

## Club Constitution

### 1. Name of club

The club will be called 'Preston Park Youth Cycling Club' (hereinafter referred to as 'the Club').

### 2. Aims and Objectives

The aims and objectives of the club are to:

- provide facilities for and promote participation in the sport of cycling
- provide the necessary facilities for the promotion of cycling, for school age children, as a way to keep fit and have fun
- enable parents to have access to affordable, reliable cycling coaches for their children.
- provide children with new, or enhance existing, cycling skills and simple maintenance skills.

### 3. Membership

- a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) Membership may be limited based on available facilities and coaching capacity, with all restrictions applied on a non-discriminatory basis. We reserve the right to establish a waitlist when venue or volunteer capacity is reached. This waitlist will operate on a first-come, first-served basis.
- c) 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. 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. Members have the right to appeal any such decisions to an appointed panel consisting of Club members, as specified in Section 11.
- d) Members will pay membership fees, as determined at the Annual General Meeting. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- e) 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's Membership Secretary, or a person appointed by the Committee to act in that capacity.

## 4. Honorary Club Membership, Club President and Vice Presidents

- a) The Committee may award Honorary Club Membership to any Committee Member or former Committee Member who has made significant contributions to the Club, particularly those who have served in a Committee role for a continuous period of five years or more.

Honorary members shall be entitled to all privileges of membership but shall not be required to pay annual subscriptions. The award of Honorary Club Membership shall be decided by a majority vote of the Committee and may be presented at any Committee meeting.

- b) By a majority vote the Committee may also appoint a previous Chairperson as Club President. The Club President may also be an Honorary Club Member and will hold the post until such time as a new President is appointed.

As the Club shall only have one President at a time, a previous President (or Chairpersons who held their post prior to 2024) may at the discretion of the Committee be appointed as a Vice Presidents. The Club may have any number of Vice Presidents.

- c) The role of Club President and the position of Vice President shall be advisory.

However persons holding Honorary Club Membership may be separately elected as an ordinary member of the Committee.

- d) The President shall not hold an elected Honorary Officer post (as defined in Clause 6 (a) below).

## 5. Sports Equity

- a) The 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.

## **6. Committee**

- (a) The affairs of the Club shall be conducted by three Honorary Officers of the Committee which shall consist of a Chairperson, a Treasurer and a Secretary who shall be elected at the Annual General Meeting.

The three Honorary Officers will be supported by a number of other Committee Members who will be recruited at the discretion of the Honorary Officers and existing Committee Members as necessary to fulfil the business of the Club.

- (b) The term of office shall be for one year and Honorary Officers shall be eligible for re-election.
- (c) Honorary Officers and all other Committee Members must be members of the Club.
- (d) If required the Committee shall elect a Vice Chairperson from among its members. The Vice Chairperson post shall be that of an ordinary Committee Member and not an Honorary Officer.
- (e) If the post of any Honorary Officer or ordinary Committee Member should fall vacant, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the Club rules, Constitution or any other relevant rules or regulations. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) Committee meetings will be convened by the Secretary of the Club and be held no less than three times per year.
- (j) All Committee Members will have the right to vote at Committee meetings.
- (k) No person will exercise more than one vote; in the case of a job share for any Committee position, including Honorary Officers, only one vote shall be exercised collectively by the job share partners.
- (l) The quorum required for business to be agreed at Committee meetings will be a simple majority of 51% of the Committee present and will include a minimum of one Honorary Officer.

## **7. Finances**

- (a) The Club Treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st March to the last day of February.
- (c) All club monies will be banked in an account held in the name of the Club.

- (d) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Under normal circumstances the Club's annual accounts will be presented unaudited.
- (e) Following presentation of the annual accounts, any Club member (or a parent/guardian of any member under the age of 18) may request from the Treasurer information sufficient for that person to make their own arrangements for the accounts to be audited. The person making the request will be required to incur the full cost of the audit and any associated ancillary charges or other expenses. The Club will not be liable for any auditing expenses or associated charges or costs unless the express written agreement of the Club Treasurer has been obtained.
- (f) Any cheques drawn against club funds should hold the signatures of the Treasurer, and either the Chairperson or Secretary.
- (g) Any online or other electronic payment made by the Club should be raised by the Treasurer and authorised by either the Chairperson or Secretary.
- (h) Whilst all members of the Club shall be jointly and severally responsible for the financial liabilities of the Club, the Club will not obtain any goods on credit without unanimous approval of all members of the Committee who in doing so will confirm that the Club has sufficient funds to pay for said goods when they become due for payment. Furthermore the Club will not obtain financial loans or similar borrowings without approval of a minimum of two thirds of eligible votes received from the Club membership. Clauses 8 (g) and 8 (h) below define an eligible vote.
- (i) The Club's funds and assets shall not be used for any private use by the Committee members.
- (j) All surplus income or profits are to be held by the club to be reinvested in the club. No surpluses or assets will be distributed among members or third parties.

## **8. Annual General Meetings, Extraordinary General Meetings and Committee 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) once in every calendar year and not more than 15 months after the last AGM. At every AGM the Club will:
  - i. Approve the minutes of the previous year's AGM.
  - ii. Receive reports from the Chairperson and Secretary.
  - iii. Receive a report from the Treasurer and approve the Annual Accounts.
  - iv. Elect the Honorary Officers of the Club. These shall be a Chairperson/s, a Secretary and a Treasurer. Such people will be full members of the Club over the age of 18 years.
  - v. Agree the membership fees for the following year.

- vi. Consider any proposed changes to the Constitution.
- vii. Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club Secretary or Chairperson at least 21 days before the date of the AGM.
- (d) Nominations for Honorary Officers of the Committee will be sent to the Secretary at least 14 days prior to the AGM.
- (e) In the case of a job share, each individual must be nominated and elected as a unit for the position to which they are being appointed.
- (f) Proposed changes to the Constitution shall be sent to the Secretary a minimum of 14 days prior to the AGM, who shall then circulate them at least 7 days before the AGM.
- (g) Each member present shall have one vote and resolutions shall be passed by a simple majority. Voting rights may be exercised by one parent or guardian on behalf of each member under the age of 18.
- (h) Each member shall therefore have one vote only and parents or guardians may exercise two or more votes if they have two or more children (aged 17 and below) in the Club. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- (i) The chair of a club meeting will normally be the Chairperson of the Club, but in their absence a meeting chair may be the Treasurer or Secretary.
- (j) The quorum for an AGM will be a minimum of 25% of the membership.
- (k) The Chairperson of the AGM shall hold a deliberative as well as a casting vote at the AGM.
- (l) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members (or Parents/Guardians of members under the age of 18) of the Club.
- (m) The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee Members.
- (n) All procedures shall follow those outlined above for AGMs.
- (o) All meetings will be minuted.

## 9. Job Shares

In the case of job-sharing by two or more individuals for an Honorary Officer post or any ordinary Committee position, the individuals shall collectively hold one vote in any decision making process. Each individual may participate in discussions, but only one vote shall be exercised for the shared role during any formal or informal voting.

## 10. Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or

EGM.

## 11. Discipline and appeals

- (a) All complaints regarding the behaviour of members, club officials or coaches should be presented and submitted in writing to the Club Secretary.
- (b) The Committee will meet to hear complaints within 21 days of a complaint being lodged. If the complaint is regarding a member of the Committee, they will not be included in the process.
- (c) In determining the appropriate action to take, the Committee will follow the process below:
  - i. The Respondent should be notified of the complaint against them and provided with an opportunity to provide a written response. Where the Committee consider it appropriate, the Respondent may be invited to attend the Committee meeting in person.
  - ii. The Committee shall meet to review the complaint and the evidence submitted.  
  
Should the Committee consider if they need further evidence to conclude the matter, they may request this prior to issuing a decision.
  - iii. Within 14 days of the hearing the Committee will issue their decision to the Complainant and Respondent in writing.
- (d) The Committee has the power to take appropriate disciplinary action, including the immediate termination or suspension of membership.
- (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 14 days of the hearing.
- (f) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 21 days of the Club Secretary receiving the appeal in writing.

## 12. Dissolution

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

In the event of dissolution, all debts should be cleared with any funds of the Club. Any assets of the Club that remain following this will become the property of The British Cycling Federation's South East Regional Board.

## 13. Declaration

At the AGM held on 16<sup>th</sup> November 2024, the Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

This Constitution replaces in its entirety all previous Constitutions held by the Club.