



Lyme Racing Club

Club Constitution



Introduction

The purpose of this document is to outline the constitution of Lyme Racing Club. The constitution is the outline of the rules that Lyme Racing Club and its members will adhere to during club activities and participation under the name of the club.

The constitution along with the code of conduct and other documents form the club's agreement and approach to how the club engages within the world of cycling and the world in general.

Any questions regarding the club constitution can be directed towards any of the committee members who shall endeavour to find an answer to the question. Contact details of the committee can be found on the website.

www.lymeracingclub.com

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Constitution

Name

1. The name of the club shall be Lyme Racing Club.

Objectives

2. The primary object of the club is to provide a non-profit making body of people wishing to participate in competitive and social cycling.

Affiliation

3. The club shall be affiliated to the British Cycling Federation (BCF), Cycling Time Trials (CTT), and the British Schools Cycling Association (BSCA), Newcastle Track League (NTL) or as may be appropriate.

Equality

4. Membership of the club, or election to any of the offices within it, shall be open to all, and in particular there shall be no discrimination on the grounds of age, sex or race, save that the office of treasurer shall only be open to members aged 18 or over, and that Authorised signatories shall be aged 18 years or over.

Membership

5. In accordance with clause 4 hereof, membership shall be open to anyone.
6. Applications for membership shall be in the form agreed upon from time to time by the club, but shall be in writing, shall be signed by the applicant, and shall require any new member to be bound by this constitution.
7. Applicants shall be submitted to the Membership Secretary together with the Fee for the time being agreed by The Club.
8. The Membership Secretary shall have power to accept any application for membership, and in the absence of exceptional circumstances, shall do so without reference to other members of The Club. Should the Membership be of the opinion that exceptional circumstances exist, he shall refer an application to The Club at its next meeting.
9. It shall be a condition of membership that any membership fees shall be paid in full.
10. The membership year shall run from the 1st day of January to the 31st day of December each year and membership fees shall fall due on the 1st January of the year in question. For members joining after the 1st October their membership shall be valid until the 31st December of the following year.
11. Membership may be renewed by paying the fee for the time being agreed by The Club and informing the Membership Secretary of any change in details held by The Club (e.g., change of address).

12. A member who fails to renew his membership, (by failing to pay the Membership Fee for the time being agreed by The Club), by the 31st January shall cease to be a member from that date.
13. A joining fee is introduced for all new members joining the club from February 2010. Any current members who do not pay their renewal fee by the final cut-off date will also be required to pay the joining fee.
14. Children under the age of 16 years are eligible within family memberships or with a parent/guardian only.
15. The club may, by Special Majority, terminate the membership of any member whose conduct is deemed to be to the detriment of The Club, such decision only to be taken at the AGM or SGM convened for that purpose.

Honorary

16. Honorary Membership may be bestowed by Special Majority for a lifetime's achievement in, or dedication to cycling.
17. Honorary Membership shall generally be bestowed for life.
18. Clause 5 to 12 hereof shall not apply to Honorary Members.
19. Honorary Members may attend meetings and enter or offer opinions on any topic considered, but shall not be entitled to vote.

Kit

20. There shall be a Club Kit. Club and Kit colours, and any alterations thereto, shall be determined by The Club at one of its meetings, (usually the AGM).
21. No member may represent Lyme Racing Club in any race or event unless they are wearing the current club kit, plain kit or kit bearing out sponsor name/logo.

Meetings

22. There shall be an Annual General Meeting (AGM), which shall generally be held in the months of September, October, or November. Save for Special General Meetings provided for by clause 24 below, all other meetings shall be Ordinary Meetings.
23. Ordinary Meetings shall Generally be held each quarter. At the conclusion of each meeting a date shall be set for the next meeting.
24. A Special General Meeting (SGM), may be convened for the purpose of amending the constitution or in any other exceptional circumstance. Any request for a SGM shall be made to the secretary at an Ordinary Meeting and the meeting shall be notified of the reason for the request. In the event that a SGM is to be held, a date shall be set which allows for Compliance with the notice periods provided for by clause 27 and 29 hereof.
25. Minutes of each meeting shall be made and kept by the meetings secretary, and be available for inspection by any member on request.

26. Each meeting shall begin with the distribution of the minutes of the last meeting amongst those present, and the first item on the agenda of meeting shall be the agreement or otherwise of the previous meeting. Minutes shall be agreed in absence of objection to them.
27. The secretary shall prepare an Agenda 7 days prior to each meeting. In the case of Ordinary Meetings the Agenda shall be distributed at the opening of the meeting. In the case of AGM or any SGM the Agenda shall be distributed to all members at least 21 days before the meeting, provided that the inability to distribute the Agenda to any member shall not invalidate the meeting.
28. Any member wishing an item to be included on the agenda for an ordinary meeting shall notify the meeting secretary no less than 7 days prior to the date fixed for the meeting.
29. Any member wishing an item to be included on the agenda for the AGM or SGM shall notify the Meetings Secretary no less than 35 days before the date fixed for the meeting.
30. Meeting shall be chaired either by the chairman or some other member agreed upon by those members present.

Decision Making/Voting

31. Decisions may be made in accordance with the objectives of The Club at any meeting at which a quorum of members is present.
32. In the case of an Ordinary Meeting a quorum shall be 5 members.
33. In the case of an AGM or SGM a quorum shall be 11 members, or no less than one third of members, whichever figure shall be the lower.
34. First claim members shall be entitled to vote at any meeting. There shall be one vote per member, and no member or officer shall hold a casting vote.
35. To succeed, any proposal to amend this Constitution shall require a majority of at least two thirds of members present at a meeting, (a Special Majority). Save as otherwise provided herein, all other decisions shall require only a Simple Majority.
36. A proposal to amend the Constitution shall only be considered at the AGM or any SGM convened for that purpose.

Offices of The Club

37. The Club shall appoint from its members, a Chairman, Treasurer, Membership Secretary and Club Secretary.
38. Officers shall generally be appointed at the AGM.
39. Each Office shall be for a term of twelve months.
40. Any Officer's term may be renewed at a subsequent AGM.

41. There is no bar to the same member holding the offices of Membership Secretary and Meetings Secretary simultaneously.

Finance

42. All monies raised by or on behalf of The Club shall be applied to further objectives of the club and for no other purpose.
43. The Treasurer is responsible for administering the finances of the club/
44. The funds of The Club shall be at a Bank or Building Society in an account (or accounts), in the name of The Club. All transactions on such account(s) shall be authorised by at least two of the three Authorised Signatories provided in clause 42 below.
45. There shall be three Authorised Signatories. The Treasurer shall be an Authorised Signatory. Three other Authorised Signatories shall be appointed by The Club. Authorised Signatories may be appointed at any meeting of The Club.
46. The Financial Year shall run from 1st August to 31st July.
47. The Treasurer shall give a brief report to the AGM regarding the finances of The Club.

Dissolution

48. The Club may be dissolved at the AGM or SGM convened for that purpose, by Special Majority.
49. In the event of a decision being made to dissolve The Club, following the discharge of debts and liabilities, any assets shall be passed on to any successor club, or if there be no such club to any other cycling club having similar objectives, such club to be agreed upon at the meeting The Club is dissolved.
50. No member or group of members shall personally benefit financially from dissolution.

Indemnity

51. No Club Member shall be under personal liability for the acts or missions of the club or any other club member or for any contract or other obligation made or incurred by the club, but shall be liable for that members own fraudulent or negligent actions of omissions.

Protection of Children and Vulnerable Adults

52. The club shall adopt and follow British Cycling's 'Policy and Procedures for the Protection of Children and Vulnerable Adults' and ensure that all Club Coaches, Club Officials, other volunteers, Club Members and parents are aware of its existence and are encouraged to read it.

Document History

Name	Date	Version	Changes Made
N/A	29/01/2010	1.0	Original Draft (version 1.0) Created. Formally accepted at 2010 AGM (29-01-2010)
N/A	19/10/2012	2.0	Clause 34 – Removal of age restriction to allow for youth representation to have an equal right to vote. Formally accepted at 2012 AGM (19-10-2012)
N/A	24/10/2014	3.0	Clause 52 – formal adoption of BCF policy and procedures for protection of vulnerable individuals into Club Constitution. Formally accepted at 2014 AGM (24-10-2014)