



**KINROSS
CYCLING
CLUB**



CONSTITUTION



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CONSTITUTION

This constitution is for the purpose of governing the Kinross Cycling Club in an orderly and correct manner.

Club rules will be agreed by the Management Committee for such items as: - time and place of weekly meets, training nights, club championships, annual awards, hill climb and time trial events and the like.

1. NAME OF CLUB

The name of the club will be the Kinross Cycling Club (hereinafter referred to as 'the Club' or 'KCC').

2. OBJECTIVES

The objectives of the Club shall be:

- To encourage all aspects of cycling.
- To educate and encourage members to go further in the sport should they so desire.
- To organise recreational and sporting cycling and social activities for the enjoyment and benefit of its members.
- To promote and protect the interests of cyclists in a positive fashion.

3.a. MEMBERSHIP

Membership of the Club will be open to all persons interested in the objectives of the club

Senior members shall be over 18 years of age.

Junior members shall be aged between 12 and 18 years of age.

Junior members shall have voting rights but shall not be eligible to hold office in the Club.

Persons wishing to join the Club shall complete an official application form to be lodged with the Club Treasurer or Membership secretary.

All members shall pay a fee decided at the Annual General Meeting.

Membership is open to all.

If there is only a very good reason as deemed by the management committee a member may be refused the right to join the club the following year though that member will have the right of appeal.

Subscriptions must be paid for the current season before the member can compete for the club, except where the Management Committee choose to waive this rule.

Prospective Junior members shall require to submit a Parental/Guardian Consent Form.

Junior members must be accompanied by parent or responsible adult guardian on club rides, training session or club activity at all times

Fees cover the period 1st February to 31st January.

To resign, a member must inform the Club Secretary (or main post holder) in writing or by E-mail.

Members shall be entitled to apply for British Cycling (BC) or Scottish Cycling (SC) membership in the name of the Club.

Club members will be expected at all times to adhere to the Laws of the Highway Code.

Members will be expected when the club has organised an Official Event to make themselves available for marshalling or helping in some capacity.

3.b. EQUITY

Kinross Cycling Club is committed to equal opportunities for all sectors of the community. It is the policy of KCC to ensure that all participants, volunteers, coaches, parents or whoever may be involved with KCC receive equal treatment regardless of age, gender, marital status, employment status, social class, colour race, ethnic or national origin, religious belief or disability.

4. DISCIPLINE

Disputes between members (including committee members) shall be referred to the Management Committee whose decision will be final. (see below)

The Clubs Disciplinary Procedure detailed in a separate document will be followed but generally as stated below.

Any member guilty of misconduct (i.e. behaviour contrary to this Constitution, or violating Club rules of inappropriate behaviour at a club event or the standard set by the Scottish Cycling (SC) or British Cycling (BC)) or conducting himself / herself in a manner detrimental to the character and interests of the Club, including flouting the highway code, may be cautioned once or expelled from the Club by a majority decision of the Management Committee. Any person expelled will have the right to appeal to a Management Committee Meeting called at their request not later than two weeks from the date of the expulsion.



5. MANAGEMENT COMMITTEE & OFFICE BEARERS

The affairs and activities of the Club shall be managed by a Committee comprising of a Chairperson, Secretary, Treasurer. (known as the main post holders)

Other committee members may be elected to co ordinate specific activities eg Membership sec, Off road / MTB rep, Road sec, Publicly sec, Time Trial organiser, Social sec etc

The Management Committee shall meet as often as the affairs of the Club demand, or at the written request of any two members of the Management Committee, but at least a minimum of twice a year.

The Committee shall be chaired by the Chairperson or, in their absence, by the Secretary or Treasurer.

All committee members shall be elected annually at the Club's Annual General Meeting and shall hold office for one year, after which they shall be eligible for re-election.

Three members of the Committee shall form a quorum 2 of which must be main post holders. (see above)

All decisions at committee will be by a majority vote.

The Committee shall have the power to co-opt new committee members in the event of vacancies occurring between elections or to form sub- committees when considered necessary.

Any member of the Committee who is absent from two consecutive Committee meetings, without giving satisfactory reason for absence, may forfeit his/her seat on the decision of the Committee.

Chairperson, Secretary and Treasure may only hold the post for 3 consecutive years.

After which they may not hold one of these posts until a lapse of 2 years however they may stay on the committee without responsibility.

Where possible deputies or vice Chairperson, Secretary and Treasure will be allocated to other elected committee members.

The Management Committee will draw up rules to govern the activities of the club.

The Management Committee shall appoint an Auditor, who must not be a member of the Management Committee, to prepare annual accounts.

Only members of 18 years and over may be elected to the Management Committee.

Minutes of committee meeting will be kept and open to inspection by members.

No member except club Secretary shall be allowed to send correspondence regarding the club without permission from the Management Committee.

6. ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting will be held during January.

Not less than 14 days notice of such a meeting shall be given to all members by e-mail or newsletter or reasonable means.

Any member wishing to place an item or motion on the Agenda of the AGM must do so in Writing or E-mail to the Secretary (or main post holder) a minimum of seven days prior to the AGM.

Another member must second any motion.

At the AGM the following business is undertaken: -

Current Office Bearers and committee members will be deemed to have resigned.

The ex Chairman, Secretary and Treasurer will run AGM (Chair decided between the 3)

The Chairman's / Secretary's report will be read and discussed and voted as good representation of club and activities (amendments / additional may be added / deleted).

The Annual General Meeting may also choose an Honorary President if desired to run for a term of 3 years. The President may or may not be part of the Management Committee.

The Audited Accounts will be presented, discussed and voted upon as accepted or not.

The Chairman, Secretary, Treasurer and Committee Members will be elected. (either on mass or individually as need arises)

The Club fees for the year will be set.

Any other competent business will be discussed.

All decisions will be by a majority vote.

Voting will be by a show of hands counted by 2 tellers or by paper ballot checked by 2 counters.

The Chairman (or acting Chairman) shall only have a casting vote in the event of a tie.

Amendments to the Constitution may only be changed by a two-thirds (of the attendance at the AGM) majority decision.

Only Paid up members may attend the AGM plus invited guest of the Management Committee (non-voting)

10% of all paid up members will constitute a Quorum at the AGM.

Only paid up members will be eligible to vote.



7. SPECIAL GENERAL MEETINGS (SGM)

A Special General Meeting (SGM) of the Club may be called at any time by the Committee or by a written request, submitted to the Secretary, and signed by not less than five Senior members. Such requests must state the business or motion to be discussed at the meeting. Fourteen days notice of such a meeting shall be given to all members by reasonable means of communication.

10% of total membership will be quorum of any SGM

The SGM will only concern itself with the business of the request that prompted the SGM plus other business deemed appropriate by Management Committee.

All resolutions, motions and questions submitted to such meetings shall be carried by a simple majority of those attending the SGM except in the case of a resolution or motion to alter the Constitution for which a two-thirds majority of those present shall be required. An SGM has the power to remove a main post holder or committee member by a simple majority.

8. CLUB COLOURS

The Club colours shall be purple & yellow

All members representing the club at any event or meeting must wear the Club colours.

9. ACCOUNTS & FINANCIAL YEAR

The Club's financial year shall run from 1 February to 31 January and audited accounts shall be submitted to the AGM.

Correct accounts and books shall be kept by the treasurer showing the financial affairs and intromissions of the club. Any money from subs or entries fees must be deposited into the club account.

An up to date financial statement must be presented at all committee meetings.



10. BANK ACCOUNT

All Club funds must be lodged in a bank account in the name of the Club. The bank account shall have a minimum of two signatories, one of whom shall be the Club Treasurer.

All withdrawals from the Bank account shall be signed by two of the account signatories.

12. DISSOLUTION

If at an AGM or SGM a motion to dissolve the Club is approved, the net assets of the Club after payment of all debts shall be donated to a local charity to be mutually agreed



13. DECLARATION

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

Chairperson

signed _____
name *Paul Zarb*
date 17th July 2012

President

signed _____
name *Roderick Pattison*
date 17th July 2012