

Constitution of Ards Cycling Club

Est. 1944

1. NAME AND ADDRESS

The club shall be known as Ards Cycling Club (Ards CC).

The club can be contacted through the Secretary, details of which can be found via the governing body, Cycling Ireland.

2. OBJECTIVE OF THE CLUB

- 1. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of cycling in the Newtownards area.**
2. All other lawful things that are incidental to or are considered by the Committee to be desirable or conducive to the attainment of the foregoing objects of the club.

3. MANAGEMENT COMMITTEE

3.1 The affairs of the Club shall be managed by a Management Committee consisting of a Chairman, Treasurer and Secretary, Public Relations Officer, Child Protection Officer and up to 5 other members elected at the Annual General Meeting. All committee members act in a voluntary, unpaid basis.

3.2 The Management Committee shall have overall control of all club activities, finance and of all matters pertaining to the general conduct and welfare of the Club. It shall have the power to appoint sub-committees when necessary and to delegate to any such sub-committee any powers except the election or rejection of members.

3.3 All sub-committees must periodically report their proceedings to the Management Committee and must conduct their business in accordance with its directions.

3.4 Meetings of the Management Committee shall be held monthly and five members shall form a quorum, one of which must be a post-holder, i.e. Chairman, Secretary or Treasurer.

3.5 The decisions of the Management Committee shall be taken by simple majority vote with the Chairman, or the person voted to the Chair in his/her absence, having a second or casting vote if required. Decisions taken at any meeting may be amended or revoked at any subsequent properly convened meeting by a majority of those present and entitled to vote.

3.6 Any member of the Management Committee who fails to attend three consecutive meetings shall be suspended from membership of the Management Committee until an explanation for such absence has been given. In the event of a vacancy arising among the elected members, the other members may co-opt a successor.

3.7 Minutes of all the proceedings of the Management Committee meetings must be taken and annotated by the Chairman.

4. ELECTION OF THE MANAGEMENT COMMITTEE

4.1 The Chairman, Secretary and Treasurer shall be elected for a three-year period with the remaining members elected annually and on completion of this period they shall be eligible for re-election.

4.2 When vacancies arise any member may propose any candidate for election to the Committee at the Annual General Meeting.

4.3 Up to the number of vacancies, the candidates who receive most votes must be declared elected. In the case of two or more candidates receiving an equal number of votes the Chairman of the meeting has a second or casting vote or may determine the matter by lot.

5. RESIGNATION FROM THE MANAGEMENT COMMITTEE

5.1 A Committee Member may resign from the Committee by tendering his/her resignation in writing addressed to the Chairman or orally at any duly constituted committee meeting.

6. MEMBERSHIP

6.1 Membership of the club shall be open to anyone interested in the sport on application and appropriate annual subscription regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

6.2 Members of the club shall consist of affiliated (to the National Governing Body) and non-affiliated members. 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 people participating.

6.3 Members of the club shall consist of members, Junior members and non-cycling members. Junior members (Under 16) must be accompanied by a parent or guardian and the appropriate consent form signed.

6.4 Cycling members of the club must affiliate with Cycling Ireland and pay the appropriate annual fee. Racing members will be prohibited from participating in club events without the relevant Cycling Ireland membership.

6.5 Club Membership is set at the Annual General Meeting.

6.6 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 the members.

7. COMPLAINTS/APPEALS PROCEDURE

7.1 Any member has the right to lodge a complaint about the club rules or any other aspect of club life. A formal complaint should be made in writing to the club secretary (or to another club committee member if this is felt to be appropriate).

7.2 The complaint will be discussed within 30 days at a committee meeting and the plaintiff informed of the outcome. If the plaintiff is unhappy with the decision, he or she

can request a special general meeting as allowed for in Item 9 of the club constitution. The outcome at this meeting will be the final decision.

8. ANNUAL GENERAL MEETING

8.1 The Annual General Meeting of the Club shall be held on or near the last Wednesday in November to hear the reports of Club activities from the Chairman, Secretary and Treasurer, and any other reports which the committee considers appropriate.

8.2 Accounts shall be kept of all club receipts and payments made up to 30 November in each year. The accounts must be audited by an appropriate qualified person as soon as practicable after the end of the financial year. Such accounts shall be presented at the Annual General Meeting.

8.3 The Annual General Meeting shall also:-

- (i) Consider, and if approved, sanction any duly made alteration to the Constitution;
- (ii) Elect the Officers, President and the Management Committee in accordance with 4.1 above;
- (iii) Elect the Honorary Auditor for the coming year;
- (iv) Consider such business as the Management Committee desires to bring before the members and such matters as are raised by members at the meeting.

9. SPECIAL GENERAL MEETING

9.1 A Special General Meeting may be convened by the Management Committee as often as it deems necessary, or by the Secretary, at any time on the receipt of a requisition in writing signed by not less than ten members. The notice convening such a meeting shall be issued to Club members at least seven days before the date fixed for the meeting and it shall state the business to be considered at the meeting. Such a Special General Meeting shall exercise the powers of an Annual General Meeting upon such stated business.

10. PROCEDURE AT SPECIAL GENERAL MEETINGS

10.1 At all Special General Meetings of the Club the Chairman, and in his/her absence a member selected by the meeting, shall take the Chair.

10.2 Every member present and entitled to vote shall have one vote upon every motion, and in the case of equality of votes, the Chairman shall have a second or casting vote.

10.3 The quorum at all Special General Meetings of the Club shall be ten members.

11. ANNUAL SUBSCRIPTION

11.1 The Annual Subscription for each member category is whatever sum is determined at the Annual General Meeting.

12. CLUB ASSETS

12.1 The Club's assets and finances shall be used solely to further the Objectives of the Club. **All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.**

13. DISSOLUTION OF CLUB

13.1 A resolution to dissolve the Club shall be passed at a General Meeting specially summoned for the purpose of such resolution if supported by not less than seventy-five percent of those present and entitled to vote. **Upon dissolution of the club any remaining**

assets shall be given or transferred to another registered community amateur sports club (CASC), a registered charity or the sport's governing body for use by them in related community sports.

14. AMENDMENT OF CONSTITUTION

14.1 This constitution may be added to, repealed or amended by resolution at any General Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least seventy-five percent of members voting thereon.

SIGNED: _____ **CHAIRMAN** **DATE:** _____

SIGNED: _____ **SECRETARY** **DATE:** _____