



Andover Wheelers Cycling Club

Club Constitution

Document Reference: **AW-Club Constitution-V001**

Release Date: **16/07/2019**

Document Details

General Detail	
Abstract	This Club Constitution document has been produced to define the fundamental principles of Andover Wheelers cycling club. Once reviewed and approved by the Committee it will be submitted to the Club membership for final approval and adoption at an Extraordinary General Meeting or the next Annual General Meeting.
Author	Simon Healey (Committee Member)
Verifier	Michael Webber (Chairman)
Owner	Andover Wheelers Cycling Club

Document History		
Ver	Date	Amendment
00A	26/06/19	First draft (Based on a document written by GB in 2013)
00B	01/07/19	Second draft for release to Committee.
001	16/07/19	First issue for EGM approval in August 2019

Table of Contents

- 1 Club Name and Affiliations4
- 2 Aims and Objectives4
- 3 Membership4
- 4 Membership Fees4
- 5 Officers of the Club5
- 6 Club Management.....5
- 7 Finance.....6
- 8 Annual General Meetings.....6
- 9 Discipline and Appeals6
- 10 Safeguarding6
- 11 Dissolution.....6
- 12 Amendments to the Constitution7
- 13 Declaration.....7

1 Club Name and Affiliations

- a. The Club will be called Andover Wheelers; and
- b. The Club will be affiliated to British Cycling, Cycling Time Trials and other bodies at the discretion of the Committee.

2 Aims and Objectives

The aims and objectives of the Club will be:

- a. To encourage and provide opportunities to participate in cycling in all its forms;
- b. To offer coaching and competitive opportunities in cycling;
- c. To provide facilities for and promote community participation in cycling;
- d. To manage the Club equipment and facilities;
- e. To ensure a duty of care to all members of the Club;
- f. To provide all its services in a way that is fair to everyone; and
- g. To ensure that all present and future members receive fair and equal treatment.

3 Membership

- a. The membership will consist of Officers and members of the Club;
- b. All members will be subject to the regulations of the constitution;
- c. All members by joining the Club will be deemed to accept the regulations and codes of conduct that the Club has adopted;
- d. Members will be enrolled in one of the following categories:
 - i. Full member;
 - ii. Second Claim member;
 - iii. Under 18 Junior member; or
 - iv. Life member.
- e. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, age, sex, or disability;
- f. Only Full, Under 18 Junior and Life members can ride in the Club name in open events, and qualify for Club championships;
- g. Second Claim members may take part in all social events and Club races but not qualify for handicap awards;
- h. Second Claim members cannot win trophies;
- i. The British Cycling / Cycling Time Trials definitions of Junior and Youth shall be adopted; and
- j. Any member wishing to resign, or change status from full to second claim, shall give notice in writing to the Club Secretary.

4 Membership Fees

- a. Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting (AGM);
- b. The AGM will be held on or before December of each year;
- c. Fees are to be paid by 31st January of the due Year;
- d. All members who do not renew their membership by the AGM of the due Year will be deemed to have resigned;
- e. Annual Subscriptions will apply for:
 - i. Adult;

- ii. Family;
 - iii. Age 65 plus;
 - iv. Junior U18 on 1st January;
 - v. Go Ride; and
 - vi. 2nd Claim.
- f. The current membership fees are stated on the Andover Wheelers website; and
- g. Life membership to be awarded at the discretion of the AGM.

5 Officers of the Club

- a. The officers of the Club will be:
- i. Chairman;
 - ii. Club Secretary;
 - iii. Membership Secretary;
 - iv. Treasurer;
 - v. Club Captain;
 - vi. Website Officer;
 - vii. Club Welfare Officer;
 - viii. Racing Secretary;
 - ix. Women's Representative
 - x. Club Clothing Officer; and
 - xi. Club Coaches.
- b. Officers are to be elected at the AGM by the members present at the meeting;
- c. The current Officers of the Club are stated within on the Andover Wheelers website; and
- d. British Cycling and CTT Representatives will be at discretion of the Committee.

6 Club Management

- a. The Club will be managed through a Committee;
- b. The Club management Committee will be elected at a meeting of the members at the AGM;
- c. The Club Committee will be managed by a Chairman who will be elected from the members present at the AGM;
- d. All Full, Life and Junior members are eligible to vote at AGM's;
- e. The Committee will meet on a regular basis throughout the year; the time and venue will be arranged at the previous meeting;
- f. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club;
- g. The Committee will have powers to appoint subcommittees and advisers to the Club as necessary to fulfil its business;
- h. The Committee will be responsible for disciplinary hearings of members who infringe the Club Rules, regulations and / or Constitution; and
- i. The Committee may refuse membership or expel from membership, only for good AND/OR sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute; and
- j. Appeal against such a decision may be made to the Clubs members and decided by majority vote.

7 Finance

- a. All Club monies will be banked in an account held in the name of the Club;
- b. The income and property of the Club shall be applied solely towards promoting the Clubs objectives as set forth in this constitution, and no portion thereof shall be paid or transferred, directly or indirectly, to members of the Club;
- c. The Club Treasurer will be responsible for the finances of the Club;
- d. The financial year of the Club will end on 30th November; and
- e. An audited statement of annual accounts will be presented by the Treasurer at the AGM.

8 Annual General Meetings

- a. Notice of the AGM will be given by the Club Secretary;
- b. Not less than 21 clear days' notice to be given to all members;
- c. The AGM will receive a report from officers of the Club and a statement of the audited accounts;
- d. Nominations for Officers of the Club will be sent to the Chairman or Secretary prior to the AGM;
- e. Election of Officers of the Club is to take place at the AGM;
- f. All Full, Life and Junior members are eligible to vote at the AGM;
- g. The quorum for AGMs will be 10 members or 25% of the membership, whichever shall be least;
- h. An Extraordinary General Meeting (EGM) outside the AGM may be called;
- i. Procedures for EGMs will be the same as for the AGM; and
- j. Decisions taken at Committee meetings shall not over rule those taken at AGMs or EGMs.

9 Discipline and Appeals

- a. The Club Committee shall be responsible for publishing and enforcing a fair and transparent grievance, discipline and appeals procedure.

10 Safeguarding

The Club will:

- a. endeavour to take all steps necessary to protect the club's children and young persons;
- b. abide by current legislation;
- c. maintain and enforce a Welfare Policy; and
- d. appoint at least one Welfare Officer.

11 Dissolution

- a. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership;
- b. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies;

- xii. A registered charitable organisation/s;
- xiii. Another Club; and / or
- xiv. The sport's national governing body for use by them for related community sports.

12 Amendments to the Constitution

- a. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13 Declaration

- a. Andover Wheelers hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.