

Meridian Cycling Club Constitution

Meridian Cycling Club Riding Rules

1. All Members

Members should carry their Membership Card on club runs and:

- (a) obey the Highway Code
- (b) ensure that their cycle is roadworthy, with effective mudguards fitted in wet weather.
- (c) be personally responsible and behave with consideration for other road users
- (d) Ride in accordance with the recommendations of the 'Club Run Etiquette' as set out below
- (i) Members must ride in single file on club runs when requested to do so by the leader, or when appropriate.
- (ii) Members may only pass the leader on a club run in exceptional circumstances or on a hill with the leaders permission. In such cases the member must then stop and wait at a safe point.
- (iii) Members wishing to leave a club run must first inform the Runs Leader.

2. Non-Members and Ex Members

- (i) A maximum of five guests may accompany members on club runs.
- (ii) Leaders should record guests contact details, preferably using Guest Identification Forms.
- (iii) After attending for three occasions any non-member who wishes to continue to ride with the club must apply for club membership.
- (iv) Ex members after attending on one occasion must apply for membership if they wish to continue to ride with the club.
- (v) Members may be accompanied by their own family members under eighteen years of age at non-riding club events only.

3. Runs Leaders

- (i) Runs Secretaries and ride co-ordinators will appoint Runs Leaders, to be named on the Runs List,
- (ii) Runs Leaders may divide their ride into smaller groups, or merge if there is a small turnout
- (iii) Runs Leaders should to the best of their ability ensure that all members of a group arrive at the destination or are otherwise accounted for.
- (iv) In the event of a puncture or similar problem, the Runs Leader may continue with the ride having first designated one of the groups to stay behind.
- (v) A record of all members attending Club Runs must be kept by the leader, to be made available in the event of an insurance claim.

4. Insurance

- (i) Members and non-members take part in club-organised activities entirely at their own risk and must have their own BC or CTC third-party liability insurance.
- (ii) Any event organised but not listed in any club publication is not covered by the club insurance.
- (iii) Club officials, runs secretaries and all leaders accept no liability whatsoever for any loss, damage or injury sustained on a Club Run.

Meridian Cycling Club Constitution

1. Name

Meridian Cycling Club.

2. Objectives

The object of the Club shall be to promote, develop and foster social cycling:

- (i) Promote and hold, social cycle rides and events in accordance with the rules and guidelines established by the club;
- (ii) Assist any other association or entity having objectives similar to those of the Club;
- (iii) Collect and disseminate information on all matters which pertain to social cycling
- (iv) Club shall not undertake permanent trading activities in raising funds and shall be a non profit making association.

(v) The Club is non-denominational and non-political and welcomes members irrespective of ethnicity, sexual orientation or gender.

3 Affiliation

- (i) The Club shall be affiliated to the Cyclist Touring Club.

4 Membership

- (i) Membership of the Club shall be open to all persons interested in the aims of the Club, who agree to abide by its Constitution and Rules.
- (ii) Members are also required to obtain third party personal liability insurance. This is not a requirement for those members who do not intend to ride.
- (iii) Club Membership is renewed annually on payment of the appropriate subscription through the official who is appointed by the club executive committee.

(iv) There shall be four categories of membership - Single, Single over eighty years of age, Joint (applicable to members of the same household) and Junior non-riding and non-voting (up to the age of 18 years must be accompanied by an adult relative who will take sole responsibility for the junior at all times),

(v) Honorary membership, for individuals who have made significant contributions to the Club, may be conferred by two-thirds majority of those present at the Annual General Meeting.

(vi) The Club's membership year shall be the calendar year: from 1st January to 31st December.

(v) A new member joining the club after 30th September shall pay the current subscription to cover the remainder of that year and the whole of the following year up to 31st December

(vii) Members who do not renew their membership by 31st January will be deemed to have resigned.

5 The Club Executive Committee. Shall be composed of the following Officers:

- (i) They shall be elected at the AGM to serve for one year until the conclusion of the following AGM.
- (ii) **Chair** - who is the chief executive officer; the Chair shall preside over Executive Committee meetings; the Chair may be one of the three signatories (any one to sign) on the Club's bank account(s). The Chair will normally not be a voting officer; however in the event of an equality of votes, the Chair shall cast the deciding vote.
- (iii) **Club Secretary** - who is responsible for the effective management of the Club. Ensures that information about all matters affecting the Club is communicated to members efficiently and expeditiously. The Secretary may be one of the three signatories (any one to sign) on the Club's bank account(s). The Secretary is also responsible for public relations
- (iv) **Treasurer** - Who is responsible for overseeing the club finances; the Treasurer shall be one of the three signatories (any one to sign) on the Club's bank account(s).
- (v) **Runs Secretaries Representative** - Who will liaise with the runs secretaries and runs coordinators to ensure that the club will produce a balanced and varied program of rides within the different groups. Runs Secretaries Representative may be one of the three signatories (any one to sign) on the Club's bank account(s)
- (vi) **News Letter Editor** - who has editorial responsibility for the club News Letter.
- (vii) **Club Captain** - Who has overall responsibility for supervising club runs, organising Club events with the option to co-opt members as required and for promoting the safety of all members whilst engaged in club activities.

5.1 Powers of the Executive Committee

The Committee

- (i) Shall manage the business affairs of the Club;
- (ii) Shall carry out all such functions as may be required by the Club other than those functions that are the responsibility of a general meeting;
- (iii) Has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
- (iv) Shall have power to create and wind up sub committees as required;
- (v) Shall have the power to reject any application for membership without reason.
- (vi) The Committee shall hold no less than two meetings per year but this can be varied as required by the committee.
- (vii) The Committee shall also have the power to create new positions, define roles and co-opt additional members to the Committee or as club officials reporting to the Committee as they deem it necessary. Such members will retire at the next AGM but are eligible for re-election
- (viii) Committee members shall have the power to create their own deputies or assistants to work closely with them.
- (ix) The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club. And to delegate to these sub Committees such duties as may be considered appropriate
- (x) Club Committee members or Club officials may hold dual roles subject to Committee approval.

5.2 Term of appointment

- (i) Each executive committee member and official elected at the AGM shall hold office until the conclusion of the Annual General Meeting the following year, but is eligible for re-election.

5.3 Election of Executive Committee Members

- (i) Any Member may be nominated (or may nominate themselves, either in person or in writing) for election as an Official or Committee Member.
- (ii) The ballot for the election of Committee Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct

5.4 Vacancies

- (i) If a vacancy occurs in the membership of the Committee for any reason, the Committee members shall have the power to fill the vacancy, and the member so appointed will hold office subject to the Rules. The person filling the vacancy shall retire at the next occurring Annual General Meeting, but is eligible for re-election.

5.5 Removal of Executive Committee Members

- (i) In order to remove any Executive Committee members from office, an extraordinary General Meeting shall be called.
- (ii) A proposal to remove the Executive Committee Member shall be put forward, in writing, by a member duly qualified to vote at that meeting.
- (iii) Notice shall be served on the said Executive Committee member in writing, stating the date, time, and place of the General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Executive Committee Member that he/she may attend and speak at the General Meeting, and may also make written submission.
- (iv) Once due consideration of the matter has been given, the proposal for removal of the Executive Committee member shall be put to a vote. A two thirds majority of those present at a General Meeting is required to remove the Executive Committee Member from office.

5.6 Committee Meetings

- (i) An Executive Committee meeting shall be quorate when all members of the Committee are present.
- (ii) A sub-committee meeting shall be quorate when at least two members of the sub-committee are present
- (iii) A General meeting of the club shall be quorate when at least ten per cent of the membership is present.
- (iv) An Annual General meeting of the club shall be quorate when at least fifteen per cent of the membership is present.

6. Club Officials

- (i) In order that the club runs smoothly the Committee will have the power to appoint members to the following roles as Club Officials reporting to the Committee.

6.1 Club Officials Roles

- (i) **Club Magazine Spoke Editor** - who will edit and produce a magazine
- (iii) **Events co-ordinator** - who is responsible for coordinating all social events organised by the club
- (iv) **Webmaster** - who is responsible for the creation and maintenance of a website providing details and information about the club.
- (v) **Membership Secretary**- Who will be responsible for collating all membership information and keeping records, collecting of subscriptions for renewals and new members and all issues relating to membership.
- (vi) **Minute Secretary**- Responsible for taking minutes at the committee meetings
- (v) **Club Run Secretaries** (Saturday, Sunday, Wednesday) - Who are responsible for planning and supervising club runs and producing a runs programme, organizing venues for refreshments, organizing runs leaders and for promoting the safety of the all members while engaged in Club Runs.
- (vi) **Club Run Coordinators**
Will be appointed by Club Run Secretaries to assist with organizing club run leaders and also keeping attendance lists.
- (vii) **Club Photographer** Who will be responsible for taking photographs of new members.

- (viii) **Club Officials** Subject to committee approval may be one of the three signatories (any one to sign) on the Club's bank account(s)

7. Liability

- (i) The club Committee and Officials accept no liability for loss or damage suffered by any member whatsoever and however caused.
- (ii) All members riding with the Meridian Cycling Club do so entirely at their own risk.

8. Disciplining Members

- The Club may, by resolution, censure, suspend or expel a member from the Club
- (i) If the member has persistently refused or neglected to comply with a provision of the Constitution, or willfully acted in a manner detrimental to the interests of the Club;
 - (iii) Where the Committee is of the opinion that a Member has acted in such way so as to merit disciplinary action, the Committee must notify the member and convene a disciplinary hearing.
 - (iv) Where the Committee passes a resolution convening a disciplinary hearing, the Committee must serve written notice on the member in question, stating the date, time, and place of the disciplinary hearing, setting out the resolution of the Committee and the grounds on which it is based, and informing the member that he/she may attend and speak at the disciplinary hearing, and may also make written submission.
 - (v) Once the disciplinary hearing has taken place, and due consideration of the matter has been given, the Committee shall propose what action (if any) is to be taken. The member in question shall be written to, communicating the Committee's decision.
 - (vi) The Committee shall then convene a General Meeting of the Club, at which a secret ballot shall be conducted on

the question of whether the Committee's decision on this matter should be confirmed or revoked.

9. Voting and Decisions

(i) Issues arising at meetings of the Committee, sub-committees, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the members present at the meeting and entitled to vote.

(ii) Each member present at a meeting of the Committee, subcommittees, or General Meetings of the Club (including the person presiding) shall be entitled to one vote. The Chair (who presides at meetings of the Committee and General Meetings of the Club) will normally not be a voting officer; however in the event of an equality of votes, the Chair shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

10 Accounts and Banking

10.1 Accounts

(i) The Treasurer shall maintain correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club. The Treasurer shall provide a written statement of accounts at the Annual General Meeting, and at General Meetings at the request of the Committee. An annual audit may be carried out at least every two years.

10.2 Banking

(i) The Treasurer shall open an account in the name of the Club, into which all monies received shall be paid.

(ii) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by one of the authorized signatories.

10.3 Funds management

(i) The funds of the Club, however derived, shall be applied towards the objects of the Club, under the management of the Treasurer, and (where appropriate) with the approval of the membership of the Club.

(ii) Expenditure in excess of £250 shall be subject to prior approval by the Committee.

(iii) Officers expenditure shall be paid to elected Officers if they are incurred on the Club's official business

10.4 Financial Year

(i) The financial year of the Club shall run from 1st October to 30th September each year.

11. Annual General Meeting of the Club

11.1 The Club shall hold an Annual General Meeting on a suitable Wednesday in October or November, to be decided by the committee.

11.2 The members present will elect, by majority vote, a Chairperson to administer the meeting. Nominations will be taken from the members present. The Chairperson will not have any voting rights.

11.3 The Annual General Meeting shall have the following duties:

(i) To receive a report on the work of the Club in the preceding year;

(ii) To receive accounts for the preceding year;

(iii) To elect the committee members of the Club;

(iv) To consider any matter or motion referred to them by the Committee;

(v) To consider any motion or item for discussion submitted by any member in writing to the Secretary at least two weeks before the meeting.

(vi) Any motion requiring a vote must be supported in writing by at least five members of the club. The member submitting the motion must give full reasons for the motion.

(vii) Items for discussion submitted by members not requiring a vote must be supported by at least five club members.

(viii) Motions adopted cannot be considered retrospective.

11.5 Any member may request the Club Secretary to call a General Meeting. Such a request must be supported in writing by 15% of club members and must be received by the Club Secretary one month before the proposed date of the meeting and must give reasons for the request. All

officials shall receive 14 days notice of the meeting and an agenda, which will be restricted to matters pertaining to the request.

11.3 Communications summoning a General Meeting must be released so as to reach members at least 14 days before the meeting is due to take place.

12. Amendments to the Constitution

The General Meeting of the Club may amend the Constitution by a majority of two-thirds of the members present and voting, provided that a quorum of twenty per cent of the membership be present, and that written notice of the amendments proposed has been given to all members not less than two weeks before the General Meeting.

13. Dissolution

The Club may be dissolved by the agreement of not less than three quarters of those members present at a Special General Meeting summoned for this purpose. Any funds existing at the time of dissolution shall not become the property of any member or members but shall be donated to a nominated charity.

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