



# **Rules of Constitution**

# **Medway Velo Club Rules of Constitution**

## **Preamble**

Established in 1968 following the merger of Medway Wheelers, Medway Road Club, and Rochester Velo Club Olympique, Medway Velo Club is a competitive cycling club, whose official colours are Red, White, and Green. Its' primary location is the Medway Towns, however it's membership will not be limited by geographic location, and all those sympathetic with the clubs aims and objectives will be eligible for membership.

Medway Velo Club is regarded, by amalgamation, as the successor to these clubs, and any of their predecessor clubs:

- Medway Wheelers
- Medway Road Club
- Rochester Velo Club Olympique

## **1 Name of Club**

The club will be called Medway Velo Club (Hereinafter will be referred to as The Club) and may also be known as Medway Velo Cycling Club, or Medway Velo. The Club will be affiliated to British Cycling, Cyclists Touring Club (Cycling UK), Cycling Time Trials (RTTC), Southern Roads Records Association, and Kent Cycling Association, and any other associate organisations approved by members at the Annual General Meeting.

## **2 Aims and Objectives**

The aims and objectives of the club will be:

- To offer club rides and competitive opportunities in cycling
- To promote the club within the local community.
- To ensure 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 is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

- Full member
- Junior member
- Juvenile member
- Life member
- Grand veteran member
- Second claim member

- (c) All membership will be considered provisional until confirmed by a meeting of the club committee. Any application for membership refused by the committee will have their subscription for that year refunded, and will not be considered a member of the club.
- (d) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (e) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (f) 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.
- (g) Active members should be a member of British Cycling, Cycling UK, or another organisation that provides third party insurance cover.
- (h) Second claim members are not eligible to vote at an Annual General Meeting and should furnish the secretary with the name of their first claim club at the time of joining, and renewal of their subscriptions. Second claim members will not be eligible for any club awards.

#### **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.

- (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 Chair, Treasurer, Secretary, Time Trial Secretary, Road Race Secretary, Track Secretary, Multi Sports Secretary, Media Secretary, Off Road Secretary, Social Secretary, Club Run Captain, Women's Representative, Kit and Equipment Secretary, and Junior Representative, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club.
- (c) If required, the committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 5.
- (l) Committee members with responsibility for an area of racing will be responsible for producing qualification rules that govern club championships within their jurisdiction(s).

## **6 President and Vice Presidents**

- (a) The President and Vice Presidents shall be elected annually at the Annual General Meeting.
- (b) The honour of President or Vice President may be conferred upon a person other than a club member.

- (c) The President and Vice Presidents are ex-officio members of the committee, but are eligible to be elected to the committee.

## **7 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<sup>st</sup> November and end on 31<sup>st</sup> October
- (c) All club monies will be banked in an account held in the name of the club.
- (d) A statement of the annual accounts will be presented by the Treasurer at the Annual General Meeting. The annual accounts will be reviewed by an independent person having suitable financial knowledge and experience to do this properly.
- (e) All members of the Club shall be jointly and severally responsible for the financial liabilities of 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 hold the Annual General Meeting (AGM) in the month of November or December to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the committee.
  - Elect a club welfare officer.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution, or resolution for discussion, shall be sent to the secretary prior to the AGM.
- (f) All first claim members have the right to vote at the AGM.
- (g) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

(h) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 6 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.

(i) All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote 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's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Chair or Secretary.

(c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

(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 14 days of the hearing.

(e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **10 Dissolution**

(a) A resolution to dissolve the club can only be passed at an AGM or EGM through a 2/3 majority vote of the membership.

(b) In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this will be distributed to appropriate organisations which promote cycling and cycle sport within the Medway Towns.

## **11 Matter not otherwise provided for**

The committee is empowered to deal with any matter not covered by the club constitution, policies, and rules and regulations.

## **12 Declaration**

Medway Velo Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Robert Kennison Esq.	<b>Position</b>	Chair
<b>Sign</b>	R Kennison	<b>Date</b>	16.12.2020

<b>Name</b>	Phil Booth	<b>Position</b>	Time Trial Secretary
<b>Sign</b>	P Booth	<b>Date</b>	16.12.2020

**Amended**

7<sup>th</sup> December 2022 adding “off road secretary” to article 5a following annual general meeting.