



# **Lincoln Wheelers Cycling Club**

# Rules

## 1) Constitution

- i) The club will be called the 'Lincoln Wheelers Cycling Club' (hereinafter called 'the club'), and will be open to all cyclists.
- ii) The club colours will be Red, White and Blue
- iii) The objectives of the club are to promote and encourage all forms of competitive and non-competitive cycling within the scope of the relevant national organisations; to organise regular events and generally to foster the interests of cycling and good fellowship in the Lincoln area.

## 2) Permitted means of advancing the objectives

Subject to these Rules, the Committee shall have responsibility for the management of the Club, its funds, property and affairs and has the power to:

- i) Provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- ii) Raise funds by appeals, subscriptions and charges
- iii) Open bank accounts
- iv) Set aside or apply funds for special purposes or as reserves
- v) Deposit or invest funds in any lawful manner
- vi) Co-operate with or affiliate to, firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies
- vii) Do all other things reasonably necessary to advance the objectives.

**NONE** of the above powers may be used other than to advance the objectives consistently with the Rules below and the general law having due regard to the law on disability and gender discrimination and child protection

## 3) Membership

- i) Membership of the Club is open to anyone interested in the sport. Every candidate for Membership must complete an application form and will be proposed and seconded by a Committee Member at a Committee meeting or through existing Members of the Club at an Annual General Meeting.
- ii) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to participation.

iii) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of club members (as per section 6).

iv) Categories of Membership are:

(a) Honorary Life Members

(b) First Claim Members \*

(c) Second Claim Members \*

\* Junior members are accepted in these categories.

v) First Claim Members shall not be First Claim Members of any other cycling club.

vi) Second Claim Members are those who are First Claim Members of other cycling clubs. They will not be entitled to compete for any Club award. They will be entitled to vote at any General Meeting and may be co-opted to a Committee of the Club.

#### **4) Subscriptions**

i) Subscription shall be paid by a Member upon election and shall be due for renewal on 1st January each year.

ii) The annual and other subscriptions and entry fees (if any) payable by Members of the Club are to be as prescribed by resolution at a General Meeting.

iii) Payment shall be made to the Treasurer who will issue a receipt

iv) No Members will be eligible to race if the subscription remains unpaid at 28 February of the year.

v) Any member whose annual subscription is unpaid by 31 March of the year ceases to be a member of the Club and forfeits all right in and claim upon the Club and its property unless the Committee Members suspend the operation of this provision, which they may do as regards any particular member on such terms as they determine at their discretion.

vi) Any person becoming a member after the 1st October shall pay a full subscription that shall include free membership for the following year providing that no active part has been taken prior to 1st August.

vii) Life members

a) A nomination for Honorary Life Membership must receive a proposer and seconder from the Membership. The nominee can be elected an Honorary Life Member of the Club without any special payment for such life Membership.

b) Nomination and elections of Honorary Life Members must take place at a General Meeting and a two-thirds majority of those present and entitled to vote is necessary for election of a life member.

c) Every Honorary Life Member is entitled to all the privileges and subject to all the duties of a First Claim member of the Club during his life.

viii) Day Membership at no charge can be given at the sole discretion of an event organiser, and shall confer only the right to ride in that event. Day Membership is not subject to the election rules in Section 3. A maximum of 4 Day Memberships per person will be allowed, after which the First Claim Membership fee should be paid.

## **5) Notice of Resignation**

i) Members wishing to become First Claim Members of another club shall notify their intention to the Secretary (giving the name of the club they are joining as First Claim Members).

ii) If the Member wishes to remain in the Club as a Second Claim Member they must notify the Secretary and no fees paid shall be returned.

## **6) Discipline**

i) Any Member bringing the Club into disrepute or taking any action that the Committee considers to be misbehaviour shall be liable to be disciplined by the Committee.

ii) Disciplinary matters may be referred to a Disciplinary Panel, consisting of a nominated Chairperson plus four other Committee Members. The Disciplinary Panel Chairperson will be nominated and agreed by the Committee and will be impartial to the Disciplinary matters. The four other members will volunteer from the committee or will be club members nominated by the committee and will be impartial to the Disciplinary matters.

iii) The recommendations of the Panel shall be deemed to be those of the Club.

iv) Any member expelled in accordance with these Rules & Regulations, or otherwise ceasing to be a member of the Club, forfeits all right to or claim upon the Club or its property or funds or any return of fees paid and remains liable for any outstanding fees or charges due from him at the date of expulsion or cessation.

## **7) All General Meetings**

i) All members may attend all general meetings of the club in person

ii) Such meetings need at least 21 days clear written notice to members

iii) The quorum for all general meetings is 10 members

iv) The Chair, or in his absence another member chosen at the meeting, shall preside

v) Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.

vi) Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

## **8) Annual General Meeting (AGM)**

i) The Club must hold a General Meeting in each year as its Annual General Meeting in addition to any other meetings in that year, and must specify the meeting as the Annual General Meeting in the notices calling it.

ii) The AGM must be held no later than the end of November unless varied exceptionally by resolution of the Committee.

iii) At least 4 weeks notice of the date of the AGM will be given to each Member. Items for inclusion on any agenda must be sent to the Secretary to reach him within 14 days of the meeting.

iv) Not more than 14 months may elapse between the date of one AGM of the Club and that of the next.

v) The Annual General Meeting must be held at such time and place as the Committee appoint.

vi) At every Annual General Meeting of the Club, all Officers and committee members must retire from office. The retiring persons are eligible for re-election at the same or any other General Meeting of the Club.

vii) The AGM will;

(a) Confirm the minutes of the previous AGM or EGM as appropriate

(b) Receive an Annual Report from the Chairperson, the Secretary and a report and balance sheet from the Club Treasurer, together with an Auditors' statement.

(c) Elect a President, Chairman, Secretary, Treasurer and Racing Secretary and a Committee (all of whom must be members)

(d) The government of the club shall be vested in the committee elected at the AGM.

(e) Elect Club Delegates

(f) Recruit organisers for club events to be held in the forthcoming season.

(g) Appoint an Auditor

(h) Consider resolutions including any resolution by the Treasurer regarding subscriptions for the coming year

(i) Carry out any other business at the discretion of the chairperson of the meeting and with the consent of the meeting.

## **9) Extraordinary General Meetings (EGM)**

i) An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 5 members

signed by them. Such an EGM shall be held on not less than 14 or not more than 21 days' notice at a place decided upon by the Committee or in default by the Chairman.

ii) Any requisition made by the Members must state the object of the meeting proposed to be called.

## 10) Finance

i) The funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

ii) The Club may also, to advance the objectives of the Club:

a) Sell and supply food, drink and related sports clothing and equipment;

b) Pay for reasonable hospitality for visiting teams and guests;

c) Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

iii) The Financial and Official Year commences on 1st October and ends on the 30th September. The Club Treasurer shall prepare an Income and Expenditure Sheet that, after being audited by the Club Auditor, shall be presented at the AGM.

iv) Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

v) Event accounts

a) Each Event Organiser will be responsible for the account and monies associated with the promotion and organisation of the event.

b) The organiser will be responsible for submitting to the Treasurer any monies due, or a request for re-imburement of shortfall, within 28 days of the conclusion of the event. Any shortfall will be re-imbursed with the approval of the Committee.

c) The Treasurer may reimburse any Official with appropriate expenses connected with an approved activity on behalf of the Club. Officials will produce receipts where required.

d) Event Organisers may reimburse helpers, services etc. in connection with the event.

## 11) The Committee

i) Composition

a) The Committee shall consist of at least three and not more than 14 members (including Officers). *{Changed in 2015 by committee and ratified at AGM to max 16.}*

b) The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.

c) A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps

ii) Committee Meetings

(a) Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

(b) The Committee may decide its own way of operating. Unless it resolves otherwise, the following rules apply:

**a** At least 6 members must be present for the meeting to be valid;

**b** Committee meetings shall be held face to face;

**c** The Chairman, or whoever else those present choose, shall chair meetings;

**d** Decisions shall be by simple majority of those voting;

**e** A resolution in writing signed by every Committee member shall be valid without a meeting;

**f** The chair of the meeting shall not have a casting vote.

iii) Delegation

The Committee may delegate any of its functions to sub-committees but must specify the scope of their activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

## 12) Club Rules

i) The Committee Members of the Club may from time to time make, alter and repeal any Club Rules they consider necessary or expedient or convenient for the proper conduct and management of the Club, as long as the changes do not infringe the Objectives of the Club set out in sections 1 and 2.

ii) The Committee must adopt whatever means they consider sufficient (usually through the Newsletter, Email and/or Facebook) to bring all Club Rules, alterations and repeals to the notice of the Members of the Club. Alterations to the Rules are to be ratified at the next club AGM.

iii) All Club Rules, so long as they are in force, are binding on all Club Members.

iv) Any Club Rule may be altered or set aside by a special resolution (ie a two thirds majority) of a General Meeting of the Club.