

Marlow Riders Constitution

Last update March 2017

This documents sets out the purpose and rules of Marlow Rider in order to support the smooth running of the club. The constitution sets out Marlow Riders objectives, how the club is managed, along with the membership and subscription rates.

1) Club Name

The name of the club shall be 'Marlow Riders', with headquarters at Marlow Sports Club, Pound Lane, Marlow or as directed by the Executive Committee (**the Club**).

2) Club Objective

The object of the Club shall be to promote and foster interest in and to encourage participation in 'Cycling for All'.

3) Club Colours

The Clubs cycling colours shall be Red and Black with chevrons across the rear pocket to the design approved by the Committee and shall be worn by members representing the club in open and association events (**Kit**).

4) Membership and subscriptions

4.1) 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. A candidate for membership of the Club shall complete the necessary application form and pay the required subscription fee to the Clubs Treasurer. The Club reserves the right to deny or withdraw membership at any time, for any reason.

4.2) New potential members are always welcome to join the Club and shall be entitled to cycle with the Club on three occasions before a subscription membership is necessary. On these days the cyclist shall be a guest of the club and not a member. The number of rides that a person may participate in before subscription is required will be decided by the Executive Committee in consideration with any insurance policy in place at that time.

4.3) Young members are welcome. Those aged under 16 are required to gain a signed consent form from their parent/s or legal guardian, any young cyclist, under the age of 14 years, must be accompanied by a parent or supervising adult. The Club reserves the right not to allow any young individual to ride and can limit the



number of young cyclists that ride.

4.4) The annual subscription shall be agreed by the Executive Committee from time to time. The subscription shall cover the financial year of 1st April to 31st March.

4.5) Any member three months in arrears with subscription shall be notified that unless such subscriptions are paid to date, membership of the club shall be cancelled.

5) Affiliation

The Club shall affiliate to those organizations decided by the Executive Committee.

6) Officers of the club

6.1) The Club shall be managed by an Executive Committee consisting of the Club Officials. The Club Officials shall be:-

- Chairperson
- Vice-Chairperson
- General Secretary
- Treasurer – Finance & Membership
- Club Captain
- Vice-Club Captain
- Sportive Director

Subject to the rules set out in this constitution, the Executive Committee shall have the responsibility for the management of the Club, its funds, property and affairs.

6.2) Any other official or delegate found necessary shall be elected by the Executive Committee during the year, but will not serve on the Executive Committee unless voted to do so. The Executive Committee shall have the power to appoint Sub-Committees for special purposes.

6.3) Only duly elected members shall hold an official position in the club, vote upon the affairs of the club, or represent the Executive Committees views as a Club Delegate to another body

6.4) The Executive Committee shall meet as necessary to transact the Club's business, with four Executive Committee members to form a quorum. At least one of these quorums must include either the Chairperson or Vice-Chairperson. Any Club member not elected to the Executive Committee may attend its meetings, but take no part in them.



6.5) The Executive Committee can make discretionary awards both monetary and in kind to support Club members in cycling activities such as cycle and related coaching courses, or anything else that the Executive Committee thinks would further the individual activities of Club members or general Club activities.

The awards will be decided by the Executive Committee taking into account all factors including length of membership, contribution by member to club activities, state of club funds, number of applicants in a given year, etc.

Awards to be voted on and passed by a two-thirds majority of the full Executive Committee, the Executive Committee's decision is final.

7) Membership Assistance

All members are expected to assist in the running of the Club in some way during the course of the year. This applies particularly to any Club social events and Open events that the Club organises, including but not limited to the Club annual sportive (The Marlow Red Kite Ride). This could include timekeeping, signing riders in, putting up and collecting signs or marshalling.

8) Property

8.1) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than is reasonably allowed by the Rules

The Club may provide sporting and related social facilities, sporting equipment, insurance cover, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs.

The Club may also in connection with the sport purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment
- Employ members and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present
- Pay for reasonable hospitality for guests
- Indemnify the Executive 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)



8.2) The Executive Committee will have due regard for the law on current and future legalisation, with particular attention on disability discrimination and child protection.

9) Composition

9.1) An Executive 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 Executive Committee for good cause.

Whenever an Executive 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) and not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

- Executive Committee meetings shall be held face to face
- The chair, or whoever else those present choose shall chair the meetings
- Decisions shall be by simple majority of those voting
- A resolution in writing signed by every Executive Committee member shall be valid without a meeting
- The chair of the meeting shall not have a casting vote

9.2) The Executive Committee may delegate any of their functions to sub-Committees but must specify the scope of its activities and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Executive Committee. The Executive Committee may wind up any sub-Committee at any time or to change its mandate and operating terms.

9.3) Where an Executive Committee member is removed from the Club for good cause; this will be following them having been given the chance of putting his/her case to the Executive Committee, with an appeal process to the club members, or is removed by the Club members at a general meeting. The Executive Committee shall fairly decide time limits and formalities for these steps.

10) Finance

10.1) All Club monies will be banked in an account held in the name of the club.

10.2) The Club Treasurer will be responsible for the finances of the club.

10.3) The Club's financial year shall commence on 1st April and end on 31st March, after which date the Treasurer shall prepare the Final Accounts which will be reviewed by the Executive Committee. All accounts shall be settled by debit card, cheque or BACS payment, signed/authorised by either the Treasurer or other nominated signatory. The



Treasurer shall be responsible for the safe custody of cheque Book and debit card, the ability to electronically transfer funds to settle invoice approved by the Executive Committee and Books of Account.

10.4) An annual statement of accounts will be presented by the Treasurer at the Clubs Annual General Meeting (AGM) or at a Special General Meeting (SGM), as the Executive Committee shall decide.

11) Annual General Meeting

11.1) The Annual General Meeting (AGM) shall be held in the second quarter of the calendar year and in any case not more than 15 months from the previous AGM. At least twenty-eight days' notice of such a meeting shall be sent to all members. Items for the Agenda are to be received by the General Secretary fourteen days in advance of the meeting. The Agenda should be published seven days in advance of the meeting.

At the AGM the members will elect an Executive Committee for all positions (as listed in point 6.1) to serve until the next AGM. Where there is a requirement to appoint a new member to the Executive Committee for any position during the year, members can elect at an SGM (see point 12 below).

The Executive Committee will present a report on the Club's activities since the previous AGM.

The members will discuss and vote on any resolution (whether about policy or to change the Constitution) and deal with any other business put to the meeting.

11.2) Club members not able to attend the AGM who wish to vote in electing officers or on AGM resolutions in the agenda can vote by proxy as long as their votes are submitted in writing (including via email) to the General Secretary the start of the AGM. Only members present can vote on items brought up at the AGM under 'Any Other Business' (AOB). Contentious items brought up under AOB can be referred to an SGM at the discretion of the chairperson.

12) Special General Meeting

A Special General Meeting (SGM) must be called by the General Secretary within 14 days of the receipt of a requisition in writing, signed by not less than five members of the Club stating the business to be brought before such meeting. Any decisions taken by the SGM shall be by a majority vote.



13) Annual Charity

The Executive Management team shall request charity nominations to benefit from any funding raising activities in Quarter one. The Executive Management Team shall decide upon the methodology of voting. Only one charity will be appointed.

14) Discipline and Appeals

A member shall be liable for expulsion from the Club by the Executive Committee for violation of these Rules and those listed on the Clubs website (*marlowriders.org.uk*) or for being guilty of conduct detrimental to the interests and good name of the club. Any member so expelled shall have the right to appeal to a SGM called under point 12 of this constitution.

15) Amendments to the constitution

No alterations or additions to the Rules shall be made without the consent of at least two-thirds of the members present at an AGM or SGM, called under point 12 of this constitution and without notice of any proposals for such changes to the Rules appearing on the circulated Agenda or Notice.

16) Disbanding of the Club

16.1) The members present and entitled to vote to wind up the Club if not less than three quarters of the members and voting support the proposal at a properly convened general meeting. The Executive Committee will then be responsible for the orderly winding up of the Club's affairs.

16.2) After settling all liabilities the net cash assets and equipment [signs, assets, etc] remaining will be disposed of to another sports club with similar purposes or to the Club's national governing body for use by them for related community sports.

17) The Rules

17.1) The interpretation of these Rules and of any matters arising and not provided for in them shall be dealt with by the Executive Committee, whose decision shall be binding on all parties.

17.2) A copy of the Club Rules shall be made available to all members



18) Declaration

Constitution Adopted at SGM held on 10th March 2017

Charlotte Hussein, General Secretary

(1) Witnessed by Sian Sefton, Vice-Chariman

(2) Witnessed by Mark Humphrey, Captain 2016/2017

