

***Kenilworth Wheelers***  
***Cycling Club***

**Constitution**

# **KENILWORTH WHEELERS CYCLING CLUB**

## **Constitution**

### **NAME, OBJECTS AND CONSTITUTION OF THE CLUB**

1. Name.  
The name of the Club shall be Kenilworth Wheelers Cycling Club.
2. Objects.  
The object of the Club shall be to promote cycling in all its forms.
3. Colours.  
The colours of the Club shall be Black, Red and White.
4. Affiliations.  
The Club shall be affiliated to the British Cycling (BC), Cycling Time Trials (CTT), and such bodies as the Club may from time to time determine in General Meetings.
5. Cycling Guidelines.  
Every Member shall be bound by and submit to the Club Guidelines.
6. Alteration of Constitution.  
The Constitution may be rescinded, amended or added to only by a resolution passed by a majority consisting of two-thirds of the Members present and entitled to vote at a properly convened Annual General or Extraordinary General Meeting.
7. Dissolution.  
The Club can only be dissolved at a General Meeting of Members specially convened for that purpose and any monies and effects of the Club shall be disposed of as directed by such meeting.

### **MEMBERS AND MEMBERSHIP**

1. Classes of Membership - Membership of the Club shall be of classes as follows:
  - First Claim Members: First Claim Members shall be full Members of the Club and entitled to full rights and privileges. A rider may only be a First Claim Member of one cycling club having resigned from first claim membership of his/her previous first claim club.
  - Second Claim Members: Second Claim Members shall be full Members of the Club and entitled to full rights and privileges, save that they may not win a Club Trophy or hold a Club Record; nor can they race as a Kenilworth Wheelers member in open events.
  - Life Members: Life Members shall be full Members of the Club and entitled to full rights and privileges. Life Membership is normally conferred in recognition of long continuous membership and service to the Club, on a recommendation by the Committee to the Members at a General Meeting.

2. Candidates for Membership.  
A candidate for Membership must apply using the form currently authorised by the Committee. Under 18 year olds must have their application form counter signed by a Parent or Guardian along with a Parental Consent Form.
3. Membership applications and renewal of membership shall be approved by the Committee.  
The Committee shall decide if a member must serve a probationary period before they become or remain full members of the Club.
4. Resignation.  
Members intending to resign their Membership of the Club shall give 28 days notice in writing to the Secretary and shall pay all arrears due at the date of such notice.
5. Expulsion.  
The Committee shall have the power to expel any Member who they may deem guilty of conduct detrimental to the interests of the Club or its Members. Such conduct may include continually ignoring the requirements of this Constitution and Guidelines.  
The Member shall be reasonably informed of the meeting at which their conduct will be considered and shall be entitled to make representations as they may think fit either in person or in writing to the Committee. The Member whose conduct is under review may not be present when any vote regarding their Membership is taken.
6. Liability.  
Membership of the Club involves no liability on any Member beyond payment of the Subscription Fee, except as may be provided by this Constitution.
7. Conduct of Members.  
All Members are expected to conduct themselves in a manner that will bring honour and respect to the Club and the sport of Cycling in general. For example, if club members are taking part in organised training or charity events, they should both sign on and subscribe to that event, prior to starting.
8. Guest Rider.  
A guest rider may take part in 6 Club rides or a two month period, whichever is the shorter, after which time the guest rider will be required to apply for Membership of the Club. Club rides are those that are organised solely for the Members of the Club.
9. Insurance.  
It is the responsibility of any active (non social) Member to have adequate insurance cover at all times. A minimum of Third Party Liability is required to be a Member of the Club. Proof of cover can be required to be provided to the Committee at any given time. Any Member not having adequate cover will be automatically expelled from the Club.

## **SUBSCRIPTIONS**

1. Annual Subscriptions.

Annual subscriptions for the various Classes of Membership shall be fixed from time to time by the Members at the Annual General Meeting and shall be payable by the 31<sup>st</sup> December in every year. The elected officers of the Club (Chairperson, Secretary & Treasurer) shall be exempt from paying membership fees during their term in office.

2. Arrears of Subscriptions.

A Member whose subscription remains unpaid after 1<sup>st</sup> February in any year shall cease to be a Member, but may be reinstated at the discretion of the Committee on payment of the relevant subscription plus a £5 "rejoining" fee.

3. Refund of Subscriptions.

A Member who resigns or is expelled from the Club shall not be entitled to a refund of the unexpired proportion of the subscription paid for the current year.

4. Members elected after 1st October.

Members elected after 1st October in any year shall have the privilege of membership up to 31st December of the following year.

## **MANAGEMENT**

1. The management of the Club shall be vested in a Committee, which shall consist of a minimum of 5 members or 10% of the membership, whichever is the greater. The Committee shall comprise of a minimum of the Chairperson, Secretary, Treasurer and at least 2 ordinary members, representation from men, women and junior riders to be encouraged.

2. Election of Committee and Officers.

The Chairperson and all Members of the Committee shall be elected annually at the Annual General Meeting. The Chairperson will serve a maximum of five consecutive annual terms (providing, for the avoidance of doubt, he/she is re-elected for each of those years at each AGM).

3. Method of Election.

The election of Members to the Committee shall take place at the Annual General Meeting in the following manner:

- Each Candidate for election to the Committee must be proposed and seconded by Members of the Club. The candidate must intimate their willingness to serve either in writing to the Secretary or verbally at the Annual General Meeting.
- In the event of Candidates so nominated exceeding the number of vacancies, they shall be elected by ballot.

4. Chairperson of Committee.

The Chairperson or, in his/her absence, the senior elected Member of the Committee present shall act as Chairperson at Committee Meetings and shall have a casting vote.

5. Committee Meetings.

The Committee shall hold a Committee Meeting at least twice per year to conduct the business of the Club.

6. Notice of Meetings

At least 14 days notice of Committee Meetings shall be given to each Member of the Committee.

7. Quorum.

3 members (or 50% whichever is the greater) of the Committee must be present to form a quorum.

8. Powers of Committee.

The Committee shall have the power to:

- Fill any vacancy that may occur in their number. Any Member so appointed shall hold office until the next Annual General Meeting when they shall be eligible for election.
- Co-opt Members to the Committee with power to vote.
- Elect and expel Members of the Club.
- Manage the affairs of the Club and decide any question as to the interpretation of the Constitution and Guidelines, and deal with any matter not provided therein.
- Amend the Cycling Guidelines to cover any legal, insurance or safety issues which may arise from time to time.
- Appoint from among their number Sub-Committees (with power to co-opt other Members) and may refer to them such powers and duties that the Committee may determine. The Chairperson, Secretary and Treasurer shall be ex-officio on all sub-committees.

## **GENERAL MEETINGS**

1. Annual General Meetings.

The Club shall hold an Annual General Meeting during the month of November in each year. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

2. Extraordinary General Meeting.

The Club shall hold an Extraordinary General Meeting within twenty one days of either:

- Receipt, by the Secretary, of a requisition made in writing signed by not less than 10 Members or a resolution by the Committee.

3. Extraordinary General Meeting.

An Extraordinary General Meeting must be convened for the purposes specified in the requisition or resolution and shall be convened for those purposes only.

4. Notice of Meeting.

At least twenty eight days clear notice of any Annual General Meeting or fourteen days clear notice of any Extraordinary General Meeting shall be given to the Members of the Club.

5. Non-Receipt of Notice.  
The non-receipt of any such notice by any Member shall not invalidate any Resolution passed at any such meeting.
6. Business of Annual General Meeting.  
The business of an Annual General Meeting shall be to receive and consider the Accounts and the reports of the Committee and Auditors, to elect Members to the Committee; to appoint the Auditors and to deal with any other matter specified on the Agenda.
7. Notice of Resolutions.  
Notice of Resolutions (other than those to elect the Officers and Committee) to be proposed at the Meeting must be received by the Secretary in writing at least fourteen days prior to the meeting.
8. Chairperson of General Meetings.  
The Chairperson of the Committee or, in his/her absence, a Member nominated by the Committee shall take the Chair at every General Meeting.
9. Quorum.  
The Chairperson, plus the Secretary or Treasurer plus a minimum of 15% of the membership, must be present to form a quorum at any General Club meeting.
10. How Resolutions are decided at Meetings.  
Every Resolution submitted to a Meeting shall normally be decided by a show of hands and shall be decided by a simple majority except for changes to the Constitution. Such changes to this document shall be decided by a two-thirds majority.  
A meeting may resolve, by simple majority, to take a secret ballot.

## **NOTICES**

1. A Notice may be served by the Club either personally or by sending it, through the post or by electronic mail, addressed to the last known address of the Member that has been given to the Secretary. Any Notice sent by post or electronic mail shall be deemed to have been served on the 3rd working day following that on which the Notice was sent.

## **ACCOUNTS AND AUDITORS**

1. Keeping of Accounts.  
The Committee shall cause true accounts to be kept of all sums of money received and expended by the Club.
2. Bank Account.  
The Club shall have a Banking Account or Post Office Account and all cheques must be signed by two members of the Committee.
3. Financial Statement.  
The Committee shall submit to the Annual General Meeting in each year a Statement of Receipts and Payments made up to the preceding thirty first day of December together with the Report of the Auditors thereon.
4. Appointment of Auditors.  
The Club shall appoint Auditors at each Annual General Meeting to hold office until the conclusion of the next Annual General Meeting.

## **CHILD PROTECTION POLICY**

1. The Club shall implement and, in general, abide by the latest issue of British Cycling's "Guidelines for the Policy and Procedure for the Protection of Children and Vulnerable Adults"