

Marlow Riders Constitution

Last update October 2020

This document sets out the purpose and rules of Marlow Riders 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.

2) Club Objective

The objective of the Club shall be to promote and foster interest in and to encourage participation in safe 'Cycling for All'. A secondary objective is to raise money for good causes in the local community, which is mainly achieved through the Red Kite Ride.

3) Club Colours

The Clubs cycling colours shall be Red and black with chevrons across the rear pocket to the design approved by the Executive Committee.

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, religious or other beliefs. A candidate for membership of the Club shall complete the necessary application form and pay the required subscription fee to the Club's Treasurer. The Club reserves the right to deny or withdraw membership at any time, for any reason.

4.2) The Executive Committee shall decide on the maximum number of members in the Club and shall have the right to close membership to new joiners when that number is met. When membership is open, new potential members are entitled to cycle with the Club on one occasion before a subscription membership is necessary. On this ride the cyclist shall be a guest of the Club and not a member. The number of rides that a person may participate in before membership is required may be changed from time to time 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 on all Club rides. The Club reserves the right not to allow any young individual to ride and can limit the number of young cyclists on any given ride.

4.4) The annual subscription fee shall be set by the Executive Committee. The subscription fee shall cover the financial year of 1st April to 31st March, unless varied by the Executive Committee due to extraordinary circumstances.



4.5) Any member two months in arrears with subscription fees shall be notified that unless such subscriptions are paid to date, their membership of the Club will be cancelled. This communication may be done via email or the Club's Newsletter and/or FaceBook page.

4.6) The use of ebikes during Club rides is at the discretion of the Club Captains. Where a current Club member feels the need to use an ebike to continue riding, the member should reach out to the Club Captains in advance to discuss. This is for the safety of other riders in the Club and to ensure that all ebikes used meet the ebike Road Traffic Regulation Act.

5) Affiliation

The Club shall affiliate to those organizations decided by the Executive Committee – typically British Cycling and/or Cycling UK.

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
- General Secretary
- Treasurer
- Club Captain
- Vice-Club Captain
- 2nd Vice-Club Captain
- Members' Representative
- Red Kite 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 general affairs.

6.2) Any other official or delegate deemed necessary to assist with the running of the club 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-Executive 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 Committee's 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. These quorums must include a minimum of the Chairperson or Club Captain and at least one Vice-Club Captain.

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 considering all factors including length of membership, contribution by member to Club activities, state of Club funds, number of applicants in a given year.

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

6.6) The normal minimum period of office for the Chairman shall be three years and for all other roles shall be two years. After which each officer will be required to stand for re-election if they wish to continue in their current role. Normally an appointment would not exceed 3 terms.

The Executive Committee has the right to change the period of office for any role, but this must be ratified at the subsequent AGM or at any EGM called for this purpose.

7) Membership Assistance

All members are expected to assist in the running of the Club in some way during the year. This applies particularly to any Club social events and Open events organised by the Club, including but not limited to the Club annual sportive (The Marlow Red Kite Ride).

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.

In connection with the sporting purposes of the Club, the Club may also -

- 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
- 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 to 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, where possible, be held face to face.
- Where necessary the meeting can be held by phone or video conferencing.
- 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 agreed 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-Executive Committees but must specify the scope of the sub-committee activities and powers; the extent to which it can commit the funds of the Club; its membership; and its requirements to report back to the Executive Committee. The Executive Committee may wind up any sub-Executive Committee at any time or change its mandate and operating terms.

9.3) Where club members request the removal of an Executive Committee member for good cause, two other members of the Executive Committee (excluding the Chairperson) will review the available evidence and recommend an appropriate course of action. The 'accused' Executive Committee member will be given a right to appeal to the Chairperson and one other Executive Committee member. Should the decision be to revoke their membership the Executive Committee shall enact the decision within one month of the final decision.

10) Finance

10.1) All Club monies will be banked in accounts 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 either the Treasurer or other nominated signatory. The Treasurer shall be responsible for the safe custody of the Books of Account, cheque books and debit cards and has the authority to electronically transfer funds to settle invoices approved by the Executive Committee. All payments over £500 will require the written consent of the Chairperson (email is permissible).

10.4) An Annual Statement of Accounts will be presented by the Treasurer at the Club's 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 normally 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 final Agenda should be published seven days in advance of the meeting.



At the AGM the members will elect the Executive Committee members who are required to sit for re-election at that time. They will then serve for the period of office shown in point 6.6 above. Where there is a requirement to appoint a new member to the Executive Committee for any position during the year, the Executive Committee may make this appointment, which must then be ratified by members at the next AGM or at a Special General Meeting (SGM).

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

Members present will be invited to discuss and vote on any resolution 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 at least 24 hours before 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 may 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, requested by not less than 10% of the members of the Club, stating the business to be brought before such meeting. Any decisions taken by the SGM shall be ratified by a majority of the votes received from club members.

13) Annual Charity

The Executive Committee shall request charity nominations to benefit from any fund-raising activities. The Executive Committee shall decide upon the methodology of voting. The Executive Committee will determine the number of charities to be appointed each year.

14) Discipline and Appeals

A member shall be liable for expulsion from the Club by the Executive Committee for violation of this constitution and the rules 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 an SGM called under point 12 of this constitution.

15) Amendments to the constitution

No significant alterations or additions to the Constitution 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. Until so approved the previous Constitution shall apply.

16) Disbanding of the Club

16.1) Members are entitled to vote to wind up the Club if not less than three quarters of the total membership support the proposal at a Special 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 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, or donated to suitable cycling related charities.

Declaration

This Constitution was updated on 3rd October 2020 and will be ratified at the next AGM.

Elaine Iley, General Secretary

