



# Newbury Road Club Constitution 2023

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## 1 Name of Club

The Club will be called Newbury Road Club (hereinafter will be referred to as the Club).

## 2 Aims and Objectives

The aims and objectives of the Club will be:

- To promote the Club and participation in cycling within Newbury and its surrounding areas
- To offer coaching and competitive opportunities in cycling
- To provide a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone

## 3 Membership

- (a) 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, except as a necessary consequence of the requirements of cycling.
- (b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- (c) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (d) 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 to the General Secretary.
- (e) The membership shall consist of the following categories:
  - Full member
  - Family member
  - Junior member<sup>1</sup>

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<sup>1</sup> 16 - 17 years old when joining; 12 - 15 year olds may only join through a family membership; minimum age for membership is 12 years



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- (f) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations.
- (g) By joining the club, each member will be deemed to accept the policies, rules and codes documented in the Newbury Road Club Policies & Rules Book.
- (h) Members in each category will pay membership fees, as determined at the Annual General Meeting. Membership fees become due on 1 January each year. Existing membership lapses immediately unless fees are paid by the due date. New members joining on 1 October or later in any year have extended membership to 31 December of the following year.
- (i) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.
- (j) An individual nominating a different cycling club as their primary club for racing purposes in one or more cycling disciplines may not represent the Club in open races for such disciplines and shall not be eligible to compete for the Club's racing trophies for such disciplines. The individual is responsible for informing the Club Committee of their primary racing affiliations.
- (k) No annual subscription is required from members holding the position of President or Vice President prior to 1 January 2021. Additionally, no annual subscription is required of such members' immediate family resident at the same address wishing membership of the Club. This arrangement will not apply for members elected as President or Vice President after 1 January 2021.

## **4 Sports Equity**

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*



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- (b) 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.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of 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 following positions
  - Chair
  - General Secretary
  - Treasurer
  - Welfare Officer

plus other Committee members, whose positions shall be described in the Newbury Road Club Policies & Rules Book.

- (b) Committee members must hold at least one of the positions that has a designated role and portfolio of responsibilities.
- (c) Committee members shall be elected at the Annual General Meeting.
- (d) The Chair, Treasurer and General Secretary positions must be held by different members.
- (e) The Committee shall consist of no fewer than 6 members.
- (f) Members may hold more than one of the positions simultaneously, subject to the constraints defined in clauses (d) and (e) listed immediately above.



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- (g) All Committee members must be members of the Club.
- (h) The term of office shall be for one year, and members shall be eligible for re-election.
- (i) If the post of any Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (j) The Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club, which shall be documented in the Newbury Road Club Policies & Rules Book
- (k) The Committee shall have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (l) The Committee shall appoint a Disciplinary Sub-committee formed of Committee members. The Disciplinary Sub-committee shall be responsible for disciplinary hearings of members who infringe the Club's rules, regulations or constitution. The Disciplinary Sub-committee shall be responsible for taking any action of suspension or discipline following such hearings.
- (m) The Committee meetings shall be convened by the General Secretary and be held no less than 4 times per year.
- (n) The quorum required for business to be agreed at Committee meetings will be 40% of the elected Committee members. Business shall be agreed by a simple majority of votes cast by attending Committee members.
- (o) All Committee members shall have the right to vote at Committee meetings. The Chairman shall hold a deliberative as well as a casting vote at Committee meetings.

## **6 Finances**

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1 October and end on 30 September



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- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Those accounts shall have been reviewed by either an appropriately qualified professional who is not a Club member or by a review body comprising two Club members who are not current Committee members and are not standing for election as Committee members and who have not been Committee members within the last three financial years.
- (e) Any spend of Club funds must be authorised by the Committee at a quorate Committee meeting or by a simple majority of the full Committee outside of any Committee meeting.
- (f) Any cheques drawn against Club funds must hold the signatures of the Treasurer plus at least one other Committee member.
- (g) Payments made electronically against Club funds must be authorised by the Treasurer plus at least one other Committee member.
- (h) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (i) All surplus income or profits shall be reinvested in the Club.

## **7 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall aim to hold the Annual General Meeting (AGM) early in the month of November to:
  - Receive reports from the committee members.
  - Receive a financial report from the Treasurer and approve the annual accounts.
  - Receive a report from those responsible for reviewing the Club's accounts.
  - Elect members to positions on the Committee.



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- Agree the membership fees and racing fees for the following year if any changes to the current fees are being proposed.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM shall be given by the General Secretary with at least 28 days' notice to be given to all members.
- (d) Nominations for Committee members shall be sent to the General Secretary at least 10 days prior to the AGM. The General Secretary shall circulate nominations at least 7 days prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the General Secretary at least 10 days prior to the AGM. The General Secretary shall circulate proposed changes to the constitution at least 7 days prior to the AGM.
- (f) The General Secretary shall circulate the AGM agenda and the reports from Committee members at least 7 days prior to the AGM.
- (g) All members shall have the right to vote at the AGM.
- (h) The quorum for AGMs will be 20 members or 20% of the membership, whichever is the less. If a quorum is not present within 10 minutes of the time appointed for holding the meeting, the meeting shall stand adjourned to a date not earlier than seven days nor later than twenty-one days after that date. No quorum shall be necessary at any adjourned meeting. Notification of the adjourned meeting shall be sent to all members, using the same communication method as the original notice, at least 7 days in advance of the adjourned meeting.
- (i) The Chairman shall hold a deliberative as well as a casting vote at AGMs.
- (j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the General 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 the Committee members.
- (k) Clauses (c) through (j) shall apply to EGMs in the same way as for AGMs.



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## **8 Amendments to the constitution**

The constitution shall only be changed through agreement by majority vote of the membership in attendance at an AGM or EGM.

## **9 Discipline and appeals**

- (a) 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 safeguarding children and young people policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns and vulnerable adult concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the General Secretary within 28 days of the pertinent event.
- (c) The Disciplinary Sub-committee will meet to hear complaints within 14 days of a complaint being lodged. The Disciplinary Sub-committee has the power to take appropriate disciplinary action including the termination of membership. The Disciplinary Sub-committee will comprise of a minimum of three committee members. The Club Chair will not be a member. The Disciplinary Sub-committee will be chaired by the General Secretary or if there is a conflict of interest by another Committee member appointed by the Club Chair.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- (e) There will be the right of appeal to the Disciplinary Sub-committee following disciplinary action being announced. The appeal will be decided upon by the Club Chair or if there is a conflict of interest by another Committee member who was not part of the Disciplinary Sub-committee, within 7 days of the General Secretary receiving the appeal.



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## 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 in attendance.
- (b) Upon dissolution of the club any remaining assets shall be given or transferred to one or more entities, as determined by the Club's members, limited to:
- Clubs with similar sports purposes
  - Clubs with similar sports purposes registered as a Community Amateur Sports Club
  - Clubs with similar sports purposes registered as a charity
  - Charities
  - The sport's governing body for use by them in related community sports

## 11 Declaration

The Newbury Road Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Lorraine Murrell	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	20th November 2023

<b>Name</b>	Allan Bartlett	<b>Position</b>	General Secretary
<b>Sign</b>		<b>Date</b>	20th November 2023