



CHEPSTOW CYCLING CLUB

CLUB DOCUMENTS



CONSTITUTION OF CHEPSTOW CYCLING CLUB

1. Title

The club shall be known as "Chepstow Cycling Club", (hereinafter to be referred to as "the Club") and is a Community Amateur Sports Club (CASC) registered with HM Revenue & Customs.

2. The Purposes of the Club

The main purposes of the Club are to provide facilities for and to promote the participation in the amateur sport of cycling in Chepstow and the surrounding area.

3. Permitted means of advancing the purposes

The Committee has the power to:

- a. Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical, and related facilities.
- b. Provide coaching, training, medical treatment, and related social and other facilities.
- c. Take out any insurance for club, employees, contractors, players, guests and third parties.
- d. Raise funds by appeals, subscriptions, loans and charges.
- e. Borrow money and give security for the same, and open bank accounts.
- f. Buy, lease or licence property and sell, let or otherwise dispose of the same.
- g. Make grants and loans and give guarantees and provide other benefits.
- h. Set aside or apply funds for special purposes or as reserves.
- i. Deposit or invest funds in any lawful manner.
- j. Employ and engage staff and others and provide services.
- k. 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.
- l. Promote the Club and Cycling within the local community.
- m. all other things reasonably necessary to advance the Club purposes.
- n. NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.



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4 Membership

- a. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. except as a necessary consequence of the requirements of cycling.
- b. 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.
- c. The Club Committee may refuse membership, or remove it, only for good cause such as breaches of the Members' Code of Conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to a panel, appointed by the committee at their sole discretion, consisting of the Club members.
- d. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, Member's code of conduct, and all other codes, policies and rules that the Club has adopted.
- e. Members in each category will pay membership fees, as determined at the Annual General Meeting.
- f. Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any club officer role unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

5 All General Meetings

General meetings are either Annual General Meetings or Extraordinary General Meetings and are subject the following rules:

- a. All members may attend general meetings of the Club in person.
- b. Such meetings need 21 clear days' written notice to members.
- c. The quorum for all general meetings is 20 members present or 25% of the total membership whichever is greater.
- d. The Chair or, in his or her absence, another member chosen at the meeting shall preside.
- e. 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. In all cases the person presiding should request an indication of those in favour of the proposal and an indication of those against a proposal.
- f. Any motions for consideration at a General Meeting including any proposed changes to the constitution shall be sent in writing to the Secretary at least 14 days prior to the AGM, who shall circulate them to all members at least 7 days before a meeting.



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- g.** Any motions including proposed changes to the constitution must be proposed and seconded by members in attendance at the meeting before the meeting considers them further. The appropriate officers may deem that proposals are unlawful and that they should therefore not be considered further.
- h.** Amendments to motions, including amendments to proposed changes to the constitution can be made at the General Meeting so long as they are deemed to aid clarity and understanding and add to the original proposal. Any amendments to negate an original proposal will not be considered.

6 Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- a.** The Members will elect a Committee including a Chair, Treasurer and Secretary and such other officers as the committee propose, to serve until the next AGM. The committee may decide that voting for committee roles shall be by secret ballot. If so, then the counting of votes shall be witnessed by at least one Club member who is not nominated for a committee role.
- b.** A formal agenda for the meeting will be circulated to members at least seven days before the AGM.
- c.** The members and committee shall only, debate, discuss and vote on items which appear on the agenda.
- d.** The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide.
- e.** The Committee will present a report on the Club's activities since the previous AGM.
- f.** The Members will appoint a suitable person to audit the accounts; and
- g.** The Members will discuss and vote on any motion (whether about policy or to change the Rules) and deal with any other business put to the meeting as so long as such business and motion is notified in advance of the meeting, appears on the agenda and is submitted in accordance with the formalities for General Meetings.

7 Extraordinary General Meetings (EGM)

- a.** 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 50% of the members signed by them.
- b.** Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.
- c.** All agenda items for an EGM must be notified in accordance with the formalities for General Meetings.

8 The Committee

A. Role

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



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B. Property etc

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- b. The Club may 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.
- c. The Club may also in connection with the sports purposes of the Club:
 - i. Sell and supply food, drink and related sports clothing and equipment.
 - ii. Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 - iii. Pay for reasonable hospitality for visiting teams and guests.
 - iv. 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).
- d. The Committee will have due regard to the law on disability discrimination and child protection.

C. Composition

- a. The Committee shall consist of at least three (Chair, Treasurer and Secretary) and not more than ten members.
- b. The Committee members may co-opt club members (up to the maximum permitted number) to serve as committee members until the end of the next AGM. The co-opted club member must be approved by a majority vote of the committee.
- c. Committee members have a maximum tenure of two years or two AGM meetings, whichever is greater, in the role they are elected to. They can stand for election to another committee role immediately after this tenure. Committee members may stand for election into the same role after two years if no other members have been proposed by the deadline for nominations.
- d. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, 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 the Club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

D. 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 otherwise resolves, the following rules should apply:



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- i. At least 50% of committee members must be present for the meeting to be valid and contain two of the following, Chair, Secretary, Treasurer.
- ii. Committee meetings should be held face to face where practicable but can use conference or video calls when necessary.
- iii. The Chair, or whoever else those present choose shall chair meetings.
- iv. Decisions shall be by simple majority of those voting; In the event of an equally split vote, the chair of the meeting shall have a casting vote.
- v. A resolution, signed in writing, or agreed through electronic communication, by every Committee member shall be valid without a meeting.
- vi. All business to be transacted at the meeting should be advised to all committee members at least three days before the meeting.
- vii. Business not itemised on the agenda can only be considered by the committee if urgent.

E. Delegation

- a. The Committee shall have the power to co-opt members for particular projects or duties, but co-opted members shall not have a Committee vote.
- b. The Committee may also delegate any of their functions to sub-committees as follows:
 - i. Specify the scope of the sub-committee 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.
 - ii. Wind up any sub-committee at any time or change its mandate and operating terms.

F. Disclosure

- a. Annual club reports and financial statements of account must be made available for inspection by any member.
- b. All club records may be inspected by any Committee member subject to the restrictions of data protection laws laid out in the Club Data Protection Policy.

9 Finance

- a. The financial year of the Club shall end on 31st December.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that carry the Club title. All accounts shall operate on two signatories, one of whom shall be the Treasurer and the other either the Chair or the Secretary.
- c. Expenditure above agreed budget levels, set annually by the committee, may only be authorised at a committee meeting.

10 Amendments

- a. These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in clause 10 (b) has been followed) or winding up provisions laid out in clause 11.
- b. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a two-thirds majority of votes cast.



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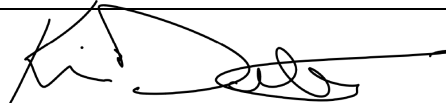
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11 Winding up the Club

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Constitution adopted at a meeting held at The Beaufort Hotel, Beaufort Square, Chepstow, NP16 5EP on Friday 24th January 2020.

Name	KEVIN DAFFEY	Position	Chair
Sign		Date	24.01.2020

Name	GEMMA HEWITT	Position	Secretary
Sign		Date	24.01.2020