

DARLINGTON CYCLING CLUB
CONSTITUTION MARCH 2024

1. TITLE

- 1.1 The club shall be known as Darlington Cycling Club and shall be affiliated to British Cycling, Cycling Time Trials and Cycling UK.

2. OBJECTIVES

- 2.1 The objectives of the club shall be to foster and promote the sport of cycling in all disciplines throughout the North East of England at all levels, providing opportunities for both recreation and competition, and to promote the physical and psychological benefits of cycling.

3. MEMBERSHIP

- 3.1 Membership of the club shall be open to anyone interested in the sport of cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, gender reassignment or any other legally protected characteristics from time to time.

- 3.2 A prospective member must:

3.2.1 be proposed by two senior members;

3.2.2 complete the club's application form and pay his/her annual joining subscription;

3.2.3 have third party cycling insurance cover providing cover per period of insurance of not less than £10m or as the committee may from time to time otherwise decide (each member is required to have the benefit of that insurance for as long as he/she is a member); and

3.2.4 be approved for admission to membership at a meeting of the committee (acting through all except two of those committee members present at the meeting).

The committee (acting through all except two of those committee members present at the meeting) has the power to terminate a member's membership.

- 3.3 In withholding such approval or in exercising such power to terminate, the committee shall not act in a discriminatory way but shall have regard to the best interests of the sport of cycling and the conduct of the club. An appeal against a refusal or (including under section 3.5 below) termination of membership may be made to the committee (where practicable acting through those committee members who were not involved in the decision to refuse membership or, as the case may be, the decision to terminate the member's membership) at any time within 21 days of the date of the club's letter or email giving notice of that decision.

- 3.4 The club's membership comprises junior members (aged 17 or under) and senior, members (aged 18 or over). Persons aged 80 or over at the time of membership renewal or approval (and such other persons as the committee, acting reasonably, may from time to time decide) shall be honorary members. All members are entitled to use and enjoy, in common with all other members, all the facilities of the club and to attend and (with the exception of junior members who may not vote) vote at general meetings of the members (each member present has one vote).

- 3.5 If it appears to the committee that it no longer has any contact with an honorary member and that member fails to confirm by letter or email to the chair that he/she wishes to continue to be an honorary member within 30 days of being asked to do so by letter or email sent to him by the chair, then the committee (acting through all except two of those committee members present at the meeting) has the power to terminate the honorary member's membership.
- 3.6 The club's membership year is the calendar year and the annual subscription payable by respectively junior members and (with the exception of honorary members who pay no subscription) senior members shall be as fixed from time to time by the committee. At the discretion of the committee, annual subscriptions may be discounted for members joining during the year and also in the case of those members who pay their renewal subscription prior to the start of the membership year. A member's membership automatically terminates if his/her annual subscription has not been paid by 31st January.
- 3.7 A member may only be a first claim member of one club/team. If he/she is a first claim member of the club, then he/she must enter all open and club events in the name of the club. A member who is a first claim member for another club/team must promptly inform the club's membership secretary of that fact and will be a second claim member of the club and ineligible for club awards.

4. COMMITTEE

- 4.1 The committee shall be responsible for the management of the club, and its club runs, competitions, funds, property and affairs and for appointing two club delegates to attend Cycling Time Trials' district meetings.
- 4.2 The committee shall comprise:
- 4.2.1 the chair, whose specific duties shall be the convening of committee meetings and the chairing of meetings of the committee and general meetings of the members;
 - 4.2.2 the treasurer, whose specific duties shall be the keeping of an accurate account of the club's finances (to be available for inspection by the members at reasonable times and on reasonable notice), arranging for the auditing of the club's accounts, together with the chair being a joint signatory on all cheques and dealing with club payments to third parties;
 - 4.2.3 the secretary, whose duties shall be of an administrative nature but shall include ensuring that minutes of general meetings are provided to the members via email (subject to the member having supplied his/her email address to the club) and the club's social media sites (the positions of the treasurer and the secretary may be combined);
 - 4.2.4 the membership secretary, whose specific duties are the processing of membership applications, the keeping of an accurate record of members and (where required) the arranging of insurance for members;
 - 4.2.5 the welfare officer, whose specific duties shall be to keep up to date on legislation and the requirements of the organisations to which the Club is affiliated, in order to provide advice and guidance on safeguarding and welfare issues and to develop and promote best practice by the Club such that the Club fulfils its duty of care to members and individuals who take part in Club activities;

- 4.2.6 the race officer, whose specific duties shall be to keep up to date on competitive cycling rules from time to time applicable to the Club or members and to encourage members to take part in competitive cycling;
- 4.2.7 the club kit officer, whose specific duties shall be compiling and keeping up to date the club's inventory of club kit, reviewing the club kit's design and club kit suppliers, (subject to the next sentence) placing and administering each order for club kit and receiving and distributing to members club kit. For the avoidance of doubt, the club kit officer has no authority to place an order for club kit unless and until the order has been approved by the chair and the treasurer (or by the committee) or to sell club kit other than at the prices set by the chair and the treasurer (or by the committee);
- 4.2.8 the bursary officer, whose specific duties shall be the receipt and consideration of each bursary application (and accompanying evidence of payment) received from members, including reviewing the application against the requirements set out in the club's competition bursary scheme guidance document. For the avoidance of any doubt, the approval or otherwise of each bursary application and whether a bursary is to be paid by the club and, if so, of what amount and when shall be a decision of the chair and the treasurer (or the committee);
- 4.2.9 between two and 10 other senior members of the Club (such number to be as determined from time to time by the committee).
- 4.3 Only senior members may sit on the committee, which shall meet not less than twice each calendar year. The quorum for the transaction of business at meetings of the committee shall be five committee members. The chair may from time to time decide that a meeting of the committee will be held virtually or by other means. The decisions of the committee shall be by simple majority vote, with the chair having a casting vote.
- 4.4 The committee shall have the power to co-opt any member willing to act to provide advice, either generally or in relation to a specific matter. By way of example, advice might be sought as to a member's experience of joining or of his/her membership of the club. A co-opted member shall not however thereby become a member of the committee and shall not be entitled to vote at meetings of the committee and his/her co-option, if not already terminated, shall in any event terminate at the end of the next annual general meeting.
- 4.5 The chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the club kit officer, the bursary officer and the two to 10 other senior members to be appointed as committee members shall be elected at the annual general meeting of the members and shall hold office until the end of the next annual general meeting and may be re-elected (to the same or a different office) at that meeting.
- 4.6 A committee member's membership of the committee shall be automatically terminated if he/she ceases to be a member of the club, or resigns by giving notice, or is removed by resolution of the other committee members or the members at a general meeting. The procedural requirements for removal by the members shall be as reasonably determined from time to time by the committee.

5 GENERAL MEETINGS

- 5.1 The committee shall be responsible for convening all general meetings of the members, each such meeting to be held at such Darlington venue, at such time and on such date as the committee shall decide., However, the committee may, acting reasonably, from time to time specify that a general meeting is to be held virtually. Save in the case of an annual general meeting or as otherwise required by this constitution, the committee shall give not less than two weeks' notice of the meeting (such notice to include, where the meeting is to be held virtually, notice of that fact) to the members via email (subject to the member having supplied his/her email address to the club) and the club's social media sites.
- 5.2 The principal purpose of general meetings is first to receive from the committee members present at the meeting a report on the activities of the committee since the previous general meeting and secondly to allow members to discuss matters relevant to the club or the sport of cycling. In addition, members may vote on those matters reserved to them by this constitution or on business put to the meeting for their vote by the committee members present at the meeting.
- 5.3 In the absence of the chair, general meetings shall be chaired by the treasurer or, in his/her absence, by another committee member. In order to transact business at general meetings, there must be present at least two members of the committee and seven other senior members. Save in the case of a resolution to amend this constitution or for the dissolution of the club, voting at general meetings shall be by simple majority vote (with the person chairing the meeting having a casting vote).
- 5.4 The committee shall be responsible for designating a general meeting to be held during either September, October or November of each year as the annual general meeting of the members of the club (however, the committee may, acting reasonably, from time to time designate another general meeting as the annual general meeting). The committee shall give not less than three weeks' notice of that meeting (such notice to include, where the meeting is to be held virtually, notice of that fact) to the members via email (subject to the member having supplied his/her email address to the club) and the club's social media sites.
- 5.5 The business of the annual general meeting (which for the avoidance of any doubt can, if the committee so specify, be held virtually) shall be:
 - 5.5.1 to confirm the minutes of the previous annual general meeting;
 - 5.5.2 to receive the audited accounts for the previous calendar year from the treasurer;
 - 5.5.3 to receive the annual report of the committee from the secretary;
 - 5.5.4 to receive the annual membership report from the membership secretary;
 - 5.5.5 to receive the annual club runs' report from the chair;
 - 5.5.6 to receive the welfare officer's report;
 - 5.5.7 to receive the race officer's report;
 - 5.5.8 to receive the club kit officer's report;
 - 5.5.9 to receive the bursary officer's report;
 - 5.5.10 to elect an independent auditor (who must not be a cheque signatory or otherwise involved in the financial processes of the club);

- 5.5.11 to appoint the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the club kit officer, the bursary officer and the two to 10 other senior members to be appointed as committee members;
- 5.5.12 to transact any other business requested by any senior member by notice to the secretary not less than one week prior to the meeting. Notice of any such business shall be given to the members prior to the meeting in the manner required for notice of a general meeting.
- 5.6 If a senior member wishes to be appointed as the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the club kit officer, the bursary officer or as one of the two to 10 other senior members to be appointed as committee members, his/her nomination (as seconded by another senior member) must be given to the secretary not less than two weeks prior to the annual general meeting. Notice of all such nominations shall be given to the members prior to the meeting in the manner required for notice of a general meeting.
- 5.7 If any casual vacancy occurs in the committee, the members may at a general meeting resolve to fill that vacancy and in relation to this the procedural requirements set out above for the appointment of the chair, the treasurer, the secretary, the membership secretary, the welfare officer, the race officer, the club kit officer, the bursary officer and the two to 10 other senior members to be appointed as committee members shall be followed.

6 ALTERATIONS TO THIS CONSTITUTION

- 6.1 Any two or more senior members may at any time give notice to the secretary of their wish that a general meeting of the members (such meeting to be held within 60 days of the date of receipt of such notice) consider and, if thought fit, pass a resolution to amend the constitution in the manner set out in their notice. The secretary shall ensure that not less than three weeks' notice of the resolution is given to members in the manner required for notice of a general meeting.
- 6.2 In order to be passed, not less than two thirds of the senior members attending and voting at the meeting must vote in favour of the resolution.

7 DISSOLUTION

- 7.1 Any two or more senior members may at any time give notice to the secretary of their wish that a general meeting of the members (such meeting to be held within 60 days of the date of receipt of such notice) consider and, if thought fit, pass a resolution that the club be dissolved. The secretary shall ensure that no less than three weeks' notice of the resolution is given to members in the manner required for notice of a general meeting.
- 7.2 In order to be passed, no less than two thirds of the senior members attending and voting at the meeting must vote in favour of the resolution.
- 7.3 Following the passing of a resolution for the dissolution of the club, the committee shall proceed to realise the assets of the club and to discharge all its debts and liabilities (any remaining assets shall not be paid or distributed amongst the members but shall be given to a local charity or other voluntary organisation having objectives similar to those of the club).