

# Constitution of Ruthin Cycling Club / Clwb Seiclo Rhuthun

## 1. Objective

1. The club will be called Ruthin Cycling club / Clwb Seiclo Rhuthun. It will be based in Ruthin. It will work to provide a supportive atmosphere to enable and encourage the enjoyment of all forms of cycling. It will be open to everyone with any cycling aspirations, regardless of ability, gender or age.
2. The club will be affiliated to and develop a constructive relationship with the relevant cycling organisation(s).
3. The club will promote and encourage responsible cycling in the local area.



## 2. Membership

1. Membership of the Club shall be open to everyone with any cycling aspirations, regardless of ability, gender or age (*excluding under 14s at the present time*).
2. Two classes of membership will be available known as 'Full' and "Under 18"
  - a. "Full" membership is for members aged 18 and over
  - b. "Under 18" membership is for members aged 14 to 17 years of age
  - c. The definition and introduction of additional classes of membership may be considered within a future version of this constitution.
  - d. Please see also the membership policy.
3. Membership of the club will allow participation in all club activities and will allow a single vote at any and all ballots at every general meeting.
4. Membership is subject to the payment of the defined fees
5. New members to be proposed and seconded by existing members.
6. Membership may be withdrawn if fees remain unpaid beyond 30 days of becoming due as notified by the committee.
7. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to a panel appointed by the committee and consisting of club members.

## **3. Committee**

### **3.1. Role**

1. The Committee shall have responsibility for the management of the Club, its funds, property and affairs, in order to meet the objectives stated above (see section 1).
2. The Committee will be indemnified by the Club against any liability incurred in the course of the running of the Club, but only to the extent of its assets.
3. The Committee will operate a bank account on behalf of the club.
4. The Committee may establish a sub-committee for a defined purpose and period.
5. Annual club reports, minutes of committee and general meetings, and statements of account must be made available for inspection by any member.

### **3.2. Composition**

1. The Committee shall consist of a Chairman, a Secretary, a Treasurer, a Club Captain and such other members as judged required by the committee or at a General Meeting.
2. The Committee members may co-opt club members to serve until the next AGM.
3. Any Committee member may be re-elected or re-co-opted without limit.
4. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice.
5. A member of the Committee may be removed by the Committee for good cause. That committee member may lodge an appeal an EGM.

### **3.3. Committee meetings**

1. Decisions shall be made by simple majority of those voting.
2. The chair of the meeting shall have a casting vote if required to solve deadlock.
3. A Committee member who has a personal interest in a matter to be discussed, must declare it.
4. Minutes of committee meetings will be recorded and published by the secretary.
5. Any club member may attend the committee meeting as an observer.

## 4. All General Meetings

*The following points are common to both Annual General Meetings and Extraordinary General Meetings*

1. All members may attend all general meetings of the Club in person.
2. Such meetings need 14 clear days' notice to members by email and any other prevailing communication channels. A proposed agenda will be issued with notice of the meeting.
3. A quorum for a General Meeting shall be 40% of the current membership, or 10 members, whichever is the lower.
4. Each full member shall be entitled to one vote at General Meetings on any and each resolution.
5. Every resolution shall be decided by a simple majority of the votes cast on a show of hands.
6. Resolutions for general meetings may be proposed and seconded in writing to the secretary OR by standing up at a given general meeting.
7. Minutes of all general meetings shall be kept by the secretary and should be signed by the chairperson.

### 4.1. Annual General Meetings (AGM)

*The following points are specific to Annual General Meetings*

1. The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM.
2. At every AGM:
  - a. The Committee will present a report on the Club's activities since the previous AGM.
  - b. The Treasurer will present the Club's accounts for the latest financial year.
  - c. The Members will discuss and vote on any resolution.
  - d. The Members will elect a Committee as defined above to serve until the next AGM.

### 4.2. Extraordinary General Meetings (EGM)

*The following points are specific to Extraordinary General Meetings*

1. An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written and signed request of not less than 5 members.
2. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

## 5. Amendments to the Constitution

1. This constitution may be amended at a General Meeting (Annual or Extraordinary) by a simple majority.
2. Proposed changes to the constitution must be submitted in writing to the secretary 7 days before the General Meeting to enable a draft to be circulated to members ahead of the General Meeting.
3. The revised constitution must be documented and published to all members within 14 days of the general meeting at which the amendments are approved.

## 6. Dissolving the Club

1. The members may vote at a general meeting to wind up the Club by a simple majority of those present.
2. The Committee will then be responsible for the orderly winding up of the Club's affairs.
3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - a. To another Club with similar sports purposes and/or
  - b. To the organisation to which the club is affiliated and/or
  - c. To a charity of the committee's choice.

## 7. Approval of this Constitution

Constitution adopted at a meeting held at:	
Date:	

Approved by the Chairman	
Name:	
Signature:	

Witnessed by:	
Name:	
Signature:	
Address:	

## **8. Role Definitions**

The following roles are included for reference and will be further defined as the club progresses.

### **8.1.1. Chairperson**

The role of the Chairperson is to oversee the business of meetings and to keep order among members. He or she will also have regard for and act for the overall welfare of the club.

### **8.1.2. General Secretary**

The General Secretary is the principal administrator for the club and carries out the administrative duties that enables the club to function effectively.

### **8.1.2. Membership Secretary**

The Membership Secretary is responsible for membership enquiries and for maintaining the members list.

### **8.1.3. Treasurer**

The role of the Treasurer is to oversee the finances of the club and to report on the income and expenditure at committee meetings and the club's AGM.

### **8.1.4. Communications Officer**

Responsible for internal and external communications required to promote the club.

### **8.1.5. Ride Captain**

To publish the club ride/events calendar (quarterly/monthly?), overseeing consistently, safely and quality across club cycling events. To encourage members to play an active role in organising/leading rides.

### **8.1.6. Social Secretary**

To ensure a good mix of periphery cycling related and social events feature on the club's calendar. To encourage members to play an active role in organising/leading events.

### **8.1.7. Club Welfare Officer**

To be defined in alignment with Welsh Cycling guidelines.