



The Constitution of Sherston Velo Cycling Club

SEPTEMBER 2024

The Constitution of Sherston Velo Community Amateur Sports Club

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Definitions

- A. **“The Club”** shall refer to the entity constituted by this document for the purposes contained therein. See Paragraph 1.
- B. **“The Constitution”** shall refer to the Constitution of the Club formally adopted by the Members to define and regulate the Purposes of the Club and such amendments as may be agreed by Members in accordance with the Rules contained therein.
- C. **“The Rules”** shall refer to the articles of the Constitution as agreed by the Members in accordance with the rules contained therein and with the provisions of any statutory requirements. See Paragraph 2.
- D. **“The Committee”** shall refer to the body of Members duly elected according to the Rules contained in this constitution, for the purposes of overseeing, managing and administering the business of the Club.
- E. **“Officer(s)”** shall mean any Member(s) elected to hold the position of Chairman, Secretary or Treasurer.
- F. **“Committee Member(s)”** shall refer to those members jointly and severally elected or co-opted to the Committee according to the Rules contained in this constitution.
- G. **“Member(s)” or “Club Member(s)”** shall refer to all persons who hold current membership of the Club in accordance with its Rules and any conditions that the Committee may from time to time determine in accordance with the Rules.
- H. **“Student Member(s)”** shall mean any Member of the Club aged under 23 years and in full-time education and who is not eligible for Junior Membership.
- I. **“Junior Member(s)”** shall mean any Member of the Club under the age of 18 years.
- J. **“Membership”** shall mean the right to enjoy access to the Club’s activities and any other rights and privileges afforded by this Constitution or the Club’s policies and practices. It shall also be taken to refer to Members as a collective group.
- K. **“Voting Member(s)”** shall mean those Members whose Membership category entitles them to vote at General Meetings of the Club, provided they have met the conditions of Membership outlined in these rules.
- L. **“In Writing”** shall mean a signed and dated letter written by hand, printed or communicated electronically including by email, email attachment or as an attachment in a messaging application. It shall not include direct messages sent using SMS (or text message), messaging application, chatroom, Internet forum or other similar means.

The Constitution of Sherston Velo Cycling Club

Title

1. The club shall be known as Sherston Velo Cycling Club, hereinafter referred to as “the Club”.

Priority

2. Interpretation of these Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

Purposes

3. The purposes of the Club are:
 - a. To encourage the practice, promotion, development and participation of amateur cycling in Sherston and the wider community.
 - b. To provide opportunities for development, training and coaching for members.
 - c. To organise open, club, and club handicap cycle races, time trials, tests of speed or other such competitions as the Committee shall decide.
 - d. To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.
 - e. The Club shall cater for all cycling disciplines including, but not limited to, road, track and off-road cycling.
 - f. The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee considers appropriate in order to carry out the objectives of the Club.
4. The Club is an amateur sporting organisation and therefore shall not employ or otherwise remunerate any person for the purpose of cycling in any cycle race, time trial, test of speed or other form of competitive cycling.

Sports Equity

5. The 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.

6. 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.

7. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
8. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Membership

9. Membership of the Club shall be open to anyone interested in the sport of cycling regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, gender identity or other beliefs.
10. The Club and/or the Committee may choose to limit the number of Members according to available facilities on a non-discriminatory basis.
11. Membership shall consist of the categories outlined in Schedule A, which also outlines the rights and privileges afforded to each category of membership. The Committee may introduce other membership types, which shall remain provisional until ratified by Members at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).
12. The Membership year shall run from 1st September to 31st August annually.
13. Any Membership application must be made in writing to the Club Secretary using the appropriate form. Acceptance of applications for membership will be decided by the Club Committee. The appropriate subscription must accompany the application for membership.
14. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
15. Children under the age of 16 attending any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them. Young people aged 16 or 17 may attend club activities unaccompanied with their parent or guardian's permission in writing, however said parent or guardian is entirely responsible for their attendance at all club activities.
16. Honorary Life Membership of the Club may be conferred upon any member by either a majority vote of those present at an AGM, or by the Committee, in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to, the Club.
17. The Committee may refuse or revoke membership only for good cause such as conduct or character likely to bring the Club or the sport of cycling into disrepute. Appeal against such refusal or revocation may be made in writing to the Secretary and will be arbitrated by an appointed panel of Club Members.
18. Any member wishing to resign from the Club should do so in writing to the Secretary. Resignation of membership will be effective from the date tendered. Any subscription paid for the membership year in which the Member resigns will not be refunded.

19. The Committee shall have the power to suspend or exclude any member for contravention of the Constitution, documented Rules, or published regulations or codes of conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made in writing to the Secretary and will be arbitrated by an appointed panel of Club Members.

Subscriptions

20. Annual subscriptions shall become due for payment on 1st September each year, with the amount for each Membership category being determined by the Committee.
21. The Committee shall set subscriptions and joining fees at an amount that will not pose a significant obstacle to people participating. The amount of subscriptions and fees shall be reviewed periodically by the Committee.
22. Junior and Student Member subscriptions shall be no more than 50% of the Full Member rate.
23. Members joining after the 1st July shall be deemed to have paid their subscription for the following year.
24. Membership renewals are due by 1st October annually. Reasonable efforts will be made to remind members to make payment. Should a member not pay their subscription by 1st October, their membership will be deemed to have lapsed.

Management

25. The management of the Club shall be vested in a Committee that shall consist of the Chair, Treasurer and Secretary who shall be Officers of the Club together with a maximum of five (5) other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year, in accordance with Schedule C.
26. Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.
27. The Committee will have due regard to Statute Law in respect of the prevention of discrimination, safeguarding of children, young persons or vulnerable persons and all other statutory requirements for CASCs.
28. The Committee may co-opt Members (up to the maximum permitted number of committee members) to serve until the end of the next AGM.
29. Any Committee Member may be re-elected or re-co-opted without limit.
30. The Committee shall have the power to establish any Sub-Committee deemed appropriate to assist in meeting the objectives of the Club and to delegate to these Sub-Committees such duties as may be considered appropriate. The Committee must specify the scope of the Sub-Committee's activity and powers, the extent to which it may commit funds of the Club, its membership and its duty to report back to the Committee. The Committee may wind up any sub-

committee at any time or change its mandate and operating terms.

31. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee and to delegate to those individuals such duties and authority as they consider appropriate.
32. A Committee member ceases to be such if they cease to be a Member of the Club or resign in writing to the Chairman or are removed by the Committee for good cause or are removed by Club Members at an AGM or EGM. Appeal against refusal or removal may be made in writing to the Secretary and will be arbitrated by an appointed panel of Club Members.
33. A Committee meeting is quorate if the relevant following condition is met:
 - a. If the full Committee consists of five (5) or more Committee Members, at least three (3) members must be present, including at least one of the Officers.
 - b. If the full Committee consists of four (4) or fewer Committee Members, at least two (2) Committee Members must be present, including at least one of the Officers.
34. The Committee shall determine its own method of operating, in accordance with the Rules laid out in Schedule B.

The Annual General Meeting

35. An Annual General Meeting shall be held once in every calendar year, normally in September and not more than 15 months from the date of the most recent AGM. All members are entitled to attend the AGM.
36. The Secretary shall give Members a minimum of 21 days' notice in writing of the date, location and agenda items of the AGM.
37. The meeting shall include:
 - a. Approval of the minutes of the previous AGM.
 - b. Annual Report of the Club's activities.
 - c. Financial Statements and Treasurer's Report.
 - d. Election of Officers and other Committee Members for the ensuing year. Nominations for Officers and Committee Members must be made to the Secretary in accordance with Schedule C.
 - e. Consideration and voting on any amendment to the Constitution of which due notice has been given to all members. Any proposed change to the Constitution must be received by the Secretary at least 30 days preceding the meeting in order that all members shall have sufficient notice of the proposal. Voting shall be in accordance with the Rules contained in

Paragraph 54.

- f. Any other notified business. Any Member may submit an item or proposal for consideration by the AGM. Such items must be submitted to the Secretary at least 30 days preceding the meeting in order that all members shall have sufficient notice.
38. The AGM shall be quorate if six (6) Voting Members or ten percent (10%) of the total Voting Membership is present, whichever figure is greater.
39. The Chair or (in their absence) another member chosen at the meeting shall preside.
40. Voting.
- a. All Voting Members of the Club at the meeting shall have one vote.
 - b. Except as otherwise provided in these Rules, a resolution shall be decided by a simple majority of the votes cast on a show of hands, except where the Chair decides voting shall be by ballot.
 - c. In the case of a tied vote the Chair will have a second casting vote.

Extraordinary General Meetings

41. An Extraordinary General Meeting (EGM) may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the next AGM.
42. An EGM shall be called if 25% of voting members so petition the Secretary in writing.
43. A minimum of 14 days' notice of an EGM must be given in writing to all Members together with the motion or motions to be discussed. No other business shall be conducted at the EGM.
44. Procedures for voting shall be as used for the AGM.

Finance

45. The financial year of the Club shall end on 31 August annually.
46. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, one of whom will be the Treasurer and the other either the Chairman or Secretary.
47. Expenditure by any authorised Committee Member, Sub-Committee or person appointed in accordance with Paragraph 31 which would exceed an agreed budget may only be authorised at a Committee meeting.

Property, Funds and Other Assets

48. The property and funds of the Club shall not be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules. Any surplus income or profit shall be

reinvested in the club.

49. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses including entry fees, post-event refreshments and other ordinary benefits of Community Amateur Sports clubs as provided for in the Finance Act 2002.
50. The club may also in connection with the sports purposes of the Club:
 - a. Sell and supply food, drink and related sports clothing and equipment.
 - b. Employ members and remunerate them for providing goods and services with the exception of the Rules contained in Paragraph 4, on fair terms set by the Committee without the person concerned being present.
 - c. Pay for reasonable hospitality for visiting teams and guests.
 - d. 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).

Disclosure

51. Notwithstanding any provisions of the General Data Protection Regulations (GDPR) or any subsequent amendments and legislation, 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. Due regard must be given by the Committee to the GDPR regulations when opening Club records for inspection.

Amendments

52. These Rules may be amended at an AGM or EGM 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 and not in any event to alter its purposes (unless the procedure set out in Paragraph 55 has been followed) or winding up provisions (Paragraphs 56-).
53. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agrees and Members also agree the change by a 75% majority of votes cast.

54.

Winding up the Club

55. Members may vote to wind up the Club if not less than three quarters (75%) of Voting Members present support the proposal at a properly convened General Meeting.
56. The Committee will then be responsible for the orderly winding up of the Club's affairs.

57. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- a. To another club with similar sports purposes which is a charity and/or
- b. To another club with similar sports purposes which is a registered CASC and/or
- c. To the Club's national governing body for use by them for related community sports.

Revision History

58. The Constitution of the Club was first adopted on 17th August 2014. The table below outlines subsequent revisions, amendments and other changes since that date.

Date	Change	Notes
17/08/2014	Constitution agreed by founding members	Constitution formally adopted on formation of the club.
26/09/2024	Updated constitution approved by AGM	Major revision, including: <ul style="list-style-type: none">• Definitions• Statement on Fairness in Sport• Revision of the general provisions of the document• Schedules of membership types, regulations for conduct of committee meetings and the roles of committee members

SCHEDULE A – Membership Categories

Category	Who is this for?	Benefits
Full member	<ul style="list-style-type: none"> • Riding members, although anyone may apply • Age 18+ and not in full time education 	<ul style="list-style-type: none"> • Participate in club rides and competitions • Registered as a British Cycling and Cycling Time Trials club for first and second claim race entries • Full voting rights • Eligible to stand for election to the managing committee • Eligible to purchase club kit • Invitations to club events
Associate member	<ul style="list-style-type: none"> • Non-riding members • Infrequent riders living outside Sherston or the surrounding area¹ 	<ul style="list-style-type: none"> • Participate in club rides • Attend the AGM (no voting rights) • Invitations to club events
Youth/Student member	<ul style="list-style-type: none"> • Juniors (under the age of 18 in the membership year) • Under-23s in full time education 	<ul style="list-style-type: none"> • Participate in club rides and competitions² • Full voting rights (age 16 and over) • Eligible to purchase club kit • Invitations to club events

¹ Sherston and the surrounding area normally means the following postcodes: SN14, 15, and 16, BS37, GL8, 9 and 12, at the discretion of the committee.

² Riders under the age of 16 years must be accompanied by a parent or guardian. Riders aged 16-17 years must have submitted a permission slip, signed by a parent or guardian, to the Secretary before riding is permitted.

SCHEDULE B – Committee Regulations

1. In pursuit of the Purposes, the Committee holds the authority to conduct the management and administration of the Club subject to the Rules contained in this Constitution.
2. The Committee shall:
 - a. Do all other things reasonably necessary to advance the Purposes.
 - b. Secure appropriate liability insurance cover for the Club. This shall normally be the insurances provided through the club's affiliation to British Cycling and/or to Cycling Time Trials (also referred to as the Road Time Trials Council). It shall not include personal insurance for members in respect of injury, damage or loss or any personal liability arising from their actions.
 - c. Raise funds by appeals, subscriptions, loans and charges in pursuance of the Purposes.
3. The Committee is authorised to:
 - a. Acquire and provide grounds, a club house, equipment, coaching, training and playing facilities, transport, medical and related social and other facilities.
 - b. Borrow money and give security for the same, and open bank accounts.
 - c. Buy, lease or licence property and sell, let or otherwise dispose of the same.
 - d. Make grants and loans and give guarantees and provide other benefits.
 - e. Deposit or invest funds in any lawful manner, including setting aside or applying funds for special purposes or as reserves.
 - f. Employ and engage staff and others and provide services.
 - g. 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.
4. The Committee shall not exercise any of its authorised powers other than to advance the Purposes consistently with the Rules.

Responsibilities of Committee Members

5. Committee members shall make every effort to advance the Purposes, uphold the reputation of the Club and act in accordance with these Rules and in the spirit of the Club.
6. **Chair.** The Chair shall:
 - a. Direct the activities of the Committee and of the Club in pursuance of the Purposes.

- b. Uphold the Rules and spirit of the Constitution of the Club and such policies as the Club may enact, and act as the first arbiter in cases of dispute.
- c. Preside at General Meetings and Committee Meetings, ensuring that proceedings are conducted in an orderly manner and that all Members present are given a fair opportunity to make their voice heard.
- d. Apply due diligence in overseeing the activities of the Committee and Committee Members in pursuance of the Purposes.
- e. Ensure that prompt, fair and reasonable action is taken in respect of any error, dispute or misconduct on the part of any Member that may lead to damage to the Club's reputation, standing or ability to carry out the Purposes.

7. **Treasurer.** The Treasurer shall:

- a. Be responsible for the prudent and efficient management of the Club's funds.
- b. Provide timely, accurate information and reports to the Committee and to the Annual General Meeting in accordance with the Rules.
- c. Ensure that any anomaly, shortfall or error in the Club's accounts is promptly reported to the Chair and Committee and that action is taken to recover any monies outstanding.

8. **Secretary.** The Secretary shall:

- a. Be responsible for the secretarial and administrative duties of the Club.
- b. Ensure that arrangements are made for meetings, including recording of minutes, distribution of paperwork and that decisions are implemented. In particular, arrangements for General Meetings and Committee meetings are to be made in accordance with the procedures laid out in this Constitution.
- c. Ensure that the club's documentation and records are maintained, having due regard to the requirements of the Data Protection Act 2018.
- d. Act as an initial point of contact for prospective members and inquiries from the general public or other parties.

Conduct of Committee Meetings

- 9. In addition to the Rules contained in Paragraphs 27-36 of the Constitution, the following rules shall be applied to the conduct of Committee meetings.
- 10. Committee meetings shall normally be held four (4) times annually. Extra meetings may be held if the Chair considers it necessary.

11. Committee members are expected to make reasonable efforts to attend all meetings. Should a Committee member fail to attend two (2) or more meetings in a Membership year (see Paragraph 12 of the Constitution) without good cause, they may be removed from their position in accordance with Paragraph 34 of the Constitution.
12. The Secretary shall circulate the agenda and minutes of the previous meeting not less than seven (7) days before the meeting.
13. The Agenda shall include the following standing items:
 - a. Approval of the minutes of the previous meeting.
 - b. Financial report.
 - c. Secretary's report.
 - d. Health & Safety report.
 - e. A report on Sporting activities and future plans.
 - f. Any other notified business.
14. Agenda items should normally be submitted to the Secretary no less than 10 days before the meeting.
15. The Rule relating to a meeting being quorate must be observed (see Paragraph 35 of the Constitution).
16. Committee meetings shall normally be held face to face, however where it is necessary for members to join the meeting by telephone, video call or using online conferencing software, this shall be recorded in the minutes.
17. In the absence of the Chair, a deputy shall be elected by the Committee Members present.
18. Decisions shall be by simple majority. Committee members may ask to have their vote recorded in the minutes.
19. The Chair (or their deputy if the Chair is absent) shall have a casting vote.
20. Should a Committee Member have a personal interest in a matter to be discussed, they must declare it and withdraw from that part of the meeting. They may be recalled in order to provide relevant information but must then leave and not take part in any discussion. They shall not be counted in the quorum for that agenda item and shall not participate in any vote on the matter concerned.
21. A resolution made in writing bearing the signature of every Committee Member will be considered valid without the requirement for a meeting. This practice should only be used in exceptional circumstances.

22. Minutes of Committee meetings should be circulated by the Secretary to all Committee Members at the earliest opportunity following a meeting.

SCHEDULE C – Committee Members – election and term of office

1. Committee Members shall be elected at the Annual General Meeting.
2. Full Members over the age of 18 years are eligible to become Committee Members, provided they meet the conditions of Membership set out in the Rules.
3. Nominations of candidates to be Officers of the Club or hold other positions on the Committee shall be submitted to the Secretary not less than seven (7) days prior to the date of the meeting. The date of the meeting shall be notified to members in accordance with Paragraph 38 of the Constitution.
4. Nominations shall be made with the knowledge of the nominated Member and supported by the signatures of at least two (2) Full Members, none of which may be the nominee.
5. Election of committee members at the AGM will be made as follows:
 - a. Where there is only one nominee, voting will be by show of hands.
 - b. Where there are two (2) or more nominees, voting will be by ballot.
6. A Committee Member's term of office will commence upon the conclusion of the AGM and will last until the conclusion of the next AGM.