

V E R U L A M C C

The St Albans Cycling Club

Constitution

Amended 21st November 2016

Verulam Cycling Club

Constitution

1. The Club shall be called the VERULAM CYCLING CLUB.
2. The purposes of the Club are to encourage, promote and provide facilities for the amateur sport of cycling in St Albans and surrounding towns and villages, and community participation in the same.
3. Verulam Cycling Club offers a range of cycling activities. Members and guests taking part in club activities do so at their own risk, are responsible for their own actions and must not endanger others.

Membership

4. Membership of the Club shall be open to anyone interested in 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.
5. Prospective members are required to pay the membership fee and complete the joining process and before engaging in any club riding activity. The membership fee will be fully refunded if, within four weeks of payment, the new member asks to terminate their membership or if they are unable to satisfactorily complete the joining process.
6. A person applying to join the Club (the Applicant) must provide at least full details of: name, address and valid third-party liability insurance (if applicable) including expiry date.
7. All members, except Social, must have Cycling Third Party Public Liability Insurance of a level that equals or is better than that offered by British Cycling Gold or Silver Membership, for example that offered by recognised cycling bodies such as the Cyclists' Touring Club, the League of Veteran Racing Cyclists or the British Triathlon Association. Evidence of such Third Party Public Liability Insurance must be produced for validation by the committee upon request.
8. The Club will have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Membership shall consist of five classes :

Standard

Standard membership allows members to fully participate in Club affairs; for racing purposes Standard Members are First Claim members. First claim members:

- May vote on any issue put to the membership
- Can hold the position of an officer of the Club.

- Pay the annual subscription for ordinary members
- May ride with the club on club runs
- If racing, must do so under the Club's name as a first claim member.
- Cannot be a first-claim member of any other club.

Second Claim

Second Claim membership is only available on production of proof of valid First Claim membership of another club. Second Claim allows members to ride and train with the Club but does not entitle them to race under Verulam CC colours. Second claim members:

- May not vote on any issue put to the membership.
- Pay the annual subscription for Second Claim members
- Cannot hold the position of an officer of the club.
- May ride with the club on club runs.
- If racing, must not do so under Verulam CC's name but under the name of their first-claim club. Participation in Verulam CC's club events will be as a private entry and not eligible for any club award.

Social

Social membership is for members who wish to remain connected with the Club but no longer wish to ride with the Club. They are not allowed to vote, be an officer of the Club, or propose rule changes. Social Members:

- May not vote on any issue put to the membership
- May not hold the position of an officer of the club
- Pay the annual subscription for Social members
- May not ride with the club on club runs
- Are not required to hold 3rd party liability insurance.
- May not race under the club's name.

Youth

Youth membership is equivalent to standard membership but for those under 18 years of age on the first of January. Youth members:

- Must be under 18 years of age at the first of January each year.
- Are voting members
- May ride with the club on club runs.
- Can hold the position of an officer of the club.
- Must race under the club's name as a first claim member.
- Do not pay any annual subscription.

Life

Life membership is given to those who have made a major contribution to the Club and whose nomination for life membership has been voted on by secret ballot and passed at an AGM or SGM. They have the same membership rights as Standard members but don't pay a membership fee. Life members:

- As for standard Member except that no annual subscription is due.

Subscriptions

9. A member's annual subscriptions shall become due on the 1st January, and the current subscriptions, as agreed at the Annual General Meeting, shall be notified to all members by that date. Members who have not paid their annual membership fee within 8 weeks of the anniversary of their membership will be deemed to have lapsed and they will not be allowed to enjoy the benefits of membership.
10. When members are renewing their membership through the payment of the annual subscription they must ensure that their details of name, address and valid third-party liability insurance (if applicable) including expiry date are kept up to date.
11. The Club shall hold members' details electronically. The Club will not disclose members' information to any external 3rd party without that member's permission. The Club may disclose members' telephone numbers and email address to other members.
12. No member owing money to the Club, either for subscription or entry fee, will be allowed to compete in any Club or Open event, or receive any Club prize.
13. Any member who resigns from the Club shall not be permitted to hold any Club property or trophies, and that a replica of a trophy shall only be given at the discretion of the Committee.

Officers of the club

14. Officers of the Club shall be :

Chair
Vice-Chair
Secretary
Treasurer
Time Trial Secretary
Road Race and Track Secretary
Mountain Bike Secretary
Clothing Secretary
Communications Secretary
Social Secretary
Membership Secretary
Junior Committee Member
Senior Committee Member
Ladies Committee Member
Club Runs secretary
Sportive Secretary
Website secretary
Youth Development Secretary
Welfare Officer

All of whom shall be elected at the Annual General Meeting.

15. The Committee shall consist of the Chair, Secretary, Treasurer, Time Trial Secretary, Road Race and Track Secretary, Social Secretary, Senior Committee Member, Junior Committee Member, Ladies Committee Member, Membership Secretary, Communications Secretary, Club Run Secretary and Youth Development Secretary elected at the Annual General Meeting.
16. A quorum of the Committee shall consist of not less than two-thirds of the Committee. All decisions of the Committee shall be by two-thirds majority.
17. The Vice- Chair, not being a member of the Committee, may attend and join in the discussions if they so desire, but shall not be entitled to vote.
18. The Committee shall have the power to act as they shall think fit in any matter not covered by the constitution.
19. No financial matters shall be agreed by the Committee in the absence of the Treasurer. This shall not preclude the discussion of financial matters for reference to the Treasurer at a later date.
20. The Committee meetings shall be held monthly or as the Secretary shall decide is necessary.
21. The Committee will be responsible for the rules of the club.
22. Any Committee Member being absent for three consecutive meetings and failing to give satisfactory explanation shall lose their place on the Committee.
23. The Committee shall have the power to co-opt members onto the Committee who shall have full voting rights and appoint Sub-Committees for special purposes.

Misconduct of members:

24. In the event of the misconduct of a member the Chair shall have the power to suspend the member for a maximum of three months, but that any suspension of more than one month duration must be agreed by the Committee.
25. A member guilty of serious or persistent misconduct prejudicial to the Club may be expelled by the full Committee.
26. Any member accused of misconduct and liable to suspension or expulsion shall be entitled to appear before the Committee to give his or her explanation but shall retire while the Committee discusses the case.

27. The Committee shall have the power to call any member to appear before it to answer questions and to give any information on Club matters they may require.

Finance

28. The financial and official year of the Club shall commence on 1 July and end on 30 June, at which date the Treasurer shall produce a balance sheet which, having been independently verified, shall be presented to the members at the Annual General Meeting. The first year for which these dates apply commences on 1 July 2014.

Meetings of the membership

29. The Annual General Meeting of the Club shall be held in November.
30. A Special General Meeting shall be held on the written request to the Secretary of not less than five members; such a request shall state the reason for calling the meeting.
31. Notice of the Annual General Meeting and of the Special General Meetings with the agenda and documents for such meetings shall be sent to the members not less than seven days before the date of the meeting. This will be done by email where an email address is provided. The Committee will make hard copies available on request to the Secretary.
32. No alteration or amendment to the Constitution of the Club shall take place except at a Special General Meeting of the Club called for the purpose, or at the Annual General Meeting.
33. Notice of a proposition for the alteration or amendment of the Constitution shall be sent to the Secretary in writing and signed by the Proposer and Seconder, at least 21 days before the date of the meeting.
34. No change of Constitution shall be effective unless it receives a majority vote of at least two-thirds of those present at the General Meeting.
35. All other decisions of the General Meetings shall be by a simple majority.
36. Nominations for the Officers of the Club shall be made either in writing to the Secretary prior to the meeting or from the floor during the meeting.
37. The consent of any member nominated as an Officer of the Club must be obtained before such a nomination shall be accepted.
38. The Club shall affiliate to such bodies as shall be decided at the General Meetings. The Secretary shall obtain from each body to which the Club is affiliated, a copy of the rules of that body.

Property and Funds

39. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
40. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
41. The Club may also in connection with the sports purposes of the Club:
 - a. sell and supply food, drink and related sports clothing and equipment;
 - b. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - c. pay for reasonable hospitality for visiting teams and guests;
 - d. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
42. The Committee will have due regard to the law on disability discrimination and child protection.

Dissolution of the club

43. A resolution to dissolve the Club will be taken by a majority of two-thirds of the voting members present at an Annual or Special General Meeting called for this purpose.
44. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - a. to another Club with similar sports purposes which is a registered charity and/or
 - b. to another Club with similar sports purposes which is a registered CASC and/or
 - c. to British Cycling for use by them for related community sports.