



VERULAM CC

The St Albans Cycling Club

## **Constitution**

**As amended on 28<sup>th</sup> November 2022**

# **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. The Club shall support and promote local and national non-partisan campaigns and initiatives that benefit the sport of cycling and/or cycling in general at the discretion of the committee.
4. VCC recognises that all types of cycling are activities with a risk of accidents and a danger of personal injury. Participants in these activities should be aware and accept these risks and be responsible for their own actions and must not endanger others.

## **Membership**

5. Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, and socio-economic status except as a necessary consequence of the requirements of cycling. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. The Club may 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. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made in accordance with the appeal procedure below.
6. Prospective members are required to pay the membership fee and complete the joining process 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.
7. 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.
8. All members, except Associate, 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 Cycling UK, 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.
9. 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 eight classes :

## **1. Standard**

Standard membership allows members to fully participate in Club activities and affairs; for racing (non-race team) purposes Standard Members are First Claim members. Standard 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 Standard members
- May ride with the club on club runs - following Club Run accreditation
- 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.

## **Racing Team/Racing Team u18**

Racing Team membership allows members to fully participate in Club affairs; for Club activity purposes Racing Team Members are First Claim members. Racing Team 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 Racing Team members
- May ride with the club on club runs - following Club Run accreditation
- Will race under the team's colours and name.
- 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 - following Club Run accreditation.
- 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.

## **Associate**

Associate membership is for people who wish to be members of the Club but not ride with the Club. Associate Members:

- May not vote on any issue put to the membership.
- May not hold the position of an officer of the Club.
- May not propose rule changes.
- Pay the annual subscription for Associate members.
- May not ride with the Club.
- Are not required to hold 3<sup>rd</sup> party liability insurance.
- May not race under the Club's name.

## **2. Youth/Youth Road**

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 in accordance with Youth Riding Policy
- Can hold the position of an officer of the club.
- Must race under the club's name as a first claim member.
- Pay the annual subscription for Youth or Youth Road members

### **Life**

Life membership is awarded to those who have made a major contribution to the Club. A nomination, proposed and seconded should be submitted to the Club Secretary. The nomination will be subject to approval of the club membership via a vote at an AGM or SGM. They have the same membership rights as Standard members but don't pay a membership fee. Life members:

- Same as for standard Members except that no annual subscription is due.

### **Family Membership**

Family membership consists of a Standard member plus one Associate (spouse/partner of the standard member) member and/or any number of their children. There is no additional subscription over and above that of the Standard membership. A Standard Member may therefore enrol their partner as an Associate Member and/or their children as Youth Members where the additional memberships only carry the privileges of those memberships ie Associate or Youth.

### **Subscriptions**

10. 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 renewed their membership within 4 weeks of the due date will be deemed to have lapsed and they will not be allowed to enjoy the benefits of membership.
11. When members are renewing their membership through the payment of the annual subscription they must ensure at a minimum that their details of name, address, email address and valid third-party liability insurance (if applicable) including expiry date and insurer are kept up to date.
12. The Club shall hold members' details electronically. The Club will hold and handle this data in accordance with its published Privacy Policy.
13. No member owing money to the Club, either for subscription, entry fee or any other reason, will be allowed to compete in any Club or Open event, or receive any Club prize.
14. 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

### 15. Officers of the Club shall include:

- Chair
- Vice-Chair
- Club Secretary
- Treasurer
- Time Trial Secretary
- Road Race and Track Secretary
- Off-road Secretary
- Clothing Secretary
- Communications Secretary
- Social Secretary
- Membership Secretary
- Senior Secretary
- Women's Secretary
- Club Runs Secretary
- Sportive Secretary
- Webmaster
- Youth Development Secretary
- Welfare Officer
- Cyclo-Cross Secretary
- Volunteers Coordinator

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

16. The Committee shall consist of the Chair, Vice-Chair, Club Secretary, Treasurer, Time Trial Secretary, Social Secretary, Senior Committee Member, Women's Committee Member, Membership Secretary, Communications Secretary, Club Runs Secretary and Youth Development Secretary elected at the Annual General Meeting.
17. 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.
18. The Committee shall have the power to act as they shall think fit in the interests of the Club 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 Club Secretary shall decide is necessary.
21. The Committee will be responsible for the rules, policies and constitution 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. All members are subject to the regulations of the constitution and by joining the Club are deemed to accept these regulations and the policies/codes of conduct that the Club has adopted.
25. The Club Committee may sanction members only for good cause such as conduct or character likely to bring the Club or sport into disrepute. This includes but is not limited to, behaviour when representing the Club - on official rides, in Club kit, on social media, adherence to our codes of conduct, the way we ride (club etiquette), and our equality, health & safety and anti-discrimination policies.
26. 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.
27. A member guilty of serious or persistent misconduct prejudicial to the Club may be expelled by the full Committee.
28. 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.
29. 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**

30. 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**

31. The Annual General Meeting of the Club shall be held in or around November.
32. A Special General Meeting shall be held on the written request to the Club Secretary of not less than five members; such a request shall state the reason for calling the meeting.
33. 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 Club Secretary.
34. 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.

35. Notice of a proposition for the alteration or amendment of the Constitution shall be sent to the Club Secretary in writing and signed by the Proposer and Seconder, at least 21 days before the date of the meeting.
36. No change of Constitution shall be effective unless it receives a majority vote of at least two-thirds of those present at a General Meeting.
37. All other decisions of the General Meetings shall be by a simple majority.
38. Nominations for the Officers of the Club shall be made either in writing to the Club Secretary prior to the meeting or from the floor during the meeting.
39. The consent of any member nominated as an Officer of the Club must be obtained before such a nomination shall be accepted.
40. The Club shall affiliate to such bodies as shall be decided at the General Meetings. The Club Secretary shall obtain from each body to which the Club is affiliated, a copy of the rules of that body.

### **Property and Funds**

41. 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.
42. 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.
43. 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).
44. The Committee will have due regard to the law on disability discrimination and child protection.

### **Dissolution of the club**

45. 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.
46. 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.

### Declaration

Verulam CC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:



Date:

24 January 2023

Name: Daniel Russell

Position: Club Chair

Signed:



Date:

24 Jan 2023

Name: Andrew Rice

Position: Club Secretary