

Club Constitution



Issue 4 (May 2019)



Kinross Cycling Club

REVISIONS RECORD SHEET

Issue	Date	Revised Section / Reason	Location
1	July 2012	Original Document	Website: Portal
2	Jan 2018	<ul style="list-style-type: none"> Content changed to cover the responsibility for Primary roles being shared Change of dates for AGM 	Website: Ethos Website: Portal
3	Jan 2019	<ul style="list-style-type: none"> Section 4.2: Removal of membership form due to GDPR regulations. Section 4.2: "KCC funded Events" added Section 7.2.2: The words "normally" and "as an ordinary members which should have been included in issue 2 Section 8.1: Carriage return removed in 3rd bullet point Section 8.1: President's term reworded, which should have been included in issue 2 	Website: Ethos
4	May 2019	<ul style="list-style-type: none"> Section 11.2: One signatory required for bank withdrawals. A missed ammendment from 2014 AGM. 	Website: Ethos Website: Portal

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1. PURPOSE

This constitution document 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.

2. NAME OF THE CLUB

The name of the club will be the Kinross Cycling Club hereinafter referred to as “the Club” or “KCC”

3. OBJECTIVES

- 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.

4. MEMBERSHIP

4.1 AGE CATEGORY

- 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.

4.2 JOINING

- Persons wishing to join the Club shall complete an online application via British Cycling. Approval is required by the Membership secretary or Club Secretary.
- All members shall pay a fee decided at the Annual General Meeting. Membership is open to all.
- Only those who have paid their subscriptions for the current season can enter KCC funded events or compete for the club or accrue points in the Club’s GP Series, except where the Management Committee choose to waive this rule.

- Juniors shall require their Parental / Guardian to give their approval to the application by clicking the relevant approval box within the British Cycling website.
- 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 from the AGM in one year to the AGM the following year.

4.2.1 Refusal of Application

If there is 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.

4.3 RESIGNING

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

4.4 BRITISH / SCOTTISH CYCLING MEMBERSHIP

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

4.5 HIGHWAY CODE

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

4.6 VOLUNTEERING

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

5. 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.

6. DISCIPLINE

6.1 CONDUCT OF MEMBERS:

It is expected that club members will behave in a way which does not endanger the physical, emotional or financial status of any other member.

KCC aims to safeguard the welfare of all its members. Bullying, harassment or intimidation of any member by another member will not be tolerated and will be managed in line with club's disciplinary policy

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

The list below is a summary and is not to be regarded as exhaustive.

- Bullying, harassment or intimidation of any member
- Misconduct at a Club event
- Conducting himself / herself below the standard set by the Scottish Cycling (SC) or British Cycling (BC)
- Conducting himself / herself in a manner detrimental to the character and interests of the Club including flouting the Highway Code.

The Clubs Disciplinary Procedure is detailed in a separate Disciplinary Policy document.

6.2 EXPELLED

Any member guilty of misconduct (i.e. behaviour contrary to this Constitution, or violating Club rules of inappropriate behaviour as listed below, may be cautioned once or expelled from the Club by a majority decision of the Management Committee.

6.3 APPEAL

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.

7. MANAGEMENT COMMITTEE & OFFICE BEARERS

7.1 KCC COMMITTEE OBJECTIVES

- 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.

7.2 KCC COMMITTEE

7.2.1 Primary Post Holders

The affairs and activities of the Club shall be managed by a Committee comprising of “main post holders”

- Chairperson
- Secretary
- Treasurer

The responsibility of a primary role can be shared between two people (example “co-chair”)

7.2.2 Primary Post Duration

Chairperson, Secretary and Treasurer may normally 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 as an ordinary member

7.2.3 Committee Non-Primary Posts

Other committee members may be elected to coordinate specific activities e.g. Membership

Secretary, Off road / MTB Representative, Publicity Secretary, Time Trial Organiser, Social Secretary etc. depending on the needs of the club

7.3 KCC COMMITTEE SELECTION

- 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, two of which must be main post holders. (See above)
- 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
- The role of the deputy Chairperson, deputy Secretary and deputy Treasurer will where possible and appropriate be allocated to the other members of the committee.
- Only members of 18 years and over may be elected to the Management Committee.

7.4 COMMITTEE MEETINGS

- The Committee shall be chaired by the Chairperson (or one of the co-Chairs) or, in their absence, by the Secretary or Treasurer.
- 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.
- 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.
- All decisions at committee will be by a majority vote.
- Minutes of committee meeting will be kept and open to inspection by members.
- No member except the club Secretary shall be allowed to send correspondence regarding the club without permission from the Management Committee.

8. ANNUAL GENERAL MEETING (AGM)

- The Annual General Meeting will be held between February / March
- Not less than 14 days' notice of such a meeting shall be given to all members by email or newsletter or other 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.

8.1 AGM BUSINESS

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

- The ex-Chairperson, Secretary and Treasurer will run AGM (Chair decided between the three)
- The Chairperson'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 normally up to 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 Chairperson, 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.

8.2 AGM VOTING & ELIGIBILITY

- Only Paid up members may attend the AGM plus invited guests of the Management Committee (non-voting)
- Only paid up members will be eligible to vote.
- 10% of all paid up members will constitute a Quorum at the AGM.
- Voting will be by a show of hands counted by 2 tellers or by paper ballot checked by 2 counters
- All decisions will be by a majority vote.
- The Chairperson (or acting Chairperson) shall only have a casting vote in the event of a tie.
- If a vote is tied and the Club has co-Chairs who both voted the same way, then the co-Chairs shall have the casting vote, so long as they both still agree.
- If a vote is tied and the Club has co-Chairs who did not vote the same way, then the casting vote will pass to the President.

8.3 AMENDMENTS TO THE CONSTITUTION

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

9. SPECIAL GENERAL MEETING (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.



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- 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.

10. CLUB COLOURS

- The Club colours shall be purple & yellow
- All members representing the club at any event or meeting must wear the Club colours

11. ACCOUNTS

11.1 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.

11.2 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 can be signed by one 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.

Chair / co-Chair Name (print) _____

 Name (signature) _____

 Date _____

co-Chair Name (print) _____

 Name (signature) _____

 Date _____

President Name (print) _____

 Name (signature) _____

 Date _____