

# East Grinstead Cycling Club Constitution

## **1. Name of Club**

The club will be called East Grinstead Cycling Club, hereinafter will be referred to as “The Club”, and may also be known as EGCC.

## **2. Aims and Objectives of the Club**

The aims and objectives of the Club shall be to further the sport and pastime of amateur cycling in all its activities, to encourage friendship and mutual respect within the Club membership, to promote sporting and social events that will assist in the attainment of these ends.

## **3. Equality**

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.

The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so the Club 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.”

## **4. Club Affiliation**

The Club will be affiliated to British Cycling (BC), Cycling Time Trials (CTT) and other relevant, recognised national and regional bodies as determined applicable by the Club Committee.

## **5. Club Kit**

The Club colours and jersey design shall be determined by the committee but there shall be a minimum of 5 years between changes in design. The Committee shall include the membership in any decisions on club kit design.

## **6. Membership**

Membership of the club is open to anyone interested in participating in cycling, in accordance with the Club Equality policy (Section 3).

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and published codes of conduct and practice that the club has adopted.

The Club Committee may refuse or remove membership, but only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

The membership shall consist of the following categories:

- Full member (also known as First Claim)
- Junior member (up to age 18)
- Juvenile member (up to age 16)
- Life member – honorary membership granted by the club for exceptional service
- Second Claim member (must be a first claim member of a BC affiliated club)

Note that Second Claim members will not hold any position within the club, not vote at club meetings, not be eligible for an award at club events. Second claim members will ride as an EGCC Club member in events promoted by the Club.

## **7. Membership Fees**

Membership Fees are due at the beginning of the Calendar year and are as agreed annually at the AGM.

If the Membership Fee is not paid within two months the committee may remove them from the membership.

New members joining the Club part way during the Calendar year shall pay as follows:-

- January to June – Full fee
- July to December – 50% fee

Any changes to the application of this fee structure shall be at the discretion of the Committee.

Any member details are stored securely and will remain private under The General Data Protection Regulation (GDPR) 2016/679 Rules and are not shared with any third party, unless permission by the member has been given.

In the event of a member resigning or having membership terminated by the committee, that member shall within seven days return to the club all perpetual trophies and/or Club properties which they may hold.

## **8. Committee**

The affairs of the Club shall be overseen by the Committee in accordance with this Constitution and shall be responsible for the management of the Club, the Club funds, assets and affairs.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Committee shall consist of the following posts, Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, Time Trial Secretary, Road Race Secretary, Social Secretary, Womens Development Officer, Club Ride Development Officer and any other positions that are deemed necessary for the proper running of the Club, as elected at the AGM.

These positions may be held by Full members only. Up to two positions may be held by the same person.

In addition, the positions of Club President and up to two Vice Presidents shall be elected annually and may also attend committee meetings.

The Committee is empowered to elect full members to additional committee posts and co-opt to form sub committees as required.

The term of office shall be for one year and members shall be eligible for re-election at the AGM. If the post of any officer should fall vacant, the Committee shall have the power to fill the vacancy with an interim replacement until such time as either an AGM is held or permanent posting can be made.

The maximum advised term of office shall be for five years, or such time that a replacement can be found.

The quorum for committee meetings shall be 5 or 50% of the committee, whichever is less.

There shall be a minimum of 4 committee meetings held per year plus the AGM. Committee meetings shall be held in person or online via a virtual meeting platform.

Committee meetings will use the following format:-

- Record attendance/apologies
- Approve minutes of previous meeting (as issued by Secretary)
- Officers reports
- AOB
- Agree date of next meeting

#### **9. Annual General Meetings (AGM) and Special General Meetings (SGM)**

The Club will hold an AGM once every calendar year and no more than 15 months since the previous AGM. The AGM (or SGM) will be held in person or online via a virtual meeting platform.

The AGM will use the following format:-

- To approve the minutes of the previous AGM
- Receive Accounts and Report from the Treasurer
- Receive Reports from the Club Officers (Committee)
- Election of Officers on to the Committee
- Agree on proposed Membership fees for the following year
- Consider proposed changes to the Constitution
- Any other business that is relevant

Notice of the AGM shall be given by the Club Secretary with at least 28 days given to voting (paid up) full members. If a voting member is unable attend an AGM, their vote on any nominations/proposals may be cast by email/post to the Secretary.

All motions affecting the club constitution put before an AGM or SGM must receive a two-thirds majority of those paid up Full members who are voting. Any other motion may be carried by a simple majority.

The quorum for an AGM will be 20 voting members or 20% of the voting membership, whichever is the less. If such attendance is not achieved within 30 minutes, the meeting shall be adjourned for at least twenty-one days, with no quorum necessary at any adjourned meeting.

A Special General Meeting (SGM) may be called by the Club Secretary on receipt of a written request by at least seven Full members or if resolved by the Committee. The Secretary shall, within one week

of such a receipt, call the meeting, giving at least seven days' notice. Such notification of the meeting shall state the reason for convening. No other business shall be dealt with at that meeting.

#### **10. Amendments to the Constitution**

The Constitution may only be amended at an AGM or SGM by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as an Amateur Sports Club. Notice of the proposed alterations must appear on the notice of the convening meeting.

Any matters arising which are not expressly covered by the Constitution shall be dealt with by the committee whose decision shall be binding on all parties.

#### **11. Finances**

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

The Treasurer will produce accounts of the Club for the latest financial year presented to the membership at the Annual General Meeting.

The Club's financial year shall be from the 1st November to 31st October.

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

The Club's funds and assets shall not be used for any private use by the Committee members.

#### **12. Discipline**

Members shall at all times act in a becoming manner not contrary to the best interests of the club.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The 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 the best interests of the club shall be summoned to explain their behaviour to the committee with 7 days notice and may be accompanied by any other member who may speak on his/her behalf.

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 Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young/vulnerable people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officers are the lead contact for all members in the event of any child protection concerns.

### **13. Disputes**

Any disputes (whether in relation to this Constitution or otherwise) shall be made in writing to the Secretary for referral to the Committee, and the Committee's determination of the dispute is final.

### **14. Insurance**

It is strongly recommended that all members have their own insurance cover, particularly for injury to third parties. This can be obtained through British Cycling, CyclingUK, dedicated insurance or cover provided by member's own household insurance policy.

The Club is affiliated to Cycling UK which provides 3rd party cover for our Club rides, events and trips should any 3rd party claim negligence.

If racing/helping at official CTT/ British Cycling events you are also covered by the ruling body.

Members are not insured at any other time and should consider 3rd party insurance.

### **15. Child Protection Policy**

The Club has an obligation to provide a duty of care to protect all children (and vulnerable adults) and to safeguard their welfare.

The Club will take all reasonable practical steps to protect children from harm and discrimination and will respond quickly to all reported suspicions and allegations. The Club recognizes that the key to good practice is having an awareness of the principles required to promote a safe environment.

The Club will adopt the Guidance Notes in BRITISH CYCLING SAFEGUARDING AND PROTECTING CHILDREN as well as PROTECTING VULNERABLE ADULTS POLICIES also endorsed by Cycling Time Trials. The Clubs committee will be responsible for ensuring suitable procedures exist to meet this policy statement.

### **16. Club Welfare Officer**

The committee shall appoint Club Welfare Officer(s) (CWO) from suitable candidates within the membership.

The person(s) appointed shall act independently of the committee within the scope of the role.

The CWO should be the first point of contact for any concerns or issues concerning child welfare / adults at risk, however (in addition) any member of the committee can also be contacted.

Any concerns or issues will be dealt with in confidence, and in accordance with British Cycling Safeguarding policy.

### **17. Club Trophies**

The onus is on riders to submit claims for trophies not later than the end of November for any racing season. Failure to do so may result in a trophy not being awarded correctly. All trophies are awarded annually unless stated.

All trophies held by the members shall be maintained in good condition and shall be returned to the Club six weeks prior to the Annual Dinner. All perpetual Trophies won by members shall be held for one year.

Club competitions and trophies are only open to full members and only performances ridden in the Clubs name count towards these competitions.

A list of the Club Trophies is held in a separate document.

The committee shall be responsible for deciding on new/additional trophies or re-use of existing trophies.

### **18. Racing Rules**

No member shall be allowed to compete for the club awards unless they are a Full member.

Members of other clubs may ride private time trials in a club event at the discretion of the organiser, in accordance with current CTT rules.

All riders must sign a liability form, and a rider under eighteen years of age must provide a signed parental consent form before competing in any club event.

Any Full member who enters an Open time trial, Road race or any Sportive event will be required to carry out at least one marshalling duty for a Club open or association affiliated racing event per season.

### **19. Club Dissolution**

A resolution to dissolve the club can only be passed at an AGM or SGM through a majority vote of the membership.

In the event of dissolution of the Club, any trophies being the property of the Club and any other assets shall be disposed of by the majority wish of the members.

### **20. Club Sponsorship**

In the event of the Club being sponsored, an agreement/contract shall be drawn up between Club and Sponsor.

All proposed arrangements between Club and Sponsor shall be made transparent to the membership, who shall be able to vote on the matter, and a summary of related financial transactions shall be presented within club accounts at the AGM.

The Committee shall include the membership in any decisions on Sponsor logos affecting/appearing on club kit.

Constitution adopted at a meeting held at : AGM virtual meeting

Date : 10<sup>th</sup> Nov 2022

Name : Ben Hardisty

Signed :

Witnessed by

Name :

Signed :