

**Constitution**  
**September 2009 Update**

1. Title

The Club shall be termed Dumfries Cycling Club and shall be affiliated to Scottish Cycling.

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 to 17 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 Treasurer.

\* (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 consist of a Chairperson, Secretary, Treasurer, Race Secretary and Welfare Officer.

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 October of each 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 made in writing to the Secretary fourteen days 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 meetings 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.
  - iii) 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:-
  - 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 Welfare Officer shall: -
  - 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 1<sup>st</sup> January. Subscriptions are to be paid annually by the 31<sup>st</sup> 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 given to the Ayrshire and Dumfriesshire Cycling Association. If such assets cannot be given to the Association then they are to be given to Scottish Cycling.