



# Alton Cycling Club

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## ACC 01 – Constitution & Rules

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## Distribution

Name	Organisation	Role
Master Copy	Alton Cycling Club	Electronic Version
All MEMBERS have access (read only) via website		

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### Index

1. NAME
2. CLUB COLOURS
3. OBJECTIVES
4. AFFILIATIONS
5. OFFICE OF PRESIDENT
6. MEMBERSHIP
  - A. GENERAL RULES
  - B. MEMBERSHIP CATEGORIES
7. SUBSCRIPTIONS
8. EXECUTIVE COMMITTEE
9. CLUB FINANCIAL YEAR
10. ANNUAL GENERAL MEETING
11. SPECIAL (EXTRAORDINARY) GENERAL MEETING
12. ALTERATIONS TO RULES
13. RACING
14. TROPHIES & AWARDS
15. RECORD BREAKERS MEDAL
16. CLUB RIDES
17. CLUB DISSOLUTION
18. COMPLAINTS AND APPEALS

**1. NAME**

This club shall be named the ALTON CYCLING CLUB. Subject to any sponsorship agreement between the club and sponsor(s) the name of such sponsor(s) may be appended to the club's name for the duration of the sponsorship.

**2. CLUB COLOURS**

These will be orange, black and white

**3. OBJECTIVES**

The objectives of the club are to:

- I. Promote all forms of organised cycling activities;
- II. Generally encourage cycling as a recreation and sport;
- III. Help each other to attain these aims.

**4. AFFILIATIONS**

- a) The clubs affiliation to cycling / sporting bodies shall be decided annually.
- b) The British Cycling individual membership is payable directly by the member.

**5. OFFICE OF PRESIDENT**

Nominations for President – an honorary post – must be submitted to the Committee and appear on the agenda for the Annual General Meeting.

**6. MEMBERSHIP**

**A. GENERAL RULES**

Membership of the club is open to anyone aged 16 or over. All members are advised to take out adequate Third Party Insurance Cover (In practice this usually means a current British Cycling or Cycling UK affiliation). The liability of all members in respect of the club is laid down by law for Associations, Clubs and Bodies Unincorporated.

**B. MEMBERSHIP CATEGORIES**

**Full Membership**

This is defined as "First Claim membership" and is the ONLY category that carries entitlement to:

- i. Full participation in all the Club's activities;
- ii. Call for and vote at Annual and Special General Meetings;
- iii. Move, propose or second any resolution at such a meeting;

- iv. Be nominated for and to hold any official position in the club or any other body approved by the Annual General Meeting.

### **Second Claim Membership**

First Claim members of a different club are entitled to join the ALTON CYCLING CLUB as Second Claim members, and may ride in Club and Association events but are not eligible for awards.

### **Associate Membership**

Supporters of the Club can be nominated for Associate membership. Such nominations give entitlement to all club social activities and the right to attend – but not vote – at Annual General and Special General Meetings. The nominees cannot partake of non-social club facilities as a right and in particular race in events under the Club's name.

### **Honorary Membership**

- i. Is granted to the President of the Club;
- ii. Is granted to members of the Club's Executive Committee for the period of their service;
- iii. For life (i.e. Life Membership) may be awarded to an individual in recognition of services rendered to the club over a period of years. It can only be awarded by Annual General Meeting. Nominees must first be submitted for approval by the Executive Committee;
- iv. Club affiliation fees are waived for all honorary members (any donations received *in lieu* of affiliation fees shall be duly recorded by the treasurer)

## **7. SUBSCRIPTIONS**

- a) Junior members (16 to 18 years):
  - I. On attaining the age of 18 years before the 30<sup>th</sup> of June of any year, shall pay subscriptions at the Senior rate for that year;
  - II. If attaining the age of 18 years after the 30<sup>th</sup> June shall pay subscriptions at the junior rate for that year.
- b) In the event of members joining after the 31<sup>st</sup> August in any year the appropriate rate of subscription payable shall include the following year.
- c) Subscriptions are due on the 1<sup>st</sup> of January and must be paid by the 31<sup>st</sup> March by renewing members to ensure voting rights (where applicable) at the club Annual General Meeting.
- d) The rate of subscriptions shall be determined annually by the Committee, subject to ratification at the Annual General Meeting.
- e) Any club member in arrears shall, at the discretion of the Committee, cease to be a member.

- f) Any former club member who re-joins the club within 24 months of leaving shall not be required to pay the initial joining fee.

## **8. EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist up to six officers including:
  - I. Chairman
  - II. General Secretary
  - III. Treasurer
  - IV. Racing secretary
  - V. Publicity Secretary (optional)
  - VI. One or two non-executive committee members co-opted by the committee (optional)
- b) The Executive Committee shall be elected annually at the General Meeting.
- c) Committee meeting shall have a quorum of three.
- d) The Executive Committee shall be empowered to:
  - I. Enter into and agree leases, deeds, agreements and other transactions undertaken on the Club's behalf;
  - II. Open and work Bank, Post Office or Building Society accounts in the name of the Club;
  - III. Deal with all club businesses and any matters arising not provided for in the rules.
- e) The Honorary Chairman, General Secretary and Treasurer shall jointly be empowered to sign deeds, documents or papers on behalf of the Committee, and to sign and endorse, cheques, drafts and warrants of any description. Their joint signatures shall be binding on the Club.

## **9. CLUB FINANCIAL YEAR**

The club financial year shall commence on the first of November and end on the 31<sup>st</sup> October, after which date the Treasurer shall prepare the Balance Sheet and subsidiary accounts. These shall be assessed by an independent assessor elected at the previous Annual General Meeting.

## **10. ANNUAL GENERAL MEETING**

- a) The AGM shall be held at the earliest convenient time after the start of the new financial year on 1st November. Three weeks' notice shall be given of the meeting. Items for the Agenda shall be sent to the General Secretary at least fourteen days before the meeting. The agenda shall be sent to members at least seven days prior to the meeting. Independently assessed accounts shall be available to members at the AGM.
- b) The quorum for the Annual General Meeting shall be seven full members.

**11. SPECIAL (EXTRAORDINARY) GENERAL MEETING**

- a) An Extraordinary General Meeting may be called by the Executive Committee or General Secretary upon receipt of a request signed by seven full members, subject to at least three weeks' notice being given to members. The agenda shall be sent to members at least seven days prior to the meeting.
- b) The quorum for a Special General Meeting shall be seven full members.

**12. ALTERATIONS TO RULES**

No alteration or addition to these rules shall be made except with the consent of two-thirds of the full members present at the Annual General Meeting or Special General Meeting. Such alteration/addition shall appear on the Agenda of the Annual General or Special General Meeting.

**13. RACING**

- a) The Racing Secretary shall be responsible for the coordinating/organising and running of all Club events, Standard or Record attempts and the club's participation in Road, Circuit or Track events respectively.
- b) Members – excepting Associates – shall be eligible for entry to Club events, Association and Open events (excepting 2<sup>nd</sup> claim members) under the Club's name and providing they have paid the applicable year's subscription.
- c) First Claim membership of any former club must be rescinded before a member can race as a full member of the Club.
- d) The Rules and Regulations governing all Time Trial, Track, Road Race, Circuit, Cyclocross or other event shall be those currently encompassed by the appropriate governing body (e.g. CTT, British Cycling etc) together with any regulations that the Committee consider appropriate. Liability rests with the members for knowledge and observance of these rules. Any breach of such rules may lead to disqualification or suspension.
- e) All club events shall be timed by one or more duly appointed timekeepers.

**14. TROPHIES & AWARDS**

- a) Club perpetual trophies remain the property of the Club and must be returned to the Racing Secretary by the end of the calendar year.
- b) Trophy holders are responsible for the safe custody and condition of trophies while in their keeping and must make good any damage or loss.
- c) Trophy holders will receive a Medal or Commemorative Plaque upon receiving any trophy.
- d) Except with the express permission of the Donor (unless not obtainable from the Donor or next of kin) and with the approval of the Annual General Meeting, trophies donated to the club cannot be allocated to any event other than that for which they have been donated.

**15. RECORD BREAKERS MEDAL**

- a) A Certificate or Medal will be awarded to any member breaking a club record, whether in Club, Association or Open competition or in a special Record Time Trial. Applications to set up place to place records shall first be submitted to the Executive Committee for approval.
- b) Claims for Club records over the standard CTT distances or times must be submitted to the Executive Committee, via the Racing Secretary, prior to the AGM.
- c) All record claims must be supported by the official event result sheet or some other form of acceptable evidence.

**16. CLUB RIDES**

- a) All rides conducted under the auspices of the club (which are those logged as such on the club's website) will be conducted with due regard for other road users, all Road Regulations and shall be advised by the current edition of the Highway Code.
- b) The club will accept no responsibility for loss or damage – however incurred – to the person or property of individuals taking part in club rides.

**17. CLUB DISSOLUTION**

A motion to dissolve the club or to merge with another club, if not initiated by the Committee must be advised in writing to the General Secretary and supported by six ordinary members. The General Secretary will convene a General Meeting within 28 days and notices convening the meeting shall be sent to all members at least 14 days before the meeting. The notice should carry details of the motion(s). In order to be carried a motion to merge with another club, must be agreed by at least 50% of the Club membership. A motion to dissolve the club must be agreed by at least 75% of the Club membership. Postal or electronic voting in each of these circumstances will be permitted, if agreed by the Committee prior to notification of the meeting.

In the event of dissolution of the club the following procedures will be followed:

**Equipment**

Equipment items belonging to individuals will be returned to them. The costs of relocating the equipment to another venue in this eventuality will not be borne by the club. Any equipment belonging to the club itself will be gifted to another sports organisation on the decision of the committee. Only in the event where equipment cannot be disposed of in this way, will it be sold.

**Bank Account**

The Bank Account will be closed after the full and final payments by creditors and to debtors and copies of the final accounts made available to all members of the club.



### **Remaining Monies**

Any remaining monies will be gifted to a charity of the committee's choice.

### **Financial Liabilities**

In the event of the club dissolving with monies being owed by the club, the financial losses will be borne in equal share by all first-claim fully paid-up members of the club.

The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

## **18. COMPLAINTS AND APPEALS**

- (a) any complaint regarding the behaviour of a member should be presented and submitted in writing to the General Secretary.
- (b) not less than three members of the Executive Committee (but excluding the Chairman) will meet to hear complaints within fourteen days of a complaint being lodged. The Executive Committee members hearing the appeal have the power to take appropriate action including the termination of membership.
- (c) the outcome of the hearing shall be notified in writing or electronically to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.
- (d) there will be a right of appeal to the Chairman of the club by either party to the complaint. Such appeal must be lodged in writing with the General Secretary within seven days of the written outcome of the original complaint being issued. The Chairman shall consider the appeal within fourteen days of the General Secretary receiving notice of it. The Chairman shall issue his or her determination of the appeal within seven days of the hearing of the appeal.