

Inverness Cycle Club Constitution

1 Name of Club

The club will be called INVERNESS CYCLE CLUB (hereinafter referred to as The Club). The Club will be affiliated to SCOTTISH CYCLING.

2 Aim

The aim of the Club is to promote the sport of cycling in the Inverness area and the wider Highland community.

3 Membership

(a) Membership of the Club is open to anyone interested in cycling, regardless of gender, age (over 18s only), disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) Membership shall consist of the following categories:

- Full member
- Honorary life member

(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 any codes of conduct or practice that the Club has adopted.

(d) All members, with the exception of Honorary life members, will pay membership fees, as determined at the Annual General Meeting (AGM).

(e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings, or represent the Club in events unless the applicable subscription has been paid and/or membership has been agreed by the Club Committee.

4 Sports Equity

(a) 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.

(b) The Club is committed to ensuring an environment free from intimidation, harassment and abuse.

(c) All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

(d) The Club will deal with any discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee, which shall consist of the Chair, Treasurer and Secretary (the Club Officers) and 4 additional ordinary committee members, who shall be elected at the AGM. One of the committee members shall also serve as the club Welfare Officer.
- (b) All committee members must be members of the Club.
- (c) The Chair, Treasurer, Secretary and Welfare Officer must be individual members of British Cycling.
- (d) The term of office shall be for one year and members shall be eligible for re-election, subject to the following restriction:
 - A member may serve as a Club Officer for up to 3 terms, following which there must be a break of at least one year before they can again stand for election to any Club Officer position. This restriction shall not apply if by its imposition any Club Officer position would remain unfilled following an AGM.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the next AGM.
- (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 may appoint any advisors to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings in accordance with section 9 of these regulations.
- (i) Committee meetings will be convened by the Secretary and be held no less than 4 times per year.
- (j) Only the Committee members as listed above will have the right to vote at Committee meetings.
- (k) The quorum for Committee meetings will be 5 members and must include at least 2 of the Chair, the Secretary and the Treasurer.

6 Finances

- (a) The Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1st January to 31st December.
- (c) All club monies will be banked in an account held in the name of the Club.

- (d) A statement of the Club accounts, audited as decided by the Committee, will be presented by the Treasurer at the AGM.
- (e) Any cheques drawn against club funds should be signed by the Treasurer and, if the amount requires it, the Secretary.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings allow members of the Club to exercise their democratic rights regarding the Club's affairs.
- (b) The Club shall hold the AGM in January to:
 - Approve the minutes of the previous year's AGM.
 - Receive a report from the Chair.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the committee and the ordinary committee members.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.

Notice of the AGM will be given to all members by the Secretary at least 28 days in advance.

- (c) Proposed changes to the constitution must be sent to the Secretary prior to the AGM, for circulation to all members at least 14 days before the meeting.
- (d) All members have the right to vote at the AGM.
- (e) Members must vote in person at the AGM.
- (f) The quorum for AGMs will be 10 members, or 10% of the membership, whichever is greater.
- (g) The Chair of the Club shall have a normal deliberative vote as well as a casting vote, if needed, at general and committee meetings.
- (h) Nominations for positions on the committee must be proposed and seconded in person by members at an AGM.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of Committee members. An EGM must be held within 21 days of being called.
- (j) All procedures for EGMs shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote of members present at an AGM or EGM.

9 Discipline and appeals

- (a) The Club Welfare Officer is the lead contact for all members in the event of any protection concerns relating to vulnerable members.

- (b) Any disputes should be addressed by following the club’s Dispute Resolution Procedure, with informal discussion in the first instance. If this does not lead to a conclusion acceptable to all parties, or if this is not appropriate for whatever reason, then complaints and concerns should be submitted in writing to the Secretary.

- (c) The Committee will meet to consider written complaints and concerns within 14 days of being received. The committee has the power to take appropriate disciplinary action where necessary, as described in the Club’s Disciplinary Procedure. This includes the termination of membership. Any disciplinary action will be subject to a right of appeal.

10 Dissolution

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

- (b) In the event of dissolution, any debts should be cleared using club funds. Any assets of the Club that remain following this will become the property of another appropriate cycling body, charity, initiative or organisation, such as a local cycling club or Scottish Cycling.

11 Declaration

Inverness Cycle Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	