

Dromore Cycling Club Constitution

1. Club Name

- 1.1. The name of the club shall be **Dromore Cycling Club** hereafter known as the **Club**.
- 1.2. The Club will adhere to the policies of Cycling Ireland.
- 1.3. The Club will adopt the Anti-Doping Policies of Cycling Ireland as laid down by the Irish Sports Council, Sport NI and the World Anti-Doping Agency.
- 1.4. Events will be organised in keeping with the Technical Rules and Regulations of Cycling Ireland and any associated regulations such as Event Safety. [See Note 1 below]
- 1.5. The Club will adopt the Cycling Ireland Code Of Practice For Young and Vulnerable Cyclists. [See Note 2 below]

2. Club Objectives

- 2.1. The objectives of the Club shall be:
 - 2.1.1. To organise and promote cycling orientated activities, without discrimination. It shall be Club policy to offer opportunities to participate in cycling to all sections of the community. To this end the Club will adopt the Equality Policy of Cycling Ulster
 - 2.1.2. To operate a Safeguarding Policy which conforms to the requirements of Cycling Ireland and other relevant agencies.
 - 2.1.3. The Club understands it has a duty of care to safeguard all Members involved in the Club from harm. All children have a right to protection, and the needs of disabled Members and others who may be vulnerable must be taken into account. The Club will ensure the safety and protection of all children involved in the Club through adherence to the Cycling Ireland Code of Practice for Young and Vulnerable Cyclists.
 - 2.1.4. To promote drugs free participation in cycling in accordance with the requirements of Cycling Ireland, the UCI and the World Anti-Doping Agency.
- 2.2. The Club, in furthering its objectives may:
 - 2.2.1. promote and hold, either alone or jointly with others, cycle races and events in accordance with the rules established by Cycling Ireland;
 - 2.2.2. offer, give or contribute towards prizes, medals, and awards for cycle races promoted and held by the Club;
 - 2.2.3. provide coaching for beginners to encourage more cyclists to take up the sport;
 - 2.2.4. apply for grants from appropriate entities for the development of the sport of cycling;
 - 2.2.5. establish and promote, or assist any other association or entity having objectives similar to those of the Club;
 - 2.2.6. collect and disseminate information on all matters relating to the sport of cycling, and exchange such information with other bodies having similar objectives, whether in Ireland or internationally;
 - 2.2.7. buy, sell, and supply goods and services for the purposes of the Club;
 - 2.2.8. raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise provided that the Club shall not undertake permanent trading activities in raising funds for the said objectives;
 - 2.2.9. do all such other lawful things as are necessary for the attainment of the said objectives;
 - 2.2.10. ensure the Club is non-denominational and non-political in its operation and promotion;

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- 2.2.11. promote the Club and its activities so that people in the locality are aware of these objectives.

3. Club Affiliation

- 3.1. The Club shall be affiliated with Cycling Ulster and Cycling Ireland.

4. Club Membership

- 4.1. Membership of the Club shall be open to anyone interested in the sport of cycling on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 4.2. The Club may levy a Club membership fee in addition to the Cycling Ireland Membership fee to raise funds for the Club. The fee set will be agreed by the Members on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. There may be discounted rates for those under the age of 18 and over the age of 65.
- 4.3. Membership of the Club shall be open to all persons interested in the aims of the Club, and who agree to abide by this Constitution. Membership is renewed annually (through the Secretary) by becoming a member of Cycling Ireland and payment of an additional annual membership fee to the Club. The Members are aware that there are different classes of membership available from Cycling Ireland dependant on the interests of the Members.
- 4.4. Members wishing to transfer to another club require the written approval of the Club Secretary and such approval will not to be unreasonably delayed or denied.
- 4.5. Club membership subscriptions shall be fixed annually by the Members. The period of annual membership shall run from January 1st to December 31st. New Members who pay a Club subscription after October will be given membership for the remainder of that calendar year and the whole of the following year.
- 4.6. The Club has the right to refuse membership or decline renewals for any person who is deemed to be at odds with the Club committee, its Members and the aims of the Club set out in this Constitution.

5. Club Year

- 5.1. The Club's year shall be the calendar year: from 1st January to 31st December.

6. Club Committee

- 6.1. The Committee will have due regard to the law on disability discrimination and child protection/ safeguarding.
- 6.2. The Committee shall consist of at least four and not more than nine Members (including Officers).
- 6.3. A Committee Member ceases to be such if he or she ceases to be a Member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee

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with an appeal to the Club members, or is removed by Club Members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

6.4. Powers of the Committee:

The Committee:

- 6.4.1. Shall manage the business affairs of the Club;
- 6.4.2. Shall exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in a general meeting;
- 6.4.3. Has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
- 6.4.4. Shall have power to create and wind up sub-committees as required;
- 6.4.5. Shall have power to co-opt further Members to the Committee as required;
- 6.4.6. Shall hold no less than five meetings per year.

6.5. Composition of the Committee:

The Committee shall comprise

- 6.5.1. At least four Elected Members of the Club (Chairperson, Secretary, Treasurer, Safeguarding Officer).
- 6.5.2. The Committee shall comply with the provisions of this Constitution, any ratified constitutional amendments, and rules ratified by the Members of the Club.
- 6.5.3. The Club shall have the following Officers:
 - 6.5.3.1. **Chairperson**, who is the chief officer, responsible for the effective management of the Club; the Chairperson shall preside over Committee meetings and Club General Meetings; the Chairperson shall be one of the three signatories (any two to sign) on the Club's bank account(s) unless agreed otherwise by the Committee. The Chairperson will normally not be a voting officer; however in the event of an equality of votes, the Chairperson shall cast the deciding vote.
 - 6.5.3.2. **Secretary**, who is responsible for minute-taking at all meetings, and for ensuring that information about all matters affecting the Club is communicated to Members efficiently and expeditiously. The Secretary shall be one of the three signatories (any two to sign) on the Club's bank account(s).
 - 6.5.3.3. **Treasurer**, who is responsible for overseeing the Club finances; the Treasurer shall be one of the three signatories (any two to sign) on the Club's bank account(s).
 - 6.5.3.4. **Safeguarding Officer** who is responsible for the welfare of young members of the Club (under 18) and vulnerable adults. Such a person elected must have attended a generally recognised safeguarding course.
 - 6.5.3.5. **Race Secretary**, who is responsible for chairing the races committee, and for all issues relating to open and Club race events.

6.6. Term of appointment:

- 6.6.1. Each Officer of the Club shall hold office until the conclusion of the Annual General Meeting following the date of the said officer's election, but is eligible for re-election.

6.7. Election of Committee Members:

- 6.7.1. Any Member may be nominated (or may nominate himself/herself, either in person or in writing) for election as an Officer or Elected Member.

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6.7.2. The ballot for the election of Officers and Elected Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct

6.8. Vacancies:

6.8.1. If a vacancy occurs in the membership of the Committee for any reason, the Committee members may appoint a Member to fill the vacancy, and the Member so appointed will hold office subject to the Rules. The person filling the vacancy shall retire at the next occurring Annual General Meeting

6.9. Removal of Committee Members:

6.9.1. In order to remove any Committee members from office, an Extraordinary General Meeting shall be called.

6.9.2. A proposal to remove the Committee Member shall be put forward, in writing, by a Member duly qualified to vote at that meeting.

6.9.3. Notice shall be served on the said Committee Member in writing, stating the date, time, and place of the Extraordinary General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Committee Member that he/she may attend and speak at the Extraordinary General Meeting, and may also make written submission.

6.9.4. Once due consideration of the matter has been given, the proposal for removal of the Committee Member shall be put to a vote. A two-thirds majority of those present at the Extraordinary General Meeting is required to remove the Committee Member from office.

6.10. Committee meetings

6.10.1. Whenever a Committee Member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

6.10.2. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

6.10.3. At least three members must be present for the meeting to be valid;

6.10.4. Committee meetings shall be held in person and open to all current Committee Members;

6.10.5. The Chairperson, or whoever else those present choose, shall chair meetings;

6.10.6. Decisions shall be by simple majority of those voting;

6.10.7. A resolution in writing signed by every current Committee Member shall be valid without a meeting;

6.11. Delegation etc.

6.11.1. The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

6.12. Disclosure

6.12.1. Annual Club reports and statements of account must be made available for inspection by any Member and all Club records may be inspected by any current Committee Member.

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7. Meetings and Quorum

- 7.1. A Committee meeting shall be quorate when at least three members of the Committee are present. A sub-committee meeting shall be quorate when at least three Members of the sub-committee are present.
- 7.2. A General Meeting of the Club shall be quorate when at least ten per cent of the membership is present.
- 7.3. An Annual General meeting of the Club shall be quorate when at least ten percent of Ordinary Members (i.e. non Committee Members) is present.

8. Disciplining members

- 8.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and procedures. The Club Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.
- 8.2. The Club may, by resolution, censure, suspend, or expel a Member from the Club, if the Member has
 - 8.2.1. persistently refused or neglected to comply with a provision of the Constitution; or
 - 8.2.2. wilfully acted in a manner detrimental to the interests of the Club.
- 8.3. Where the Committee is of the opinion that a Member has acted in such a way so as to merit disciplinary action, the Committee must notify the Member and convene a disciplinary hearing.
- 8.4. Where the Committee passes a resolution convening a disciplinary hearing, the Committee must serve written notice on the Member in question, stating the date, time, and place of the disciplinary hearing, setting out the resolution of the Committee and the grounds on which it is based, and informing the Member that he/she may attend and speak at the disciplinary hearing, and may also make written submission.
- 8.5. Once the disciplinary hearing has taken place, and due consideration of the matter has been given, the Committee shall propose what action (if any) is to be taken. The Member in question shall be advised in writing of the Committee's decision.
- 8.6. The Committee shall then convene a General Meeting of the Club, at which a secret ballot shall be conducted on the question of whether the Committee's decision on this matter should be confirmed or revoked.

9. Voting and Decisions

- 9.1. Issues arising at meetings of the Committee, sub-committees, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the Members present at the meeting and entitled to vote.
- 9.2. Each Member present at a meeting of the Committee, sub-committees, or General Meetings of the Club (including the person presiding) shall be entitled to one vote. The Chairperson (who presides at meetings of the Committee and General Meetings of the Club) will normally not be a voting officer; however in the event of an equality of votes,

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the Chairperson shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

- 9.3. At a General Meeting of the Club a poll may be demanded by the person presiding, or by not less than five per cent of the membership present and entitled to vote.

10. Club Sub-Committees

10.1. Race Committee:

10.1.1. The Race Committee shall be composed of the Race Secretary (sub-committee chairperson) appointed by the Committee and four Members the Race Secretary shall co-opt; its remit shall be

10.1.2. to organise open races, Club races and other similar race events;

10.1.3. to adjudicate on the Club's points system for race events and results;

10.1.4. to obtain the necessary permissions from the police and other bodies for holding race events;

10.1.5. to be responsible for all marshalling and safety issues at Club race events.

- 10.2. The Race Secretary will normally not be a voting officer on the Race Committee; however in the event of an equality of votes, the Race Secretary shall cast the deciding vote at meetings of Race Committee.

- 10.3. The Race Committee shall represent, where practicable, all Members in the Club.

11. Club Accounts and Banking

- 11.1. **Accounts:** The Treasurer shall maintain correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club. The Treasurer shall provide a written statement of accounts at the Annual General Meeting, and at General Meetings at the request of the Committee, but at no fewer than three General Meetings per year.

- 11.2. An audit may be carried out once every year.

- 11.3. **Banking:** The Committee shall cause to be opened with such bank as the Committee selects, a bank account or bank accounts in the name of the Club, into which all monies received shall be paid within ten working days of receipt. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer, the Chairperson, or the Secretary (any two to sign).

- 11.4. **Funds management:** The funds of the Club, however derived, shall be applied towards the objects of the Club, under the direction of the Committee, and (where appropriate) with the approval of the membership of the Club.

- 11.5. **Financial Year:** The financial year of the Club shall run from 1st January to 31st December each year.

12. Annual General Meetings

- 12.1. The Club will hold an AGM, every year, on or before the last day of February.

- 12.2. At every AGM the Annual General Meeting shall have the following duties:

12.2.1. the Members will elect a Committee including a Chairperson, Treasurer, Secretary and Safeguarding Officer to serve until the next AGM;

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- 12.2.2. to elect the Officers of the Club, the ordinary Committee Members, and any members of the sub-committees;
 - 12.2.3. the Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
 - 12.2.4. The Committee will present a report on the Club's activities since the previous AGM;
 - 12.2.5. The Members will appoint a suitable person to audit the accounts; and
 - 12.2.6. The Members will discuss and vote on any resolution (whether about policy or to change the Constitution) and deal with any other business put to the meeting.
- 12.3. Communication summoning the Annual General Meeting will be released to reach members at least twenty-eight days before the meeting is due to take place. The agenda shall consist of the following items:
- 12.3.1. Apologies
 - 12.3.2. Minutes of last AGM
 - 12.3.3. Matters Arising
 - 12.3.4. Report on past season by Chairperson
 - 12.3.5. Report on Accounts
 - 12.3.6. Proposed programme for next season
 - 12.3.7. Subscription fee for next season
 - 12.3.8. Election of officers for next season
 - 12.3.9. Any other business
- 12.4. Other General Meetings may be called at other times, with not less than 28 days notice to all members, by the Committee or by the Chairperson at the request of not less than ten percent of the Ordinary Members (i.e. non Committee Members).
- 12.5. Extraordinary General Meetings (EGM): An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee on the written request signed by not less than ten Members. Such an EGM shall be held on not less than 14 or more than 21 days notice at place decided upon by the Committee or in default by the Chairperson.

13. Amendments to the Club's Constitution

- 13.1. The General Meeting of the Club may amend the Constitution by a majority of two-thirds of the Members present and voting, provided that a quorum of ten per cent of the membership is present, and that written notice of the amendment proposed has been given to all members not less than one month before the General Meeting.

14. Club Dissolution

- 14.1. The Club may be dissolved by the agreement of not less than three-quarters of those members present at a General Meeting specially summoned for this purpose.
- 14.2. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 14.3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
- 14.3.1. To another Club with similar sports purposes which is a charity and/or
 - 14.3.2. To the national governing body, Cycling Ulster or Cycling Ireland for use by them for work in relation to cycling.

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Notes:

1. Relevant documentation on <http://www.cyclingulster.com> in the resources section.
2. Relevant documentation on <http://www.cyclingulster.com> in the safe-guarding section.

Declaration:

Constitution adopted at a meeting held at: **Dromore Rugby Club**
on **21st February 2017**

As a Club Official I agree to abide by and enforce the rules of the Club Constitution and office to which I hold.

	<u>Date Signed</u>
Chairperson: <u>Eddie Girvan</u>	<u>21:02:2017</u>
Secretary: <u>Andy Wilson</u>	<u>21:02:2017</u>
Treasurer: <u>David Adair</u>	<u>21:02:2017</u>
Safeguarding Officer: <u>Stephen Lindsay</u>	<u>21:02:2017</u>