

## **1 Name of Club**

The club will be called WIGAN BOROUGH COMMUNITY CYCLING CLUB (Hereinafter will be referred to as The Club), and may also be known as WBCCC.

## **2 Aims and Objectives**

The aims and objectives of The Club will be:

- a) To encourage the practice, promotion, development and participation of cycling in Wigan and the wider community.
- b) Where appropriate to provide training for members.
- c) To organise a regular Calendar of Events for members, using existing events/routes and developing new events/routes
- d) To ensure a duty of care to all members of The Club
- e) To provide and deliver all its services in a way that is fair to everyone without discrimination.

## **3 Membership**

- a) Membership of The Club is open to anyone aged 18 or over interested in promoting, coaching, volunteering or participating in cycling. The only limiting factor is they must be competent of riding a bicycle, over all types of terrain, in order to take part in any of the Club rides.
- b) The membership shall consist of the following categories:
  - Full member
- c) There will be a charge for membership to The Club. The amount shall be agreed at each AGM, which should be paid to the Treasurer by cheque or cash. Failure to do so within 3 months will result in termination of Club membership.
- d) There will be an annual review of Club membership. Members who fail to respond to the Secretary within 3 months of their intention to retain their membership will be deemed to have resigned from the club.
- e) All members will be subject to the regulations of the constitution and by joining The Club will be deemed to have accepted these regulations and the Code of Conduct that The Club has adopted.
- f) All members will be asked to complete a short membership form when joining The Club.
- g) All members shall be eligible to take part in the business of The Club, vote at all General Meetings, and participate in any Club event.

## **4 Data Protection**

The Data Protection Act says information should be kept for 'no longer than is necessary'.

Personal data held by The Club will be deleted and/or destroyed if any of the following events occur

- a) If a guest rider has not paid the membership fee three months after providing a completed membership form.
- b) If a member informs The Club that they no longer want to be a member of The Club.
- c) If a member does not renew their membership within three months of the due date of any agreed renewal.
- d) If a member has their membership revoked by The Club.

## 5 Steering Group

- a) The affairs of The Club shall be conducted by a Steering Group, which shall consist of the offices of Chair, Treasurer and Secretary plus up to 9 other members who shall be elected at the Annual General Meeting. The Steering Group will have the power to appoint a subcommittee to act on its behalf as matters arise.
- b) All of the Steering Group must be members of The Club.
- c) If required, the Steering Group shall elect a Vice Chair from among its number.
- d) The term of office shall be for an agreed period, and members shall be eligible for re-election.
- e) The agreed period will be three years.
- f) If the post of any officer or Steering Group member should fall vacant after such an election, the Steering Group shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- g) The Steering Group will be responsible for adopting new policy, codes of practice and rules that affect the organization of The Club.
- h) The Steering Group will have powers to appoint advisers to the Steering Group as necessary to fulfill its business.
- i) The Steering Group will be responsible for disciplinary hearings of members who infringe The Club rules/regulations/constitution. The Steering Group will be responsible for taking any action of suspension or discipline following such hearings.
- j) The Steering Group meetings will be convened by the Secretary of The Club and be held as necessary.
- k) The quorum required for business to be agreed at Steering Group meetings will be 7 people.

## 6 Finances

- a) The Club Treasurer will be responsible for the reporting of the finances of The Club.
- b) Accountability will lie with every member of The Club, not one individual.
- c) The financial year of The Club will run from 1<sup>st</sup> November.
- d) All Club monies will be banked in an account held in the name of The Club.
- e) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- f) Any cheques drawn against Club funds should hold the signatures of two of the Officers of The Club.
- g) The Chair and Treasurer will have the discretion to spend up to £50 (small incidental spending).

## 7 General Meetings

- a) General Meetings are the means whereby the members of The Club exercise their democratic rights in conducting The Club's affairs.
- b) The Club shall hold two General Meetings each year.
- c) The Club shall hold the Annual General Meeting (AGM) before the end of December to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying The Club's accounts.
  - Elect the officers on the Steering Group.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- d) Notice of the AGM will be given by The Club Secretary with at least 14 days' notice to be given to all members. All Steering Group members must endeavour to attend the AGM.
- e) Nominations for officers of the Steering Group will be sent to the Secretary prior to the AGM.
- f) Proposed changes to the constitution must be submitted in writing to the Secretary not less than 10 days prior to the AGM, who shall circulate to all members at least 7 days before the AGM.
- g) All members have the right to vote at General Meetings.
- h) The quorum for all General Meetings will be 12 people.
- i) The Chairman has the same voting rights as any other member present. The Chairman protects impartiality by exercising voting rights only when all other members of the group have voted and only if the Chairman's vote would affect the outcome. Any tied vote results in a defeat for any motion and that the 'status quo' remains. However, in such circumstances it is expected the defeated motion would be re-considered at a later date as appropriate.
- j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of The Club. The Steering Group shall also have the power to call an EGM by decision of a simple majority of the Steering Group members.
- k) All procedures shall follow those outlined above for AGMs.

## 8 Amendments to the constitution

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

## 9 Discipline and Appeals

All matters will be dealt with following The Club's Discipline and Appeals process.

## 10 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 dissolution, all debts should be cleared with any Club funds. Any assets of The Club that remain following this will become the property of WIGAN BOROUGH SPORTS COUNCIL.

## 11 Declaration

WIGAN BOROUGH COMMUNITY CYCLING CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	Treasurer
Sign		Date	

Name		Position	Secretary
Sign		Date	