Issue Date: November 2021

**Dumfries Cycling Club Constitution**

**1.Title**

The Club shall be termed Dumfries Cycling Club and shall be affiliated to Scottish Cycling or similar, as determined by the Committee. The Club is set up as an Unincorporated/Voluntary Association.

**2. Objectives**

To promote and encourage cycling as a sport, leisure activity, means of transport, social activity

and a contribution to improving health.

To promote, organise and support activities and events for members and other cyclists.

To act responsibly and fairly to enhance the Club’s standing within the sport and in the local

community.

To support cycling initiatives locally and nationally.

To consider charitable support at the discretion of the Committee.

**3. Membership**

a) Senior – over 17 years on the first of the year

b) Junior – 16 to17 years on the first of the year - written parental consent is required

c) Youth – under 16 years on the first of the year - written parental consent is required

d) Family members – two or more persons comprising a maximum of two seniors residing at the

same address.

e) Day members – This category is to permit guests and visitors to ride “Club confined” races and

other events on a maximum of two occasions, unless varied at the discretion of the Committee.

\* (note only categories a, b c & d will be eligible for points and trophies)

**4. Office Bearers**

To be elected annually at the Annual General Meeting (AGM) of the Club and shall mainly consist of a Chairperson, Secretary and Treasurer. A Race Secretary and Welfare Officer are desired.

**5. Committee**

To comprise the Office Bearers and a further set of Members to be decided and elected at the

AGM. The Committee to have the delegated authority of the AGM to co-opt new Office Bearers

or Members following resignation. The Committee shall have a quorum of four elected Office

Bearers or Members.

**6. AGM**

To be held before the end of each calendar year. Issues to be decided: -

a) Receive and approve the financial statement

b) Elect Office Bearers

c) Elect Committee Members

d) Determine annual subscriptions

e) Motions (from members)

f) Any other competent business

At least 6 Club members to form the AGM quorum. The Chairperson to have the casting vote only, i.e., no participating vote.

Notices of motions to be submitted to the Secretary forty-eight hours before the date of the

AGM.

**7 Special General Meeting**

The Committee shall be bound to call a Special General Meeting (SGM) within 14 days after

receiving a requisition to do so signed by at least four Club members stating the purpose of the

meeting, provided that a preliminary meeting between the requisitioner and the Committee has

failed to give satisfaction. At least 7 days’ notice shall be given to members of any such SGM.

**8. Committee Meetings**

a) The Secretary, after consulting with the Chairperson or other Office Bearers in the

Chairperson’s absence, shall call a Committee meeting when relevant business is to be

conducted.

b) Committee meeting are open to any Club member to attend, but with no right to vote on

decisions.

**9. Committee duties**

a) To manage the affairs and business of the Club.

b) The Secretary shall: -

i) inform each member of the AGM, seven clear days in advance

ii) call a committee meeting when relevant business is to be conducted.

ii) conduct all written correspondence on behalf of the Club, except where noted below.

iii) be responsible for issue of Agendas and meeting minutes.

c) The Treasurer shall: -

i) collect all monies due to the Club

iii) ensure all monies owed by the Club are paid timeously

iii) maintain a list of Club assets

iv) keep a record of all transactions

iv) prepare a financial statement for presentation to the AGM

v) provide advice to the Committee and seek value for money

d) Race Secretary shall (where applicable): -

i) be responsible for the organisation of races promoted by the Club including liaison with

the police, first aid and other relevant authorities

ii) organise the calendar of events by the first of March each year

iii) co-ordinate promotion of events

iv) obtain approval for Club competition rules, determine the winners of competitions and

coordinate the award of trophies.

e) The Wellbeing and Protection Officer shall (where applicable): -

i) be responsible for co-ordinating the welfare of Club members, particularly the young

and vulnerable

ii) be appropriately trained in this regard.

f) The Committee may co-opt Members to assist in the above-mentioned duties.

10. Subscriptions

The Club year starts on the 1st of January. Subscriptions are to be paid annually by the 31st of

January.

11. Funds

The funds of the Club shall be lodged with an institution approved by the Committee in the joint

names of the Chairperson, Secretary and Treasurer, subject to a cash float of up to £500.

12. Expulsions

The Committee shall have the power to suspend from the Club, any member who wilfully acts

contrary to any of these rules or shall appear to have acted in such a manner as to disturb the

harmony or repute of the Club and at a Special General Meeting, called for the purpose of

considering the alleged act, two thirds of the voting members present shall have the power to

expel such a member.

The Secretary shall advise the alleged offender in writing of the proposed meeting at least seven

days before any such meeting and the charge against them.

13. Alterations to the Constitution

This Constitution only may be changed by at least two thirds of the members voting at the AGM or

at a Special General Meeting called for the purpose.

14. Distribution of Property

The property, effects and funds of the Club shall be applied solely towards the promotion of the

objects of the Club. If upon the winding up or dissolution of the Club, there remains after the

satisfaction of all its debts and liabilities, any assets, they shall be distributed under the agreement achieved by members at such SGM that decides to proceed with winding up.

This constitution is issued by instruction from the AGM of Dumfries Cycling Club. It supersedes any previous similar policy. This constitution can only be reviewed under authority from an AGM and issued thereafter by the Committee of Dumfries Cycling Club.

Signed as authorised and accurate constitution: Dumfries Cycling Club Committee – 27th November 2021. Review required by November 2022.