

GLASGOW GLENMARNOCK WHEELERS CYCLING CLUB CONSTITUTION JANUARY 2014

1. CLUB NAME

1. The club shall be known as Glasgow Glenmarnock Wheelers Cycling Club and will base its cycling activities in and around the South of Glasgow.

2. CLUB AIMS AND OBJECTIVES

2.1 The Club shall be devoted to the promotion and enjoyment of competitive and leisure cycling for all levels of fitness. These objectives will be achieved by organising activities including racing, touring, club runs, training and social events.

2.2. The Club is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, or beliefs.

3. AFFILIATION

The Club shall be affiliated to Scottish Cycling and shall incorporate its rules and regulations.

4. MEMBERSHIP

4.1 ELIGIBILITY

Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.

4.2 ENROLMENT OF MEMBERS

4.2.1. Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided.

4.2.2. The power of election to membership shall rest with the Committee.

4.2.3. If so requested, the Committee shall give reasons for the refusal of an application for membership in writing.

4.2.4. Any person refused membership may seek to appeal to an appeal panel, which shall consist of 3 members appointed by the Chairperson of the Club.

4.2.5 Any person accepted as a member shall sign this document confirming that they accept these conditions of membership.

4.2.6. The membership of the club shall be confined to amateurs according to the definition of British cycling.

4.2.7. Members shall be divided into the following classes:-

Honorary members Class 1- Who may not vote at a general meeting of the Club and will not be included in the Club numbers to determine the required percentage numbers for voting for or in meetings.

Honorary members Class 2 - Voting and active in the Club.

Ordinary members who shall be classed as Veterans, Seniors, Juniors, Ladies and Youths as defined by Scottish Cycling. Youth members may not vote at a general meeting of the Club.

First Call members are those who are members of another club or team as well as Glenmarnock Wheelers and who have elected to race for Glenmarnock Wheelers in any season.

Second Call members are those who are members of another club or team as well as Glenmarnock Wheelers and who have elected to race for that other club or team in any season.

Selection to represent an educational establishment or a regional racing squad shall not interfere with the first call membership status of any member who otherwise races for Glenmarnock Wheelers in any season.

Only first call members may compete in any Club championship event.

5. MEMBERSHIP FEES

5.1 Subscriptions shall be payable per annum in all classes of membership except those of Honorary membership who will pay no fees.

The payment of club membership dues can be made to any club office bearer (Chairperson, Vice Chairperson, Secretary or Treasurer) or as appropriate, electronically or by standing order if agreed with the Treasurer.

5.2 The first subscription (which at the discretion of the committee may be pro-rata) shall be payable upon acceptance into membership. Subscriptions thereafter shall be made payable on 1st of December of each year.

5.3 The membership fees (including different classes and joining fees), shall be determined by the members at the Annual General Meeting and shall be due on election or as otherwise agreed with The Treasurer.

5.4. Any member who has not paid his/her membership fee for a period in excess of

60 days from the due date shall be immediately suspended from the Club until such payment is received or that Member is deemed to have resigned in accordance with this constitution.

6. RESIGNATION

6.1. Any member may resign by giving one month's notice in writing to the Secretary.

6.2. A member shall be deemed to have resigned from the Club if, after a period of 90 days he/she has not paid the annual subscription or any instalment agreed by the Treasurer.

7. EXPULSION AND DISCIPLINARY ACTION

7.1 Any complaint regarding the behaviour of a member should be submitted in writing to the Chairperson, Vice Chairperson or Secretary who shall bring the complaint to the attention of the committee at its next meeting.

7.2. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of a quorum of the Committee, be suspended or expelled.

7.3 An expelled member shall have the right to appeal to a general meeting called at his or her request no later than 14 days from the date intimated for expulsion.

8. GENERAL MEETINGS

8.1 The Club shall hold an Annual General Meeting ("AGM") before the last day of February each year. The date of the AGM will be fixed by the Secretary who shall give 28 days notice to all members. Such notice may be given by letter or email.

8.2 The Chairperson, Secretary and Treasurer will submit their annual reports to the AGM and the Secretary will prepare an agenda which is to be issued to members by letter or email 7 days before the date of the Meeting.

8.3 The Office Bearers and other committee members shall be elected at the AGM by means of a simple majority vote of members present and eligible to vote. Persons standing for election to any committee position must be proposed and seconded at the AGM.

8.4 The Office Bearers of the Club shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. All Office bearers shall serve as members of the Club's committee.

8.5 Such other committee positions as are deemed appropriate at the AGM, taking into account the size of the Club and the activities being undertaken, may be elected in terms of paragraph 8.2 above. Such other positions may include Race Secretary, Social Convener, Club Captain, Welfare Officer, Club Coach, Website Editor or Ordinary Committee member.

8.6 A member may be selected to fill more than one post on the committee provided that there shall be at least six members elected to serve on the committee in any year.

8.7 An auditor shall be appointed at the AGM in terms of paragraph 11.3 below.

8.8 Any motion to be considered at an AGM must be proposed and seconded by members who have paid in full their subscriptions for the current year and must be sent to the Secretary at least 14 days before the date of the AGM.

8.9 An Extraordinary General Meeting (“EGM”) of the Club may be called at any time by the committee or at the request of 25% of the membership who have been members of the Club for at least 9 months and who have paid their membership fees in full for the current year, such request being made in writing to an Office Bearer. When an EGM has been called the Secretary must give 14 days notice of the meeting to all Club members accompanied by a statement of business. Such notice may be given by letter or by email.

8.10 All senior members who have paid in full their subscription for the current year may vote at an AGM or EGM of the Club irrespective of the duration of their membership.

9. COMMITTEE AND OFFICE BEARERS

9.1 The Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required by the business to be transacted.

9.2 Committee members shall hold office for one year and may thereafter stand for re-election with the exception of the chairman who may remain in post for a maximum of 3 years. Past chairpersons may be asked to sit on the committee in an advisory capacity but shall have no vote on the committee.

9.3. Special meetings of the Committee shall be called by the Secretary on instructions from the Chairperson, or not less than two committee members.

9.4. The Committee may set up sub committees to deal with non recurring tasks.

9.5. In the case of casual vacancy among the Committee, the Committee may co-opt another eligible person to act until the next AGM.

9.6 All decisions of the Committee shall be taken by a simple majority (with the Chair having a casting vote) save that an expulsion of a member shall require a two thirds majority of the Committee.

9.7. A quorum for a meeting of the Committee shall be four and where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting. If it is still not possible to achieve a quorum the Committee may conduct business by means of Skype, a conference call or such other means, including other forms of electronic communication, as it sees fit.

9.8. The committee shall have full power to make, alter or suspend standing orders.

9.9 Non-committee members are entitled to attend committee meetings and may participate in the discussion but will have no vote.

9.10 Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee members but shall be the responsibility of the Club as a whole.

10. COMMUNICATIONS

10.1 In the event that any Committee member is unable to attend a committee meeting they may submit an email vote to the Secretary for consideration by the Committee in relation to any item on the agenda.

10.2 In the event that the Committee has a topic on which the members are required to vote, an email vote sent to the Secretary within any time period specified by the Committee will be accepted by the Committee.

11. FINANCIAL

11.1 The Club Treasurer shall administer the finances of the Club on behalf of the Committee.

11.2. The financial year of the club shall end on 30th November. Any change to the financial year shall require the approval of the Members at a General Meeting.

11.3. One auditor, not a member of the committee, shall be appointed at the AGM to audit club books and accounts for the year.

11.4 . The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

11.5. The Committee shall retain for a period of six years all financial records relating to the Club.

12. THE CLUB COLOURS

12.1. The club strip shall consist of a jersey: Predominately of three colours royal blue, yellow, and red (the club badge shall consist of: rampant lion on a gold wheel on a royal blue background)

13. PROPERTY

13.1. Members acting as custodians of Club property shall act in accordance with the instructions of the Committee when dealing with such property.

13.2. The custodians shall be elected at Annual General Meeting by the Members and

shall hold such position until removed at General Meeting or death.

13.3. The custodians shall be indemnified and kept indemnified by the Members against all losses costs and liabilities they may suffer as a result of the position as a custodian.

14. SAFETY RULES

14.1 The Committee shall be empowered to draw up rules for the safe conduct of cycling activities which shall be adhered to by all members.

15. DISSOLUTION AND TERMINATION

15.1. The Club shall not dissolve except by a resolution of an Extraordinary General Meeting passed by a three quarters majority of the Members present and entitled to vote.

A date for dissolution must be set and dissolution will take place immediately on that date.

15.2 Following dissolution of the Club any surplus assets (after the discharge of all liabilities) will be distributed in any way as is agreed by a majority of the remaining members at the meeting referred to in paragraph 15.1 above with consideration to be given to distribution to a suitable cycle charity or charities, to WOSCA or to Scottish Cycling.

16. AMENDMENTS TO THE CONSTITUTION

16.1 This constitution may only be amended or altered in any way by means of a resolution passed at an AGM or EGM of the Club with the consent of two thirds of those members present and eligible to vote.

16.2 Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Club Committee whose decision shall be final.

17. DECLARATION

GLASGOW GLENMARNOCK WHEELERS CYCLING CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:
.....

Name:
Club Chair

SIGNED: DATE:
.....

Name:
Club Secretary

Signed.....Date.....
...
Club Treasurer/Committee Member

DECLARATION BY EACH MEMBER

I acknowledge that I have read the rules of the Club and can confirm that I understand and accept these rules which shall govern my Membership of Glenmarnock Wheelers CC.

[Form must be countersigned by a parent or parent having parental responsibility on behalf of any Member less than 18 years of age].

Member..... Date.....

End of Constitution of Glenmarnock Wheelers CC-----

Glenmarnock Standing orders

Standing orders

1. The committee shall meet not later than the 4th Monday after the Annual General Meeting, thereafter on a Monday if deemed necessary by the Committee. The secretary has the power to alter the meeting night if the committee prefers. Should urgent business arise the chairman or the secretary shall have the power to call a SGM of the committee and the members of the committee to receive seven clear days notice.(Four members shall form a Quorum)
2. No discussion shall be allowed on the minutes of any previous meeting, except on the question whether they are the correct record of the business transacted, and such minutes when approved will be signed by the chairman, secretary or treasurer.
3. When a motion is moved and seconded any member may propose an amendment, but no member shall be allowed to speak twice in the discussion arising. The proposer of the motion shall be allowed to reply at the close of the discussion, after which no member shall be allowed to speak.
4. The committee shall have the power to appoint a sub-committee from their body.

5. The chairman shall have the casting vote as well as a deliberative vote.
6. The treasurer shall submit a statement of income and expenditure at each meeting or by email every month to the committee
7. The standing orders can only be suspended at a regular general committee meeting, with the consent of a majority of the members present at the meeting.

Page 1 of 1

Glenmarnock Wheelers Cycling Club Standing orders - revised January 2013