50% of the elected committee, whichever is smaller. If the quorum is not present within 30 minutes of the time appointed for holding the meeting the Chairman shall have the power to proceed as if a quorum were present subject to the majority of those present being in agreement.

## **b) Club Officials and Duties**

- i. The Chairman shall: preside at all General and Committee Meetings; have a casting vote at all meetings; and be an ex-officio member of any sub-committee. In the event of his/her absence at any meeting; a deputy shall be elected from those present. Such temporary Chairman shall vacate the Chair on the arrival of the Chairman. The Chairman shall have the power to decide points of order and the priority of speakers, and his/her decision on these matters and upon the interpretation of the normal rules of debate shall be final.
- ii. The Secretary shall; maintain a current and complete register of all members; receive and issue all correspondence for the Club

not appropriate to another official; and maintain minutes of all meetings.

- iii. The Treasurer shall: keep an account in the name of the Club at such bank as the committee shall decide. Signatories on all club bank account business instructions and cheques shall include the Treasurer and may include any committee member duly authorised by the committee. The authority of a single signatory shall be sufficient to transact any club bank account business instructions and cheques. The Treasurer shall make such arrangements as he/she considers appropriate for the investment or banking of Club monies, subject to the prior approval of the Committee. He/she shall maintain accounts which shall be submitted monthly to the Committee and annually to the AGM. The financial year of the Club shall end on 30th June. He/she is responsible for the payment of all affiliation fees; all payments for Club purchases and activities, and the collection of membership fees and other sums payable to the Club.
- iv. The remaining officials shall be elected by the AGM. The precise duties of these shall be decided at the first Committee meeting following the AGM.

## 6. Finances

- a) The club treasurer will be responsible for the finances of the club.
- b) The financial year of the club will run from 1<sup>st</sup> November and end on 31<sup>st</sup> October
- c) All club monies will be banked in an account held in the name of the club.
- d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## 7. Annual General Meetings and Extraordinary General Meetings

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) in the month of November to:

- i. Approve the minutes of the previous year's AGM.
  - ii. Receive reports from the Chairman and Secretary.
  - iii. Receive a report from the Treasurer and approve the Annual Accounts.
  - iv. Receive a report from those responsible for certifying the Club's accounts.
  - v. Elect the officers on the committee.
  - vi. Agree the membership fees for the following year.
  - vii. Consider any proposed changes to the Constitution.
  - viii. Deal with other relevant business.
- c) Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members.
  - d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
  - e) Items for inclusion on the agenda of the AGM must be received by the secretary at least 14 days before the date of the meeting.
  - f) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 14 days before an AGM.
  - g) A copy of the accounts for the year ended **31 October** together with the agenda for the AGM shall be sent to each member not less than 14 days before the date of the meeting.
  - h) All first claim members have the right to vote at the AGM. Voting shall be undertaken by a show of hands plus counting of Proxy or electronic votes. Members unable to attend meetings may submit a written or electronic instruction to the secretary for the secretary to cast a Proxy vote on their behalf.
  - i) Alterations or additions to the rules shall require the consent of two thirds of the members present.
  - j) The quorum for AGMs will be 15 members or 20% of the membership, whichever is the less. If a quorum is not present within 30 minutes of the time appointed for holding the meeting, the meeting shall stand adjourned to a date not earlier than seven days nor later than twenty-one days after that date. No quorum shall be necessary at any adjourned meeting. Notification of the adjourned meeting shall be sent in the same manner as the original notice.
  - k) The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and committee meetings
  - l) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any person to whom such notice ought to be given shall not invalidate the proceedings at such meeting.
  - m) 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.

The agenda for the meeting shall be sent to all members not less than seven days before the date of the meeting. The meeting must be called within 3 weeks of the appropriate instruction.

- n) Only the items on the agenda of an EGM may be discussed at the meeting. All procedures shall follow those outlined above for AGMs.

## 8. Amendments to the constitution

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

## 9. Discipline and appeals

- a) Members shall at all-time act in a becoming manner not contrary to the best interests of the club.
- b) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- c) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- d) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. Any member who the committee considers has acted contrary to 9(a) shall be summoned to explain their behaviour to the committee within 7 days' and may be accompanied by any one person who may speak on his/her behalf.
- e) 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.
- f) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.
- g) Any member aggrieved by a decision of the Committee may call an EGM subject to the limitations of 7(m)
- h) Any member dealt with adversely under the provisions of section 9 in the constitution may appeal to the next General Meeting of the Club to have the decision set aside

## 10. Dissolution

# NEWBURY VELO

- 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 dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of British Cycling

## 11. Declaration

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

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	General Secretary
<b>Sign</b>		<b>Date</b>	