

Rules/Constitution of Cardiff Ajax Cycling Club

1. Name

The club will be called: Cardiff Ajax Cycling Club Community Amateur Sports Club (hereinafter referred to as “the Club”)

2. The Purposes of the Club

The purposes of the Club are to promote the amateur sport of Cycling (both competitive and social aspects) in Cardiff and community participation in the same area.

3. Permitted means of advancing the purposes

The Committee has the power to:

- a. Affiliate to such bodies as are deemed necessary to advance the purposes of the Club
- b. Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
- c. Provide coaching, training, medical treatment, and related social and other facilities
- d. Take out any insurance for club, employees, contractors, players, guests and third parties
- e. Raise funds by appeals, subscriptions, loans and charges
- f. Borrow money and give security for the same, and open bank accounts
- g. Buy, lease or licence property and sell, let or otherwise dispose of the same
- h. Make grants and loans and give guarantees and provide other benefits
- i. Set aside or apply funds for special purposes or as reserves
- j. Deposit or invest funds in any lawful manner
- k. Employ and engage staff and others and provide services
- l. Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies
- m. Do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

4. Membership

- a. a 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. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into

- disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of club members.
- d. In accepting membership, a person agrees to abide by the Constitution of the Club and such rules / conditions defined by the club committee
 - e. Classes of membership and Membership fees shall be reviewed by the club committee; any changes shall be submitted to the AGM for approval.
 - f. The following classes of membership are defined:
 - i. Ordinary Member (first or second claim)
 - ii. Under-18 Member (first or second claim)
 - iii. Family Member
 - iv. Associate Member
 - v. Life Member
 - g. Membership fees shall become due on 1st January each year and be paid by means specified by the club committee.
 - h. Members who are under 18 on 1st January shall be considered Under-18 members for that year; the under-18 membership fee shall apply.

5. Membership Rights

- a. Voting Members are defined as:
 - i. Ordinary Members, Under-18 Members and Family Members whose 14th birthday is on or before the date of the relevant General Meeting
 - ii. Life Members
- b. Voting members have the right to:
 - i. attend, speak and vote at general meetings,
 - ii. submit motions to General Meetings,
 - iii. endorse an application for a General Meeting from the Club membership
- c. Associate Members are not voting members and do not have the rights accorded to voting members

6. All General Meetings

- a. All voting members may attend all general meetings of the Club in person.
- b. The quorum for all general meetings is 30 members present or (insert percentage) of the total membership whichever is greater.
- c. The Chair or in his or her absence, the Deputy Chair or in his or her absence, another member chosen at the meeting shall preside.
- d. Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- e. Amendments to the Club Constitution shall require not less than two-thirds of those present and voting to support that proposal.
- f. Each Voting Member shall be entitled to one vote
- g. In the event of a tied vote, the Chair of the Meeting shall have a casting vote.
- h. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

- i. Notice of General Meetings shall be provided in writing. "In writing" includes some or all of the following means:
 - i. The Club Website
 - ii. The Club Social Media outlets
 - iii. E-mail
 - iv. Notification by post

7. Annual General Meetings (AGM)

- a. The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM.
- b. Not less than 28 days notice of the date of the AGM shall be given to members by the secretary
- c. At the AGM the Members will elect the Officers:
 - i. Chair
 - ii. Deputy Chair
 - iii. Treasurer
 - iv. Secretary
 - v. Racing Secretary
 - vi. Club Captain
 - vii. Safeguarding Officer
 - viii. Website Administrator
 - ix. Social Secretary
 - x. Sponsorship / Grants t

 - xi. and up to 8 Committee Members

 - xii. and a President

to serve until the next AGM;
- d. Nominations for Officers, the President and other Committee Members shall be received from the floor of the meeting and must be proposed and seconded.
- e. Nominees, nominators and seconders must Voting Members of the Club as defined in this constitution.
- f. The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- g. The Committee will present a report on the Club's activities since the previous AGM;
- h. The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

8. Extraordinary General Meetings (EGM)

- a. An EGM shall be called by the Secretary within 14 days of a request to that effect from the Chair, the Committee or on the written request of not less than 30 Club members signed by them.
- b. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

9. The Committee

a. Role –

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

b. Property etc –

- i. 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.
- ii. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments.
- iii. The Club may also in connection with the sports purposes of the Club:
 1. Sell and supply food, drink and related sports clothing and equipment;
 2. Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 3. Pay for reasonable hospitality for visiting teams and guests;
 4. 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).

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

d. Composition etc -

- i. The Committee shall consist of the Officers, the President and not more than 8 members.
- ii. No person may hold simultaneously more than one Officer post.
- iii. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- iv. The maximum number of consecutive terms (of one year) that a person may serve as Chair is three.
- v. Any other Officer or Committee member may be re-elected or re-co-opted without limit.
- vi. A 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 Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

e. Committee meetings -

- i. Whenever a 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), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

- ii. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 1. At least 3 Officers and a total of 5 Officers and Members must be present for the meeting to be valid;
 2. Committee meetings shall be held face to face;
 3. The Chair, Deputy Chair or whoever else those present choose shall chair meetings;
 4. Decisions shall be by simple majority of those voting;
 5. A resolution in writing endorsed by at least 6 Officers of the Committee in writing shall be valid without a meeting (email is acceptable evidence for this purpose).
 6. f The chair of the meeting shall have a casting vote.

f. Delegation etc -

- i. The committee may appoint, from its overall numbers, subsidiary coordinators to responsible for particular aspects of cycling as it sees necessary.
- ii. The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

g. Disclosure -

- i. Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.
- ii. The Financial Year of the Club ends on 31st October

- h.** In the event of any question or matter arising that is not provided for in this constitution, such question or matter shall be dealt with by the Club committee, whose decision shall be final.

10. Amendments

- a.** These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 or winding up provisions.
- b.** Proposals to amend the constitution shall be submitted to the Secretary no less than 28 days before the AGM or as the Agenda Item comprising an application for an EGM.
- c.** In the event of a proposal for amending the Constitution being submitted and seconded, the Secretary shall inform the membership in writing of the proposed motion not less than 14 days before the General Meeting.
- d.** Any amendments duly submitted and seconded to a proposed motion shall be submitted to the Secretary no less than 7 days before the General Meeting.

11. Winding up the Club

- a.** 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.
- b.** The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c.** After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i.** To another Club with similar sports purposes which is a charity and/or
 - ii.** To the Club's national governing body for use by them for related community sports.

Constitution adopted at a meeting held at:

On:

Name:

Signed: Signature:

Witnessed by:

Name: Signature:

Occupation:

Witness Address:

Postcode: