

# ROCKINGHAM FOREST WHEELERS

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Club Rules as amended on 6<sup>th</sup> September 2017

## 1 Name

That this Club be called the Rockingham Forest Wheelers.

## 2 Object

That the object of this Club shall be the encouragement and promotion of the sport and pastime of cycling in all its forms in the Rockingham Forest Area and community participation in the same.

## 3 Membership

The membership of this 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. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Membership shall be in one or more of the following categories, on a non-discriminatory and fair basis and shall be subject to the conditions of these categories.

### 3.1 First Claim

Election to this category shall be approved by the Committee from prospective members, who have completed an application form and can confirm their resignation from any previous club. Completed forms to be returned to the Treasurer.

### 3.2 Second Claim

Election to this category to follow the rules for First Claim members except that they shall not be required to resign from any previous club but they must provide proof of belonging to another British Cycling affiliated club.

### 3.3 Vice-President

It shall be the practice of members to nominate Vice-Presidents, who need not be a member of the Club, for election for services rendered to the Club and for no other reason. Election by members at a General Meeting, voting by secret ballot with a simple majority.

### 3.4 Honorary Life Member

It shall be the practice of members to nominate Honorary Life Members from the existing Club membership in recognition of long and meritorious service to the Club. Election by members at a General Meeting, voting by secret ballot with a simple majority.

## 4 Subscriptions

4.1 The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

4.2 The Annual Subscriptions for all categories shall be as documented in the Club's Subscriptions Schedule.

4.3 Subscriptions shall become due on the first day of January, in advance for the year.

- 4.4 Any member not paying his or her subscription by 1st March shall cease to be a member of the Club.
- 4.5 New members subscriptions shall become due immediately they receive notice from the General Secretary that their application for membership has been approved. If such subscriptions are not paid within 21 days from the date of this notice it shall be deemed that the applicant no longer wishes to become a member of the Club.
- 4.6 New members paying their subscriptions after the 1st October in any one year shall be deemed to have paid their subscription for the following year.

## 5 Property and Funds

- 5.1 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 and all surplus income or profits are reinvested in the Club.
- 5.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs (CASC) as provided for in the Finance Act 2002.
- 5.3 The Club may also in connection with the sports purposes of the Club:
- a. sell and supply food, drink and related sports clothing and equipment;
  - b. employ members (though not for participating) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
  - c. pay for reasonable hospitality for visiting teams/clubs and guests;
  - d. 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).

## 6 Officers

- 6.1 The Officers of the Club shall consist of President, Chair, General Secretary, Treasurer, Club Captain, Road Race Secretary, Time Trial Secretary, Off-road Secretary, Track Secretary, Canteen Manager, Social Secretary, Annual Prize Presentation Secretary, and Communications Secretary.
- 6.2 The Officers shall be elected annually at the Annual General Meeting from the eligible members of the Club. Voting shall be by ballot, which may be secret, with a simple majority.

## 7 Duties of the Officers

All officers shall represent the best interests of the Club at all times. They shall have power to represent the club within the scope of their respective role.

- 7.1 The President

The President shall act as the figurehead of the club. He/she shall provide guidance and advice to the Club and its Committee on the interpretation of the rules and of historical precedents to current issues.

#### 7.2 The Chair

The Chair shall control all members of the Club and its Committee. In the absence of the Chair the meeting shall elect a Chair from those members present. The Chair of a meeting shall have a second casting vote.

#### 7.3 The General Secretary

The General Secretary shall attend all meetings of the Club and its Committee to take minutes. He/she shall deal with all matters of correspondence as directed by the Committee; urgent items shall be dealt with immediately after consultation with the Chair as necessary. He/she shall prepare and serve, to all members entitled to attend, notice of meetings and agendas on the appropriate date. He/she shall be the person entitled to sign correspondence and negotiate on the Club's behalf.

#### 7.4 The Treasurer

The Treasurer shall be solely responsible to the Committee for the keeping of the Club's accounts in such form as shall be decided by the Committee. He/she shall receive all monies due to the Club and shall make all payments on behalf of the Club, after authorisation by the Committee. He/she shall report as far as possible, the Club's financial position to the Committee and shall prepare for audit at the end of each financial year, such accounts and balance sheets as the Committee shall direct.

#### 7.5 The Club Captain

The Club Captain shall be solely responsible to the Committee for arranging and appointing Runs Leaders for all official Club runs. He/she shall report to the Committee on the Club runs activities.

#### 7.6 The Road Race Secretary

The Road Race Secretary shall assist members in any way possible to participate in road races of other clubs and shall maintain such records of the Club members' participation in road races as the Committee may direct. He/she shall report to the Committee.

#### 7.7 The Time Trial Secretary

The Time Trial Secretary shall be solely responsible to the Committee for organising all of the time trials for Club members and for supervising, on the Club's behalf, any members attacking place to place records or other road record attempts. He/she shall assist members in any way possible to participate in time trials of other clubs and shall maintain such records of the Club's members participation as the Committee shall direct. He/she shall report to the Committee.

#### 7.8 The Off-road Secretary

The Off-road Secretary shall be solely responsible to the Committee for co-ordinating all cyclocross and mountain bike activities. He/she shall report to the Committee.

#### 7.9 The Track Secretary

The Track Secretary shall be solely responsible to the Committee for co-ordinating all track cycling activities. He/she shall report to the Committee.

#### 7.10 The Canteen Manager

The Canteen Manager shall manage the affairs of the Club's canteen, including its accounts. He/she shall report to the Committee.

#### 7.11 The Social Secretary

The Social Secretary shall be solely responsible to the Committee for organising a programme of social activities. He/she shall report to the Committee on his/her activities.

#### 7.12 The Annual Prize Presentation Secretary

The Annual Prize Presentation Secretary shall be solely responsible to the Committee for organising the Club's Annual Prize Presentation. He/she shall report to the Committee on his/her activities.

#### 7.13 The Communications Secretary

The Communications Secretary shall be solely responsible to the Committee for informal communications to members and for all the reports of the Club's activities submitted to the local and national press and media. He/she shall be responsible for managing digital communications via the Club's website and via social media. He/she shall explore all methods of increasing the publicity of the Club in the area. He/she shall report to the Committee.

## 8 Committee

8.1 The Committee shall comprise of the Officers named in Rule 6 plus other members of the Committee who shall be elected annually from the eligible members of the Club. Six members to form a quorum.

8.2 Voting for members of the Committee shall take place at an Annual General Meeting and shall follow the procedure laid down in Rule 6 for the election of the Officers.

8.3 The Committee shall meet from time to time as shall be deemed necessary by the Chair and the General Secretary.

8.4 Any Officer or member of the Committee who is absent from three consecutive meetings of the Committee, without giving satisfactory reason for his/her absence, shall vacate his/her seat.

8.5 The General Secretary shall send to all members of the Committee an agenda, at least 7 clear days before the meeting.

#### 8.6 Powers of the Committee

The Committee shall have complete authority to:

- a. Conduct the business of the Club in the manner, which it thinks is for the benefit of all members.
- b. Appoint a successor to fill any vacant Office during the current year, or to accept the services of any eligible members they consider will be beneficial to the running of the Club.
- c. Refuse membership, or remove it, only for good cause such as conduct or character likely to be detrimental to the interests of the Club, or bring the Club or sport into disrepute.

- d. Divide itself into sub-committees to deal with any specific function. Any recommendations of such subcommittees to be ratified by the Committee before becoming operative.

8.7 The Committee will have due regard to the law on disability discrimination and child protection.

## **9 Right of Appeal**

Any person refused membership, or any member expelled by the Committee under Rule 9(c) shall have the right of appeal to the following Annual General Meeting or a Special General Meeting called for that purpose.

## **10 Trustees**

10.1 That this Club shall have a Board of Trustees not exceeding four in number, nor less than two, one of who shall be deemed to be the Secretary, in whom all funds and property of the Club shall be vested.

10.2 Appointments to the Trustees shall be made by the Club in General Meeting from the senior members of the Club.

10.3 Voting for these appointments shall be by ballot with a simple majority.

10.4 Powers of the Trustees

The trustees shall at all times advise the Committee of their activities and they shall not be empowered at any time, to sign documents or to commit the Club in any way, without the prior permission of the Committee.

## **11 Annual General Meeting**

11.1 The Club shall hold an Annual General Meeting in each year to receive reports from its retiring Officers, to adopt the accounts, to elect new Officers and Committee, and to conduct any other competent business.

11.2 The General Secretary shall give all members 42 days' notice of the date of the Annual General Meeting.

11.3 Any member wishing to place an item on the agenda of the Annual General Meeting shall send such a proposition to the General Secretary, in writing, at least 21 days before the date of the Annual General Meeting.

11.4 The General Secretary shall prepare an agenda for the Annual General Meeting showing all propositions for discussion, and shall serve a copy of the agenda to all members of the Club at least 7 days before the meeting.

11.5 Voting for membership, Officers and members of the Committee shall be as defined in the rules covering these matters. Voting for changes of rules shall be by a show of hands, needing a two-thirds majority of those present and eligible to vote. All other items shall be by a show of hands with a simple majority.

11.6 25% of all Club members entitled to be present and vote shall form a quorum.

11.7 The Club's financial year shall end on the 31st December and the books shall be audited by auditors appointed by the Committee before the Annual General Meeting.

## **12 Special General Meeting**

12.1 A Special General Meeting shall be held in the autumn of each year to determine the maximum number and type of racing events to be organised in the Club's name during the following year, and to appoint promoters for open events.

12.2 Special General Meetings may be called at any time on the requisition of the Committee or ten eligible members of the Club.

12.3 The General Secretary shall give 7 clear days' notice of a Special General Meeting and only those items shown on the agenda shall be eligible for discussion.

12.4 25% of all Club members entitled to be present and vote shall form a quorum.

## **13 Winding Up**

13.1 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.

13.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

13.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- a. to another Club with similar sports purpose which is a registered charity and/or
- b. to another Club with similar sports purposes which is a registered CASC and /or
- c. to the Club's governing body/bodies for use by them for related community sports.

## **14 Alteration of the Rules**

No alteration to the foregoing rules shall be made, unless at a Special General Meeting called for that purpose, or at an Annual General Meeting.

## **15 Interpretation**

Priority Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002)