



Marlow Riders

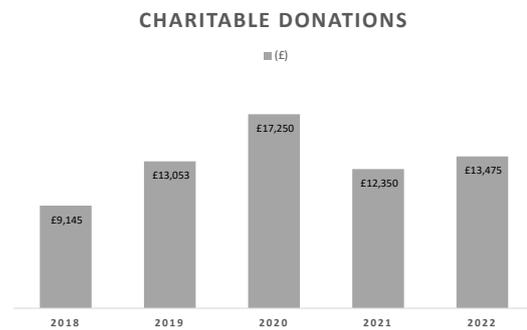
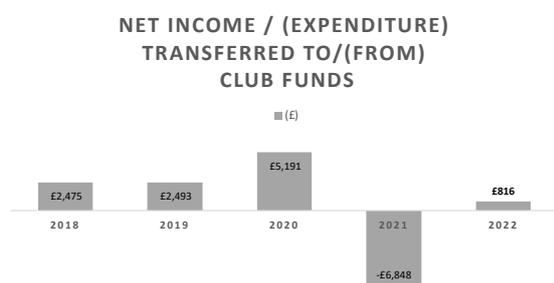
Annual Report and Financial Statements
for the year ended 31 March 2022

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FINANCIAL HIGHLIGHTS

Last year has been an extraordinary year with the outbreak of the Coronavirus which saw lockdowns across the country and indeed the world. COVID-19 touched all our lives and for the Club this meant the cessation of club rides from the beginning of 2020 and then socially distanced rides of one sort or another. Due to the turmoil and the fact that members weren't able to ride and meet together your Committee decided to extend membership until 31st March 2022 and that the annual fees would remain at £40 when renewals started again. The club has a healthy cash position which is used to support members activities, the general running of the club, and for charitable purposes. The annual "Red Kite Ride" Sportive was resumed this year after last year's cancellation due to Covid19, and the Club continued to support local and national charities.



- Club Funds are the cumulative net income retained, the Committee targets reserve funds of circa. £25,000 to cover unforeseen expenses. In particular this provides us with a contingency with respect to running the Red Kite Ride.
- The Charitable donations do not include the Red Kite Fee paid to Marlow Sports Club

A: CLUB REPORT

A1: Chairman's Report

2021 saw a gradual emergence from COVID-19 and, with that, a similar re-start to normal Club activities. We did so with caution and, as expected, members responded with both enthusiasm and appropriate concern for their fellow members.

The Club is open to all and continues to thrive. The current membership for the financial year was 388 (355 previous year). The membership limit is regularly reviewed to ensure its appropriateness in terms of safety and the capacity of the venues we use for Club activities.

The overarching philosophy of the Club is "Cycling for All" and well-trained Ride Leaders to guide Club rides is essential to the provision of a safe, inclusive and enjoyable cycling experience. To this end, we have continued to train and develop our Ride Leader capability through training courses and regular advice /guidance from the Club Captains. This year the focus has been on increasing Ride Leader numbers in the Tigers speed group, and it is pleasing to note that this group is now self-sufficient

In order to foster a friendly and supportive Club ethos, the Club arranges many social activities, these include a yearly memorial ride, puncture & pizza evenings, nutrition classes, book evenings, a Christmas Party and Ride Leader and First Aid courses. Most of these activities are subsidised from the membership fee.

The Club relies on the efforts of those who volunteer to run its activities. We are particularly grateful to those who organise our various "speed" groups via Team App - especially our largest group - Tigers. This is where many people commence their cycling and so we put in extra effort to create structure and clarity. Organising in this manner takes considerable time and effort every week of the year. The use of the Team App also enables us to better communicate with members, advise our Coffee Stops of expected numbers and to be able to better manage demand. We will continue to improve our use of the Team App in the forthcoming year.

This year we have greatly improved our Club newsletter - thanks to Andi West for modernising our communications and to all of you who write ride reports that bring the joy of cycling to life.

The Club Captains continue to take responsibility for operational Cycling matters. I am especially grateful to Ken McCrorie for his four years as Captain. Ken is retiring as required by our Constitution and his tireless work and support will be much missed. However, I am grateful that Jane Eastman will, if so approved by members, become Captain after the AGM. She will be supported by Kylie Grant, and new Vice Captains Allen Lewis (Cheetahs) and Emily Munnoch (Tigers). Ken will continue to support the Club and Committee on Ride Leader Development. We wish Jane and the new team every success in the year ahead.

Fortunately, we maintain a strong financial position and will continue to invest responsibly in the development of our club.

Charitable Activities

This year's event raised £13,475 for our chosen member nominated charities. This takes a total raised by the Red Kite Ride to over £90k since its inception in 2012.

Future Outlook

- Maintain the membership fee at £40
- Cap membership for the foreseeable future at around 375, in order to:
 - Retain the 'one club' feel
 - Ensure we have the appropriate number of Ride Leaders to ride safely
 - Remain within the capacity of our coffee stop venues
- Gain support for club social events
- Promote safety and the enjoyment of cycling through ongoing training and coaching for our members
- Run further courses for "Ride Leaders", "Group Riding" and "First Aid"
- Organise Educational Talks on Nutrition, Exercise and general Health & Wellbeing
- Organise Bike maintenance, puncture repair & route planning workshops
- Invest in Coaching and Rider development
- Explore the feasibility of encouraging younger riders and/or a youth section
- Continue our important support of local charities

Lastly, I'd like to thank all the Committee for all their hard work. It would be invidious to single anybody out, but all give their time freely, perform their duties very efficiently and work well together as a team.

As always, we remain very open to people who wish to contribute to Club life. If this appeals, please do let me or another Committee member know.



Russell King
Chairman

Signed on 1 June 2022

A2: Marlow Riders Club Information

Executive Committee:

Chairman	Russell King
General Secretary	Elaine Iley
Club Captain	Ken McCrorie
Club Vice-Captain	Jane Eastman
Club Vice-Captain	Kylie Grant
Sportive Director	Graeme Badenoch
Treasurer - Finance	Robert Allan

Bankers:

Barclays Bank
10 High Street
Marlow
SL7 1AR

A3: History of the Club

The club was established in 2010 when founding member Jonathan Smith invited several of his friends to join him for his 60th birthday in Paris. The only catch was that they all had to cycle there, although they did have several months to train. So, they arranged group training rides, led and coached by Jonathan.

Jonathan says of the club's first unofficial ride.

“The club was set up as a result of me wanting to share my 60th birthday with many of my friends, sitting down in Paris enjoying some good food, which I would pay for on one condition, that they would cycle there with me. The seed was sown, and many had to buy bikes before they could even start the cycle training which began in January 2010 on a weekly basis on Saturday mornings. The first ride was only 22 miles long, but the distances grew, as did the number of riders who turned up over the next few months.

By the time my birthday came around in August, 43 friends were fit enough to ride the 250 miles from London to Paris.

Everyone enjoyed it so much that they decided to continue riding after the birthday celebrations. Word got around, and other people wanted to come out on the rides too, and Marlow Riders was born.”

The Club was established by 11 founding members, with the founding Chairman being the late Rod Woodland. The other founders were Jonathan Smith, Chris & Deborah Heath, Jane Johnson as treasurer, Frank Fallon, Andy Atkin-Smith as Captain, Claire & Keith Mayo, Mike Jackson and Phil Greenhalgh. The club was initially a division of Marlow Striders, the running

section until after the first sportive which resulted in a large influx to the membership and the Marlow Riders as we know it today.

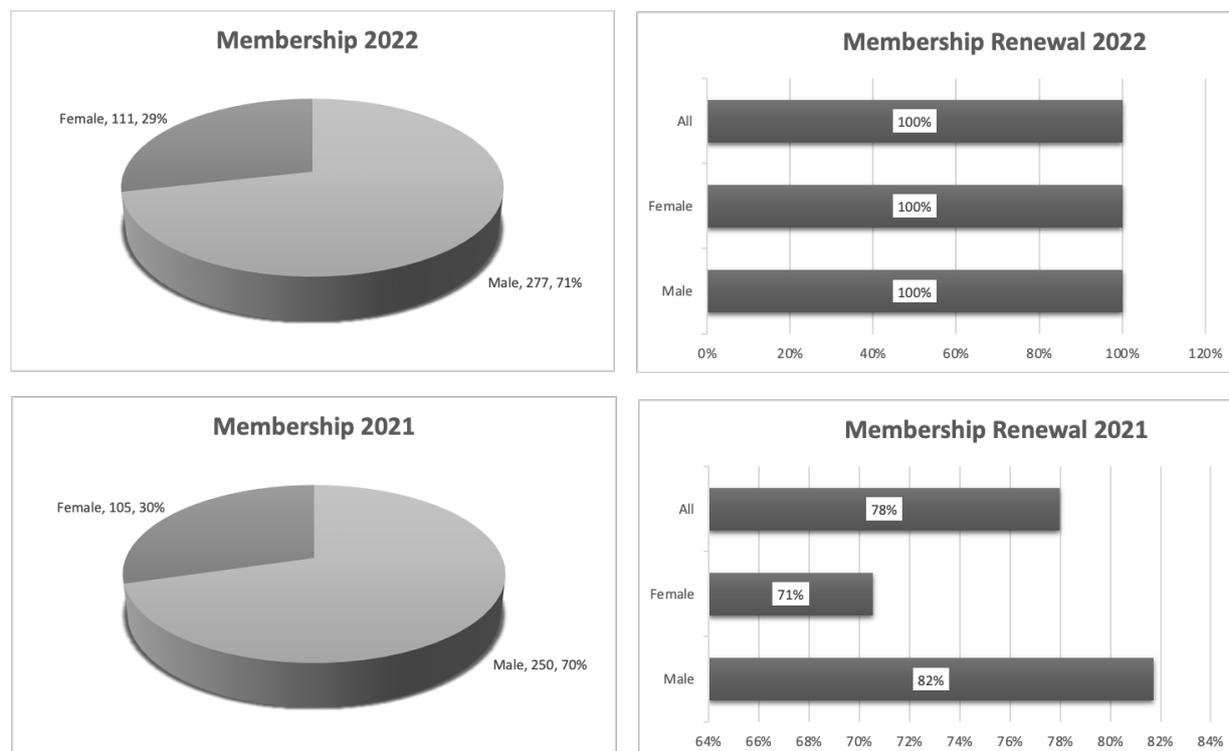
One of the early members was Willi Moore, who was an Olympic silver medallist in 1976. Willi moved to North Wales in 2016, and has recently, along with Jonathan, been awarded life honorary membership. Their success was so profound that after a couple of years Marlow Riders decided to run their own sportive, the Marlow Red Kite, the inaugural event was held in 2012.

The idea was to encourage people from far and wide to come and enjoy the fabulous countryside around Marlow and the event has continued to go from strength to strength, selling out in the last four years, with this year being the ninth running of the event.

A4. Membership

The Club is affiliated to British Cycling UK, (Membership No. 221512) and Cycling UK (Membership No. 90181363).

Membership of the Club is open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.



We are an inclusive club, and about a 30% of our members are female. The club has a strong loyal membership base with circa 80% renewing each year.

As the Club extended the membership year due to the Covid19 lock down restrictions, all memberships paid for 2021 continued to 31 March 2022.

A5. Charitable Activities

The Club runs an annual sportive known as the “Red Kite Ride”. Unfortunately the 2020 event had to be cancelled in line with Government and British Cycling’s guidelines due to the Coronavirus pandemic. We were delighted that the 2021 event was able to take place. The 2021 event was our ninth year of the highly successful Red Kite Ride. This sportive is based in the picturesque village of Marlow and run by Marlow Riders cycling club.

There are three routes covering 50, 80 and 100 miles. All three routes go over the Chilterns and the longest routes extending out into the Vale of Aylesbury. The routes include hills and flatter sections, so are suited to experienced riders aiming for a fast time and for riders aiming to complete a 'century' or a 'half' for the first time. Routes take you through quintessential old English villages and countryside (filming locations for Midsomer Murders, Vicar of Dibley, Lewis, Miss Marple, Jonathan Creek) and pass Cobstone Windmill featured in Chitty Chitty Bang Bang.

There are three well-stocked feed stations with food, water and energy drinks. The start / finish is at Marlow Sports Club which has refreshments as well as changing and shower facilities.

The net proceeds of the Sportive go to club member nominated charities both local and national.

This year’s event donations went to Thames Valley Air Ambulance, Samaritans, Wycombe Homeless Connection, Younger People with Dementia and Marlow Sports Club.

The club has now raised and donated over £90K over the 10 years.

A6: The Report of the Committee

The Committee has pleasure in presenting its report and the unaudited financial statements of the club for the year ended 31 March 2022.

Principal activity and club review

The principal activity of the club, Marlow Riders during the year was to provide a home for social road cycling in and around the Chilterns. We are an inclusive club, with something for most levels of cyclist (subject to a minimum level of fitness), and about a third of our members are female. Our ethos is “Cycling for All”, we look after each other on our rides, and there’s usually a coffee and cake stop at the end.

The club hosts and arranges an annual Charitable Sportive known locally as the “Red Kite Ride”, each year there are about 750 participants. The club nominates annually local and national charities to support through a member nomination process.

The Committee, on the recommendation of the RKR, made payments of £12,350 to charitable causes and Marlow Sports Club.

Total donations made of £13,475 (2021: £12,350) was paid to local charities and good causes.

Results

The unaudited financial statements for the year ended 31 March 2022 are set out on pages 11 to 15. The net income for the year was £816. (2021: Net expenditure of £6,848).

Marlow Riders
The Report of the Committee
For the year ended 31 March 2022

Officers

The officers who served during the year and up to the date of this report are as shown below:

Elaine Iley

Ken McCrorie

Russell King

Jane Eastman

Jonathan Smith

Graeme Badenoch (resigned January 2022)

Robert Allan

Kylie Grant

Approved by the Executive Committee on 1 June 2022



On behalf of the Committee

E Iley

General Secretary

B: FINANCIAL STATEMENTS

B1: Income and Expenditure Account

	2022 £	2021 £
Income		
Membership Fees	9,840	5,680
Club Activities & Social Events	4,411	1,005
Other Income	70	90
Charitable Donation - Club	-	4,400
Red Kite Ride Sportive	30,769	240
Total Income	<u>45,090</u>	<u>11,415</u>
Expenditure		
Administration Expenses	(6,685)	(4,218)
Club Activities & Social Events Expenses	(6,514)	(1,622)
Red Kite Ride Sportive Expenses	(17,600)	(74)
Charitable Donations	(13,475)	(12,350)
Interest payable and similar charges	-	-
Total Expenditure	<u>(44,274)</u>	<u>(18,264)</u>
Net Income/(Expenditure) Transferred to/(from) Club Funds	<u>816</u>	<u>(6,849)</u>
Movement in Club funds		
Opening club funds	17,924	24,773
Net increase in funds	816	(6,849)
Closing Club funds	<u>18,740</u>	<u>17,924</u>

There were no recognised gains or losses in either year other than the net income transferred to club funds of that year.

B2: Balance Sheet

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	3	-	-
		-	-
Current assets			
Debtors	4	3,492	2,779
Cash at bank and in hand		27,828	33,444
		31,320	36,223
Creditors: Amounts falling due within one year	5	(12,580)	(18,299)
		18,740	17,924
Net current assets			
		18,740	17,924
Total assets less current liabilities			
		18,740	17,924
Net assets			
		18,740	17,924
Club Funds			
Income and Expenditure account		18,740	17,924
		18,740	17,924
Total Club funds			
		18,740	17,924

The officers of the Executive Committee acknowledge their responsibilities for:

- (i) ensuring that the club keeps proper accounting records;
- (ii) establishing and maintaining a satisfactory system of control books of accounts, its cash holdings and all its receipts and remittances;
- (iii) preparing financial statements which give a true and fair view of the state of affairs of the club as at the end of the financial year and of its net income / (expenditure) for the financial year.

These financial statements on pages 11 to 15 were approved by the Executive Committee and authorised for issue on the 1 June 2022 and are signed on their behalf by:



On behalf of the Executive Committee
Russell King
 Chairman

B3: Notes to the Financial Statements

1. Club Information

Marlow Riders Cycling Club is a non-profit making, mutual unincorporated association run for the benefit of its members.

2. Accounting Policies

(a) Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with applicable United Kingdom law and accounting standards.

(b) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset on a straight-line basis over its expected useful life, as follows:

Equipment and software 3 to 10 years.

(c) Income

Income is recognised in the period in which it relates. Membership fees received prior to commencement of the financial year are deferred and will be credited to income in the future accounting period.

(d) Services provided by volunteers

For the purposes of these financial statements, no value has been placed on administration and other services provided by volunteers.

(e) Value Added Tax

The club is not registered for VAT and therefore all income and expenditure is recorded inclusive where applicable.

(f) Corporation Tax

Marlow Riders Cycling Club is a non-profit making, mutual unincorporated association run for the benefit of its members and to raise funds for local charities. As it does not engage in trading activities it is not liable to corporation tax. HMRC guidance is as follows:

“An ‘unincorporated association’ is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). You don’t need to register an unincorporated association, and it doesn’t cost anything to set one up. Individual members are personally responsible for any debts and contractual obligations.”

3. Income

Income represents monies received from club membership, club activities and social events, and the annual Charitable Sportive known as the Red Kite Ride Sportive.

3. Tangible fixed assets

The movement in the year was as follows:

	Equipment and software £	Leasehold improvements £	Total £
Cost			
At 1 April 2020	-	-	-
Additions	-	-	-
Disposals	(-)	(-)	(-)
At 31 March 2021	-	-	-
Depreciation			
At 1 April 2020	-	-	-
Charge for the year	-	-	-
Disposals	(-)	(-)	(-)
At 31 March 2021	-	-	-
Net book value			
At 31 March 2020	-	-	-
At 31 March 2021	-	-	-

4. Debtors

	2022 £	2021 £
Other debtors	-	-
Prepayments and accrued income	3,492	2,779
	<u>3,492</u>	<u>2,779</u>

5. Creditors: Amounts falling due within one year

	2022 £	2021 £
Other creditors	-	246
Accruals and deferred income	12,580	18,053
	<u>12,580</u>	<u>18,299</u>

6. Guarantees and other financial commitments

a. Lease commitments

The club has not entered into any lease commitments. £Nil (2021: £Nil).

b. Financial commitments

The club has not entered into any non-cancellable trading agreements with any supplies. £Nil (2021: £Nil).

7. Related Party Transactions

The club does not have any related party transactions.

The Executive Committee do not receive payment for their services.

8. Capital Commitments

The club does not have any capital commitments £Nil (2021: £Nil).

C: OTHER INFORMATION

The following pages do not form part of the financial statements which are found on pages 11 to 15.

Marlow Riders
Detailed Income & Expenditure Account – Club Accounts
For the year ended 31 March 2022

C1: Detailed Income & Expenditure Account – Club Accounts

	Notes	2022 £	2021 £
Income			
Membership Fees	1	9,840	5,680
Club Activities & Social Events		4,411	1,005
Charitable Donations		-	4,400
Other Income		70	90
Total Income		<u>14,321</u>	<u>11,175</u>
Expenditure			
Administration Expenses	2	(6,684)	(4,217)
Club Activities & Social Events Expenses		(6,514)	(1,622)
Charitable Donations		(1,475)	(11,350)
Interest payable and similar charges		-	-
Total Expenditure		<u>(14,673)</u>	<u>(17,189)</u>
Net (Expenditure)/Income Transferred (from)/to Club Funds		<u>(352)</u>	<u>(6,014)</u>

The club's results excluding the annual charitable sportive event are as follows:

1 Membership Analysis

	Total
Members at beginning of year 1 April 2021	355
Lapses & non-renewal	(-)
Renewals	<u>355</u>
New members	<u>33</u>
Members at end of year 31 March 2022	<u>388</u>
Annual Membership £40 per member as at 1 April 2021	£14,200
Annual Membership £40 per member as at 31 March 2022	£15,520

Note: Membership during the year was £14,200. 8 months recognised over the 20 months to 31 March 2022 as membership period extended due to the impact of the coronavirus.

Life members: Jonathan Smith, Willie Moore, Andy Lee and Sandra Woodland.

Marlow Riders
Detailed Income & Expenditure Account – Club Accounts
For the year ended 31 March 2022

2 Administrative Expenses	2022	2021
	£	£
Sports Club Venue	2,810	2,810
Water bottles & helmet tags	518	76
Training courses	1,282	36
Welfare	450	-
Club general Expense	480	268
Insurance	-	-
Transaction fees & charges	847	632
Kit costs	-	-
Other expenses	297	395
	<u>6,684</u>	<u>4,217</u>

C2: Detailed Income & Expenditure Account – Red Kite Ride Sportive Accounts

The club runs an annual sportive event for charitable purposes, this is known locally as the “Red Kite Ride” Sportive. The fund-raising activities and the charitable donations are set out below:

	Notes	2022 £	2021 £
Income			
Entrance Fees		26,241	-
Event Catering		1,673	-
Raffle Tickets		2,359	-
Sponsorship & Donations		70	230
Other Revenue		426	10
Total Income		30,769	240
Expenditure			
Administration Expenses	1	(17,601)	(74)
Charitable Donations	2	(12,000)	(1,000)
Total Expenditure		(29,601)	(1,074)
Net Income/(Expenditure) Transferred to/(from) Club Funds		1,168	(834)

1 Administration Expenses

	2022 £	2021 £
Sports Club Venue	3,250	-
Event Catering	702	-
Feed Station Catering	1,402	-
Insurance	798	-
Transaction fees & charges	1,011	-
Timing Chips	2,440	-
Medals & Gift/Goody bags	4,456	-
Equipment Hire	1,495	-
Raffle Prizes	217	-
Venue Hire	274	-
Marketing Costs	100	-
Tyres and Tubes	-	-
Supplies – Boxes, Boards, paper, Cable Ties, Tape	126	-
Entertainment, Briefings, Dinners	450	-
Other Costs	880	74
	17,601	74

2. Charitable Donations

The club supports through an annual member nomination process both local and national charities. The club is delighted to have paid £13,475 (2021: £12,350) to local charities, including a payment of £350 to Marlow Sports Club.

C3: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2022

The consolidated Income & Expenditure Account for both club and the “Red Kite Ride” analysis by main activity grouping.

	Club	RKR	Total 2022
	£	£	£
Income			
Membership Fees	9,840	-	9,840
Club Activities & Social Events	4,411	-	4,411
Other Income	70	-	70
Charitable Donations	-	-	-
Red Kite Ride Sportive	-	30,769	30,769
Total Income	<u>14,321</u>	<u>30,769</u>	<u>45,090</u>
Expenditure			
Administration Expenses	(6,684)	(17,601)	(24,285)
Club Activities & Social Events Expenses	(6,514)	-	(6,514)
Donations	(1,475)	(12,000)	(13,475)
Interest payable and similar charges	-	-	-
Total Expenditure	<u>(14,673)</u>	<u>(29,601)</u>	<u>(44,274)</u>
Net Income Transferred from/(to) Club Funds	<u>(352)</u>	<u>1,168</u>	<u>816</u>

C4: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2021

The consolidated Income & Expenditure Account for both club and the “Red Kite Ride” analysis by main activity grouping.

	Club	RKR	Total 2021
	£	£	£
Income			
Membership Fees	5,680	-	5,680
Club Activities & Social Events	1,005	-	1,005
Other Income	90	-	90
Charitable Donations	4,400	-	4,400
Red Kite Ride Sportive	-	240	240
Total Income	<u>11,175</u>	<u>240</u>	<u>11,415</u>
Expenditure			
Administration Expenses	(4,217)	(74)	(4,291)
Club Activities & Social Events Expenses	(1,622)	-	(1,622)
Donations	(11,350)	(1,000)	(12,350)
Interest payable and similar charges	-	-	-
Total Expenditure	<u>(17,189)</u>	<u>(1,074)</u>	<u>(18,263)</u>
Net Income Transferred to Club Funds	<u>(6,014)</u>	<u>(834)</u>	<u>(6,848)</u>

D: CLUB CONSTITUTION



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

Marlow Riders Club Constitution

For the year ended 31 March 2022

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 organisations 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 was ratified at the AGM on 23 June 2021.
Elaine Iley, General Secretary