

Constitution – Farnham Road Club, Surrey

1 Name of Club

The club will be called Farnham Road Club (hereinafter referred to as 'the club') and may also be known as FRC. The club will be affiliated to Cycling Time Trials (CTT), British Cycling (BC) and any other body or organisation which the Committee deems to be appropriate.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer competitive and non competitive opportunities in the sport of cycling
- To promote the club and cycling generally within the local community
- To ensure a duty of care to all members of the club
- To provide all its activities in a way that is fair to everyone
- To promote safe and considerate riding by its members and guests

3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Committee however reserves the right to decline any application that they feel is not in the interests of the club to accept.
- (b) The membership shall consist of the following categories:
- Adult 1st Claim
 - Juvenile (under 16)
 - Junior (16-17)
 - Student (18 and over in full time education)
 - Family (2 adults plus any children or young persons in full time education or otherwise at the discretion of the Committee)
 - Honorary Life
 - Adult 2nd Claim
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to have accepted these regulations and any codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the club, vote at general meetings or be eligible to represent the club unless the applicable

subscription has been paid by the due date and/or membership has been agreed by the club Committee.

4 Sports Equity

- (a) This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- (b) The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the club shall be conducted by a Committee which shall consist of the President, Chairperson, Treasurer, and Secretary plus nominated other officers who shall be elected at the Annual General Meeting.
- (b) All Committee members must be members of the club.
- (c) If required, the Committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year and members shall be eligible for re-election.
- (e) If the post of any committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible inter alia for adopting new policy, codes of practice and rules.
- (g) The Committee will have powers to appoint any advisers as necessary to ensure the proper running of the club.

- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) Committee meetings will be convened by the Secretary of the club and be held no less than three times per year.
- (j) Each elected Committee member will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be three.

6 Finances

- (a) The Treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st October until the 30th September
- (c) All club monies will be banked in an account held in the name of the club.
- (d) Annual accounts will be presented by the Treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should bear the signatures of two Committee members as advised to the club's bank.
- (f) All members of the club shall be jointly and severally responsible for the financial liabilities of the club.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the club exercise their democratic rights in conducting the club's affairs.
- (b) The club shall hold the Annual General Meeting (AGM) between the months of October to December to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the club's accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club Secretary with at least 21 days notice to be given to all members.

- (d) Nominations for officers of the Committee will be sent to the Secretary at least 14 days prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the Secretary at least 14 days prior to the AGM. The Secretary shall then circulate them at least 7 days before the AGM.
- (f) All members have the right to vote at the AGM. This may be by proxy at the discretion of the Committee.
- (g) The quorum for AGMs will be 10 members
- (h) The Chairman of the club shall hold a casting vote at General and Committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.

8 Amendments to the Constitution

The Constitution may only be changed by a majority vote at an AGM or EGM.

9 Discipline and appeals

- (a) All concerns, allegations or reports of bad practice or abuse relating to the welfare of children, young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with British Cycling's child protection policy and procedures. The Welfare Officer is the lead contact for all members in the event of any concerns in relation to the above.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- (e) There will be the right of appeal to the Committee following notification of disciplinary action. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership present (or who have voted by proxy).
- (b) In the event of dissolution, all debts will be cleared with any club funds. Any assets of the club that remain following this will be passed to any organisation or group that is agreed upon at the time of dissolution but is not limited to any sole organisation or group

11 Declaration

Farnham Road Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	