



VELO CLUB LONG EATON **CONSTITUTION**

The merger of the Long Eaton Cycling Club and Long Eaton Paragon Cycling Club in September 2006 to form the *Velo Club Long Eaton*, marked the beginning of a new initiative to promote and revitalise recreational and competitive cycling in the Long Eaton conurbation.

1. AUTHORITY.

The rules, conditions and procedures contained within this Constitution were presented to and approved by the members of Long Eaton CC and Long Eaton Paragon CC at the inaugural Extraordinary General Meeting of the VC Long Eaton held on 24th July 2006.

2. NAME OF CLUB.

The name of the club shall be Velo Club Long Eaton, hereinafter referred to as the 'Club'.

3. CLUB COLOURS.

The Club's colours shall be red, white and blue, with the design being approved by majority vote of members at an Extraordinary General Meeting (E.G.M). Any changes to the design and colour scheme to be approved by the General Committee.

4. FINANCIAL YEAR.

The financial year shall commence on the first Monday of the month of January each year and shall conclude the Sunday prior to the Monday the following year.

5 PRINCIPLE OBJECTIVES OF THE CLUB.

- a. To promote cycling as an accessible and friendly sport and leisure activity for all.
- b. To encourage responsible and safe cycling, especially among children and young people.

- c. To further develop Britain's long cycling tradition by encouraging people of all ages to pursue and excel in their chosen branch of the sport.
- d. To provide opportunities to compete at the highest level in all aspects of racing.
- e. To offer expert and informed support to its members.
- f. To implement and maintain a Club Development Plan.
- g. To apply 'risk assessment' principles to all its activities.

6. GENERAL COMMITTEE MEMBERS.

President.	Women's Secretary.
Chairperson	Press Secretary.
General Secretary.	Social Secretary.
Treasurer.	Club Room Secretary.
Club Development Officer.	Club Run Co-ordinator.
Racing Development Officer.	Web Site Secretary.
Road Race Secretary.	Club
Coach.Time Trial Secretary.	

7. GENERAL COMMITTEE MEMBERS AND OFFICERS DUTIES.

- a. Office holders shall be elected at the Annual General Meeting and assume office forthwith.
- b. General Committee shall consist of the membership of the Club, and shall meet at least quarterly to consider the progress and development of the Club.
- c. The General Committee shall have full control of the Club's affairs and procedures and the authority to deal with issues affecting the Club not covered by the Constitution.
- d. The General Committee shall have the authority to expel any member who in their considered opinion has acted in a manner detrimental to the Club. Any member expelled will not be entitled to any refund of annual subscription. Should any expelled member wish to appeal against a decision the General Committee will ensure the appeals procedure is implemented at the earliest opportunity.
- e. Notice of resignation by a Committee member must be made in writing to the General Committee, giving their reasons.
- f. The General Committee shall have authority to fill any vacancy

that arises in the case of the President and Vice President.

g. The General Committee shall have the authority to establish sub-committees to investigate and report on initiatives to develop the Club's activities and performance.

h. To appoint two Auditors each one having access to all financial records, accounts and statements of the Club. The Auditors will audit the Statement of Accounts prepared by the Treasurer for the A.G.M.

i. To call and organise the Annual General Meeting, regular General Meetings and any required Extraordinary General Meeting.

j. Any meeting convened by the General Committee to discuss substantive motions require a quorum of not less than 50% of the General Committee to be present.

k. The General Committee have the authority to sanction payments from Club funds up to a maximum £500.

l. No member of the General Committee or individual club member will receive payment for services to the Club.

m. The General Committee will ensure the Club's property and income are used only for its stated objectives.

DUTIES OF PRINCIPLE OFFICERS.

8. CHAIRPERSON.

a. To take the Chair and officiate at all Committee meetings.

b. To ensure the Constitution of the Club is upheld at all times and have the authority to require the General Secretary to convene meetings of the General Committee as and when necessary.

c. Shall have the casting vote in any situation where a simple majority decision cannot be achieved.

(NOTE: Should the Chairperson be absent then the chair shall be taken by a nominated member of the General Committee.)

9. GENERAL SECRETARY.

a. Shall be responsible for convening all meetings of the General Committee.

- b. Shall maintain a register of attendance of the Committee members at all meetings.**
- c. Shall take the Minutes of meetings in order to provide full and accurate records pertaining to the governance and conduct of the Club.**
- d. Shall produce an Annual Report which shall be presented to the members at the Annual General Meeting.**
- e. Shall be responsible for the updating and production of a Club Handbook each year, after liaising with the secretaries of the Club's sub-committees.**
- f. Application for membership of the Velo Club Long Eaton shall be supported by a *bone fides* member of the Club, and approved by the General Committee.**
- g. Membership of the Club shall be by subscription, due on the first day of January for one year and non refundable.**

10. TREASURER.

- a. Shall receive from all Club secretaries any monies collected by them or any other person acting behalf of the Club and provide receipts for such monies.**
- b. Shall at all times maintain an accurate and detailed account of funds held by the Club, with records and receipts for all expenditure for the current year.**
- c. Shall maintain an inventory of Club property for presentation as and when required.**
- d. Shall at the Annual General Meeting present an audited Statement of Accounts and general report on the Club's financial position to the A.G.M.**
- e. Shall ensure that all withdrawals from the Club's Bank Account or any other of its accounts are made by no less than two of four authorised signatories, being the Treasurer and General Secretary and two other officers as elected at the Annual General Meeting.**

11. CLUB AFFILIATIONS.

- The Club shall affiliate to such cycling organisation as voted for by a majority of members at the Annual General Meeting.**

12. ANNUAL GENERAL COMMITTEE MEETING.

a. The General Secretary shall call an Annual General Meeting to take place not later than the third Thursday in January each year.

b. The Annual General Meeting shall receive and approve the Statement of Accounts presented by the Treasurer by majority vote.

c. Shall elect officials to the General Committee for their term of office.

d. Determine the annual subscriptions for membership of the Club.

13. GENERAL MEETINGS.

a. Shall consider and agree the programme of events and dates for the following season.

b. Identify an organiser who shall be responsible for organising and running each event.

c. Determine and agree the fees for both Open and Club events.

d. Events secretaries shall organise events in accordance with the rules and regulations of the appropriate governing body for their designated event.

14. SECRETARY - CLUB 10 & 25 MILE TIME TRIAL LEAGUE.

a. Shall be responsible for the organisation of League events.

b. The League will be self-financing through entry fees.

c. Points shall be awarded according to the scoring system agreed at the A.G.M.

(Note: No points will be awarded to riders who are not paid-up Club members.)

15. PRESS SECRETARY.

Shall be responsible for compiling items related to Club activities and events and for forwarding them to the media.

(Note: Any controversial items must be subject to General Committee approval before publication or release to the media.)

16. CLUB COACHING AND DEVELOPMENT OFFICERS.

Shall produce programs for the development of the Club and individual members for approval by the General Committee.

17. DISSOLUTION OF THE CLUB.

In the event of the dissolution of the Club, any income and property shall not be apportioned amongst its members but instead divested between associations/organisations with similar aims or to some registered philanthropic or charitable purpose.

18. SECOND CLAIM MEMBERS.

Second Claim Members are eligible to take part in all Club events; however they are not eligible for prizes or trophies in Club competitions.

(Note: They will not be eligible to vote at General Meetings.)

19. APPEALS PROCEDURE.

Any member subject to disciplinary action by the Club's General Committee can appeal once only against that decision and request an appeal hearing by informing the General Secretary in writing within seven days of the original disciplinary decision.

20. CHANGES TO THE CONSTITUTION.

No amendment or addition to this Constitution shall be made unless carried through by a simple majority vote by members at a General or Extraordinary Meeting convened for that purpose.

January, 2007