



# Constitution and Rules

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## 1. Name

This is the **Constitution and Rules** of the procedure of the society named 'Stokes Cycling Club' (SCC) - known and referred to as the 'Club'.

## 2. Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this Constitution by the Members of the Committee. Further guidance and advice may be sought from the CyclingUK and adopted if approved by the Committee.

## 3. Vision, Aims and Objectives

### 3.1 Vision

For cycling in South Gloucestershire and the surrounding area to be a safer, more enjoyable and a more accessible form of everyday transport and recreation for all.

#### 3.1.1

For SCC Members to be able to access approved Adult and Children cycle training, within a reasonable travelling distance from the five Stokes.

#### 3.1.2

For SCC Members to be able to access cycle maintenance classes, within a reasonable travelling distance from the five Stokes.

#### 3.1.3

To be Affiliated to CyclingUK (formerly known as the Cyclists' Touring Club) with Members' benefits.

### 3.2 Aims

To operate as a Members' organisation representing, promoting and supporting the needs of local cyclists.

### 3.3 Objectives

**3.3.1** To promote cycling as a safe, enjoyable, efficient and environmentally friendly form of transport and recreation for all

**3.3.2** Operate as a Member's organisation

- a) Offer information, support and solidarity with and for the Members of the Club
- b) Operate as a democratic body, reflecting the opinions of our Members through a participatory and accountable Committee
- c) Increase our membership, so representing greater numbers of cyclists in the area
- d) Operate as a leisure and social cycling club for all
- e) To organise and promote cycle rides in line with its Member's wishes for the enjoyment and recreation of all its Members and Guests

## 4. Geographical area

The Club will pursue its vision, aims and objectives in South Gloucestershire, Bristol and the surrounding areas.

### 5. Other Groups

In furtherance of its Objectives, SCC may co-operate with and/or become affiliated to other groups. Organisations which support the Club's Objectives may become affiliated to SCC on payment of an annual affiliation fee. SCC shall not be affiliated to any political party.

### 6. Membership

- a) Any person who supports the Club's Aims and Objectives may apply for Membership and become a Member of SCC on payment of the annual Membership fee agreed and set annually
- b) Membership runs annually from 1<sup>st</sup> May each year and lapses if any renewal payment is more than three months overdue. New members who first join the Club between 1<sup>st</sup> January and 30<sup>th</sup> April will not be required to renew their membership until the 1<sup>st</sup> May of the following year.
- c) Members will receive regular newsletters each year
- d) A full list of Members shall be kept up to date by the Club Secretary
- e) Members of 18 years old and over will have voting rights
- f) Guests will be made welcome at Committee Meetings and on rides, but will be asked to apply for Membership after attending two meetings/rides if they wish to continue attending

### 7. Management

- a) The management of SCC shall be conducted by a Committee elected at the Annual General Meeting, which will report to the Members through any newsletter, email-bulletins and General Meetings
- b) Committee discussions will be facilitated by Meetings and by an email forum; and decisions will be facilitated at Meetings
- c) A Committee shall be elected at the Annual General Meeting to carry out the business of the Club
- d) Day-to-day decision making of the Committee can be undertaken on the Committee section of the email forum, dependent on the achievement of Quorum
- e) The Committee shall have between 3 and 10 Members, who must all be Members of the Club with voting rights
- f) The Committee will be made up of a Chair, Treasurer and Secretary. Officer roles can be given to other Members as the Committee may decide appropriate at the time
- g) The Committee can fill vacancies on the Committee arising during the year by co-opting Members. These will be subject to ratification at the next Committee Meeting
- h) Additional co-opted Members may be appointed, who in the opinion of the Committee, have special skills or knowledge to contribute to the Club and its activities
- i) Any Committee Member or Officer must declare any relevant personal interest. The Committee shall have the right to determine whether that Member shall withdraw, or be allowed to speak or post replies but not vote, or be allowed to speak or post replies and vote
- j) The Committee shall meet at least 4 times a year

- k) Quorum. No Committee meeting or Committee decision can take place, or be ratified, if less than 3 Committee Members are present or in agreement
- l) All Committee Meetings and decisions, including email forum decisions, shall be permanently minuted. Minutes will be made available to Members
- m) If a Committee Member is absent from 2 consecutive Committee Meetings or 2 months whichever is the longer period without apology, it shall be deemed that they have resigned
- n) On a temporary basis Officers of the Committee may undertake two Officer Roles provided this is agreed by the Committee
- o) The Committee may also use its discretion to co-opt other persons who support the aims and objectives of the Club. This co-option should be ratified at a Committee Meeting and such co-opted Membership will lapse at the next AGM. Co-opted Members will not have voting rights
- p) The Committee can terminate the Membership by a vote of simple majority of any Member (s) with reason. Such Member(s) shall have the right to be heard by the Committee before any decision is taken and shall have the right of appeal to the next Committee Meeting of the society, whose decision shall be final

### **8. Powers of the Committee**

- a) The Committee has the power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- b) The Committee has the power to buy, take on lease or in exchange any property necessary for the achievement of the Objectives and to maintain and equip it for use
- c) The Committee has the power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the society
- d) The Committee has the power to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects or of similar Objectives and to exchange information and advice with them. Organisations, which support the Club's Objectives, may become affiliated to SCC on payment of an annual affiliation fee.
- g) The Committee has the power to do all such other lawful things as are necessary for the achievement of the Aims and Objectives

### **9. Sub-Committees**

- a) The Committee may appoint sub-Committees to carry out activities of a specific nature
- b) Such sub-Committees will be directly accountable to the Committee
- c) The Committee will agree in advance the Terms of Reference (including budget) for any sub-Committee
- d) All sub-Committees shall report to the full Committee and may be dissolved at the discretion of that full Committee

### **10. Notice of Meetings and Motions**

General Meetings are monthly. All meetings will be publicised by email and on any website links, with at least one month's notice. This includes General Meetings, AGMs, EGMs, and any motion to dissolve SCC. If there is a motion

calling for the resignation of a Committee Member or the expulsion of a Member, the individual concerned must personally be given one month's notice in writing.

### **11. Voting at General Meetings**

A motion may be proposed and seconded at a General Meeting. The Committee is then bound to consider this motion at a Committee Meeting.

### **12. Annual General Meeting**

- a) The Annual General Meeting (AGM) shall take place no less than 11 months, and not more than 15 months from the date of the previous AGM or inaugural meeting
- b) The Secretary will notify all Members of the date of the meeting, via the normal channels (newsletter, and/or website, and/or email forum), not less than one month before the Annual General Meeting
- c) The business of the AGM will include:
  - I. Report on the Committee's work over the last year
  - II. Report on any Sub-Committees
  - III. Present a reviewed statement of accounts
  - IV. Elect a new Committee
  - V. Amend the Constitution if necessary, subject to Members being advised of the proposed changes within the agreed timescale
  - VI. Set Membership and affiliation fees
  - VII. Appointment of an auditor – if required
- d) The Quorum shall be 4

### **13. Extraordinary General Meeting**

- a) An Extraordinary General Meeting (EGM) may be convened when deemed desirable and also upon the written request to the Secretary of 5 Members of at least 6 months standing
- b) The Secretary will give 1 month's notice via the normal channels (newsletter, and/or website, and/or email forum) to all Members of such a meeting
- c) At an EGM, the Constitution may be changed, Membership amended and Policy changed
- d) The quorum shall be 4

### **14. Voting at Committee Meetings**

- a) A motion proposed and seconded at a Committee Meeting is put to the vote by a show of hands of Committee Members entitled to vote
- b) A Committee Member can request a secret ballot providing this is agreed by a majority of Members present
- c) A simple majority of votes shall carry a decision

### **15. Finance**

- a) All money received by, or on behalf of, the Club is to be used to further the Aims and Objectives of the Club to be agreed by the Membership
- b) The Treasurer shall maintain a bank account in the name of the society
- c) There will be three signatories to the bank account who will be nominated by the Committee, one of which will be the Treasurer. These should not be from the same household

- d) All cheques and instructions to the Club's Bankers shall require 2 of the agreed signatories
- e) The Committee must approve spending on any item of over £50 in advance
- f) Regular financial reports of all the society's accounts will be made available to the Committee on a quarterly basis, if necessary, and independently examined each year by an elected Member or auditor, if necessary
- g) The accounts will also be received at the AGM and be made available to all Members

### **16. Equal Opportunities**

- a) The Club recognises that certain groups and individuals are discriminated against in society. The Committee shall be opposed to such discrimination and committed to equality of opportunity in its business, in its relations with its Members and others and in its composition of Committees
- b) The Club will ensure that in all its dealings no-one shall be disadvantaged because of their sex, marital status, sexual orientation, domestic responsibilities, convictions, age, religion, ethnic origin, race, colour, illness or disability

### **17. Amendments to the Constitution and Rules**

- a) Any amendment to this Constitution shall be made at an EGM or AGM
- b) All proposed alterations shall be given to the Committee in writing not less than one month before the EGM or AGM. These proposals should be outlined on notices advertising the Meeting at least one month prior to the EGM or AGM
- c) Any amendment shall require the approval of a two thirds majority of Members present and voting at the Meeting

### **18. Winding Up (Dissolution Clause)**

- a) SCC can be wound up if this is proposed at an Extraordinary General Meeting (EGM) for this purpose called by a Committee Member, and two thirds of the Members present at the Meeting agree with the proposal
- b) At the EGM called for that purpose any assets remaining will be transferred to a society with similar aims and objectives within the areas of interest or an appropriate charity to be agreed upon by the Committee

Date agreed and adopted

**21<sup>st</sup> May 2016**

Signatures

**Chair**  
Bryan Huish

**Secretary**  
Craig Ellis