

East-Sutherland Wheelers

Constitution

1. Name

The name of the organisation shall be East-Sutherland Wheelers, hereinafter referred to as the 'Club'

2. Objectives

The objects of the Club shall be:

- a) Participation in the sport of cycling in all its aspects, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of cycling and or cycling events.
- c) The provision of training and racing facilities for its members.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- e) Providing equal opportunities for successful participation by all sections of the community.
- f) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the Scottish Cycling Association

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body (Scottish Cycling Association).

- a) Membership of the club is open to everyone residing in East Sutherland. Junior membership shall be open to those under the age of 18 years who are interested in furthering the work of the Club. Junior members shall not be entitled to vote. Up to two junior members may be nominated to serve on the Management Committee, but shall not have a vote.
- b) Associate membership shall be open to those normally resident elsewhere who are interested in furthering the work of the Club. Associate members are not entitled to vote.
- c) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- d) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand
- e) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings

- f) Fully paid up members may be elected and serve on the Management Committee
- g) All members will have access to the relevant Code of Conduct, Club's Child Protection Policy and Constitution through the Club's Website.

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
 - i. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution
 - ii. For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by two thirds of the management committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under control of the club until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any session or event under the control of the club
- e) The management committee shall inform the member in writing of any decision to terminate their membership
- f) Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

- a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve months intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i. Receive and confirm the minutes of the previous AGM
- ii. Presentation of the clubs financial accounts for the year
- iii. Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv. Presentation of Chairpersons report
- v. Election of officers to the management committee

- vi. Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be five members two of which can include junior members.

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i. 33% of the membership
- ii. The Chairperson
- iii. 2/3 majority of the management committee

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

7. Rules for General Meetings

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote plus or including two committee members, or five such members, which ever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

8. Election Of Officers To The Management Committee

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution
- b) Candidates shall be elected by vote at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall: have the consent of the nominee and be seconded.

9. Members of the Management Committee

- a) The Management Committee shall appoint Officers with the following responsibilities:
 - i. Chairperson
 - ii. Secretary
 - iii. Treasurer
 - iv. Volunteer coordinator
- b) All the above shall be entitled to one vote each at General Meetings, except Char.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

10. Rules For The Management Committee

- a) The Chairperson shall chair the meeting, or in his/her absence one of either Secretary or a nominee from the committee in the event of all those mentioned being absent.
- b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i. The date of the meeting had been agreed at the previous management meeting , in which case seven days notice shall be given.
 - ii. In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be three of those Officers entitled to vote, as listed at Rule 9. a)
- d) All members of the management committee as listed at Rule 8. a) shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.

11. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution. The preceding provision shall not, however, prevent the payment of reasonable expenses incurred by a Club member acting on behalf of the Club with the management committee's consent.
- b) The club shall have the power to raise money by means of yearly affiliation fees training and race fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club. The accounts shall be operated on the dual signatures of any two of the three-signatories.

- e) The financial year of the club shall run from January to December.
- f) The accounts will be examined once a year by an independent examiner appointed at the AGM

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. The Dissolution Of The Club

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - i. The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - ii. At least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii. Such a resolution shall receive the assent to two thirds of those present and entitled to vote.
- b) Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a local cycling club/league, or to the Scottish Cycling Association, as determined by the meeting, to be employed for the development of the sport.

14. Powers

To further the above objects, the Club may:

- a) Employ and pay any person or persons to supervise, organise and carry on the work of the Club.
- b) Bring together in conference and work in liaison with representatives of voluntary organisations. Government Departments, local and other statutory authorities and individuals.
- c) Take out membership of such organisations as are considered to be in the interests of and compatible with the objects of the Club.
- d) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and where considered appropriate publish the results.
- e) Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- f) Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas.

- g) Cause to be prepared and printed or otherwise reproduced and circulated, free of charge or for payment, such papers, books, pamphlets or other documents or films or recorded tapes as shall further the objects.
- h) Borrow or raise money for the objects and accept gifts on such terms and on such security as shall be deemed to be appropriate.
- i) Purchase, lease and dispose of any heritable subjects.
- j) Raise funds and invite and receive contributions from any person or persons by way of subscription or otherwise.
- k) Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objects and construct, maintain and alter any buildings considered appropriate for the work of the Club.
- l) Make regulations for the management of any property which may be so acquired.
- m) Sell, let, grant securities over, dispose of or turn to account all or any of the property or assets of the Club.
- n) Do all such other lawful things as are incidental or conducive to the attainment of the objects.

14. Declaration

This was adopted as the constitution of the East Sutherland Wheelers at a (general meeting/management committee meeting) at Golspie Community Lounge

On (date)

It is hereby certified that this document represents a true and most up to date version of the Constitution of East-Sutherland Wheelers (ESW).

SIGNATORIES

Chair person

Date

Secretary

Date