



Droitwich Cycling Club Constitution

1 Name of Club and Kit

1.1 The club will be called *Droitwich Cycling Club* (Hereinafter will be referred to as The Club), and may also be known as *DCC*.

1.2 Droitwich Cycling Club will be affiliated to British Cycling and any other cycling governing bodies as agreed by the committee and AGM/EGM.

1.3 The club colours will be Red, Black, White, Green and Gold.

1.4 Club kit design will not be changed for a minimum period of 2 years. It will only be changed after a 2 year period through agreement by majority vote of at least two thirds of all members at an AGM or EGM.

1.5 Club kit design must be approved by British Cycling and form part of the club affiliation process to ensure it is approved for British Cycling competition use by DCC members.

2 Aims and Objectives

The aims and objectives of the club will be:

- 2.1 To encourage and promote all aspects of cycling
- 2.2 To promote the club within the local community and cycling
- 2.3 To ensure a duty of care to all members of the club
- 2.4 To provide all its services in a way that is fair to everyone

3 Membership

3.1 Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

3.2 Application for membership, on the official form, should be sent to the club Membership Secretary, with the annual membership fee or applied for via British Cycling webpage. Membership starts from the date of application; applicants may take part in any club activity. The club committee may only refuse membership, or remove it, for reasons such as conduct or character likely to bring the club or sport into disrepute. If membership is refused the subscription will be returned.

3.3 Subscriptions become due on April 1st and run until March 31st. Late/unpaid subscriptions mean membership and benefits have lapsed and the member may not represent the club in ANY event. New members joining after January 1st are deemed full members until the following year end.

- 3.4 Persons under the age of eighteen years shall only be accepted to membership with the completion of a consent and disclaimer form signed by their Parent or Guardian, and at the discretion of the Committee. Those under the age of twelve should join as part of a family membership.
- 3.5 The membership shall consist of the following categories:
- Full member - £15.00 (over 18 on 1st April)
 - Student member - £10.00
 - Over 65 member - £10.00 (65 on 1st April)
 - Family membership - £25.00 (maximum 2 adults and all children under 18 on 1st April)
- 3.6 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 3.7 Members in each category will pay membership fees, as determined at the Annual General Meeting.
- 3.8 Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- 3.9 Any member who wishes to resign from the club shall notify the Membership Secretary in writing.
- 3.10 All members who wish to post a ride on behalf of the Club, must do so on the agree Club social media platform. This classifies the ride as an official club ride, being conducted by the person posting / leading the ride on behalf on the Club, and therefore allows this person to be covered by third party liability insurance from British Cycling along with protecting the Club should any claims be made or accidents occur. NB individual riders still require third party liability insurance, this reference here is only for the Club and representatives of the Club relating to claims against the Club.

4. Sports Equity

- 4.1 This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- 4.2 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5 The Club will deal with any incidence of discriminatory behaviour seriously and will be dealt with by the committee to decide on appropriate and proportionate response to any claim made.
- 4.6 Any club member behaving in a manner likely to bring disrepute to the name of the club or cycling may be disciplined by the committee. He or she has the right to attend the disciplinary meeting at which the case is considered, having been informed of the disciplinary charge and given at least seven days' notice of the meeting. The club member may bring another club member with them to the disciplinary hearing.

5 Committee

- 5.1 The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Social Secretary, Kit Secretary, Time Trail Secretary, Race Event Secretary, Welfare Officer and Social Media and Webmaster who shall be elected at the Annual General Meeting.
- 5.2 All committee members must be members of the Club.
- 5.3 The term of office shall be for one year, and members shall be eligible for re-election.
- 5.4 If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.5 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 5.6 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- 5.7 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.8 The committee meetings will be convened by the Secretary of the Club and be held no less than 2 times per year (this can be made up of one Committee meeting and a combined AGM and Committee meeting).

- 5.9 All club members will have the right to vote at committee meetings.
- 5.10 At all Meetings a simple majority shall decide the issue of all matters in debate, except alterations to Club Constitution which will require a two-thirds majority of all Members attending a General Meeting.
- 5.11 The Committee Quorum for any meeting is 3 members of the Committee to be in attendance. This can be any 3 roles from within the Committee.
- 5.12 In the absence of the Club having a non-residential address, the person holding the Committee role of Chair, will register the Club with British Cycling (and any other affiliated organisations) to their home address and the person holding the role of Treasurer will register the Club Community Bank Account to their home address.

6 Finances

- 6.1 The club treasurer will be responsible for the finances of the club.
- 6.2 The financial year of the club will run from 1st April and end on 31st March.
- 6.3 All club monies will be banked in an account held in the name of the club.
- 6.4 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 6.5 Any cheques drawn against club funds should hold the signatures of the treasurer plus one other committee member.
- 6.6 All spends against the club account shall be agreed by 3 members of the committee and decisions are to be logged by the club.
- 6.7 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- 6.8 The Club signatories will be those persons holding the Committee roles of Treasurer, Chair and Secretary.

7 Annual General Meetings and Extraordinary General Meetings

- 7.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- 7.2 The Club shall hold the Annual General Meeting (AGM) between 1st March and 30th April 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 committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

7.3 Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members

7.4 Nominations for officers of the committee will be sent to the secretary prior to the AGM, no later than 7 days before the date of the meeting.

7.5 Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

7.6 All members have the right to vote at the AGM.

7.7 The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

7.8 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 committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

7.9 All procedures for an EGM shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote of at least two thirds of all members at an AGM or EGM.

9. Discipline and appeals

9.1 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

9.2 The club committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

9.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

9.4 There will be the right of appeal to the club Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.


10 Dissolution


10.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

10.2 In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another voluntary or not-for-profit organisation having objectives similar to the Club. The benefactor, or benefactors, will be decided by a two thirds majority of all members attending an AGM or EGM.

11 Declaration

Droitwich Spa Cycling Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

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| Name | MARCUS JUFON | Position | Chair |
| Sign |  | Date | 18/9/23 |

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| Name | Rebecca Jones | Position | Secretary |
| Sign |  | Date | 18/9/23 |