

# Naas Cycling Club



# Constitution

Adopted: 16<sup>th</sup> November 2016

## 1. Name:

1.1. Naas Cycling Club.

1.1. The name may be preceded by that of a sponsor subject to Executive Committee approval.

## 2. Affiliation:

2.1. The club will be affiliated with Cycling Leinster and Cycling Ireland.

## 3. Club Clothing:

3.1. The club colours shall be black, red and white.

3.2. Clothing or advertising carrying the Naas Cycling Club name or Logo may not be manufactured, used or distributed by members of Naas Cycling Club unless approved by the Executive Committee of Naas Cycling Club.

3.3. The ordering of club clothing should be in accordance with the Executive Committee approved *Club Clothing Ordering Policy, Appendix (i)*.

## 4. Objectives:

4.1. The objective of the club shall be to promote, develop and foster the sport of cycling at all levels. In furtherance of the said objective but not otherwise the club may:

4.1.1. Promote and hold, either alone or jointly with others, cycle races and leisure events in accordance with the rules established by Cycling Ireland.

4.1.2. Apply for grants from appropriate entities for the development of the sport of cycling.

4.1.3. Establish and promote, or assist any other association or entity having objectives similar to those of the club.

4.1.4. Provide a social network to allow interaction between club members.

4.1.5. Operate a Youth Protection Policy that conforms to the requirements of the National Governing Cycling Body and other relevant agencies.

## 5. Organisation:

5.1. The business and affairs of the club shall be under the control of an Executive Committee that shall be elected each year at an Annual General Meeting (AGM). The Executive Committee shall meet at least once monthly.

5.2. The Executive Committee shall consist of a Chairperson, Secretary, Treasurer, PRO, Racing Secretary and Touring Secretary.

5.3. Executive Committee member responsibilities are as follows:

5.3.1. *The Chairperson* is the Chief Executive Officer, responsible for the effective management of the club;

5.3.1.1. The Chairperson shall preside over the Executive Committee.

5.3.1.2. The Chairperson will be responsible for ensuring that a review of the Constitution of Naas Cycling Club takes place before the AGM annually.

- 5.3.1.3. The Chairperson shall be one of the three signatories (any two to sign) on the club's bank account(s).
- 5.3.1.4. The Chairperson will chair the Youth Sub-Committee.
- 5.3.2. *The Secretary* is responsible for taking minutes at all meetings, and for ensuring that all information about matters affecting the club is communicated to members efficiently and expeditiously.
  - 5.3.2.1. The Secretary shall be one of the three signatories (any two to sign) on the club's bank account(s).
  - 5.3.2.2. All official complaints or communications on club matters should be made in writing to the Club Secretary in accordance with the Constitution and current and appropriate Club Rules as laid out in the Appendix list in Section 15.
  - 5.3.2.3. The Secretary shall keep a register of all members, addresses, email addresses, phone numbers, ICE numbers etc.
- 5.3.3. *The Treasurer* is responsible for overseeing the club finances
  - 5.3.3.1. The Treasurer shall be one of the three signatories (any two to sign) on the club's bank account(s).
  - 5.3.3.2. The Treasurer is required to provide a statement of income and expenditure each month to the committee and is responsible for the implementation of appropriate financial governance controls and procedures necessary to ensure the integrity of the clubs finances.
- 5.3.4. *The PRO*, Public Relations Officer is responsible for all Public Relations activities on behalf of the Executive Committee including but not restricted to club: - Media Activity - Promotion - Events
  - 5.3.4.1. Social Media Management
  - 5.3.4.2. Website Content Management The PRO will chair the PRO/Social Sub-Committee.
- 5.3.5. *The Racing Secretary* is responsible for all issues relating to open and club racing. The Racing Secretary will chair the Racing Sub-Committee.
- 5.3.6. *The Touring Secretary* is responsible for all issues relating to the organisation and running of Club Tours. The Touring Secretary will chair the Touring Sub-Committee.
- 5.4. The Executive Committee is responsible for ensuring that:
  - 5.4.1. Group Captains are to be chosen by and be representative of their respective groups and are responsible for the formation of Group Charters in consultation with group members and ratified at the AGM.
  - 5.4.2. The roles and responsibilities of the Executive Committee members shall be clearly stated (see above) and the Executive Committee shall have the right to amend the roles and responsibilities by majority vote if deemed necessary. If such changes require amendment to the responsibilities outlined in the Constitution, they must be ratified at the next AGM/EGM and the Constitution amended accordingly.
  - 5.4.3. The Executive Committee of the club shall be responsible for all decisions and plans made by the Racing, Touring, Youth and PRO/Social Sub-Committees and all Sub-Committees must report to the Club Executive Committee via the Sub-Committees Chairperson.

- 5.4.4. An Executive Committee member may not hold more than one office at the same time.
- 5.4.5. Quorum for the transaction of the business at the Executive Committee meetings shall be four.
- 5.4.6. All decisions of the Executive Committee shall be determined by the majority of the members present and voting. The Chairperson will have the casting vote if a vote is tied.
- 5.4.7. The officers of the Executive Committee elected at the AGM shall remain in the office until the AGM the following year. In the event of a vacancy occurring, the Executive Committee shall have the power to co-opt another member to replace him/her. A member of the Executive Committee who without satisfactory explanation absents him/herself from three (3) consecutive meetings shall be deemed to have resigned from the Executive Committee.
- 5.4.8. Each member of the Executive Committee shall receive a minimum of three (3) days' notice of any Executive Committee meeting. The Executive Committee shall give not less than fourteen (14) days' notice of the AGM by email, text messaging and posting to website of a notice of such meetings.
- 5.4.9. The AGM shall be held during the month of NOVEMBER, (after Cycling Ireland's AGM) each year and on a date to be decided by the Executive Committee.
- 5.4.10. A majority vote is required of a quorum of twenty per cent of the membership to be present at the AGM/EGM to pass any resolutions.
- 5.4.11. The Executive Committee will hold two Open Membership Meetings each year (one plus AGM) to update club members and receive their feedback.
- 5.4.12. The Executive Committee is responsible for appointing delegates and encouraging their attendance to represent the club at Cycling Ireland/Leinster AGM/EGM's and any other Cycling Ireland/Leinster organised events deemed relevant to the interests of the club.

## 6. Sub-Committees:

The following Sub-Committees will be run under the supervision of the Executive Committee:

- 6.1. *Touring Sub-Committee* to be chaired by the Touring Secretary or another member of the Executive committee in exceptional circumstances and is to contain all Road Captains and other co-opted parties deemed necessary by the chair. The Touring Sub-Committee will be responsible for organising club tours and be deemed the forum for addressing areas of common interest among touring groups.
- 6.2. *Racing Sub-Committee* to be chaired by the Racing Secretary or another member of the Executive committee in exceptional circumstances and to contain all Racing Captains, Coaches, Race Officers and other co-opted parties deemed necessary by the chair. The Racing Sub-Committee will be responsible for organising club races and be deemed the forum for addressing areas of common interest among racing groups.
- 6.3. *Youth Sub-Committee* to be chaired by the Chairperson or another member of the Executive committee in exceptional circumstances and to contain a Youth Development Officer, Youth Protection Officer, Coaches and other co-opted parties deemed necessary by the chair. The Youth Sub-Committee shall be responsible for recruiting youth cyclists, organising and mentoring youth spins and youth racing development.

- 6.3.1. Youth Development Officer is responsible for all issues relating to the development and safety of youth cycling within the club.
- 6.3.2. Youth Protection Officer must be suitably qualified to undertake the role and is responsible for ensuring that the youth section will be run in accordance with the *Cycling Ireland Code of Practice for Young Cyclists, Appendix (v) and the Club Youth Charter & Rules, Appendix (vi)*.
- 6.4. **PRO/Social Sub-Committee** to be chaired by the PRO and to contain the Webmaster, Facebook Moderators, and other co-opted parties deemed necessary by the chair. The PRO Sub-Committee is responsible for all club communications, public relations, advertising and social events.

## 7. Club Cycling Groups:

- 7.1. Club Cycling Groups may be setup within the club if approved by the Executive Committee.
- 7.2. Motions to setup new groups should be sent to the Secretary and voted on at the next Executive Committee meeting.
- 7.3. All groups must appoint a Captain. Group Charters are to be drafted and forwarded to the Secretary and subsequently made available to all club members on the Club Website.
- 7.4. All Club Cycling Groups should be open to all club members (ability permitting) and club members' may be active members of several groups once they cycle within the Charter of the group and follow the instructions of the relevant Captains on group spins.
- 7.5. Group Captains are responsible for the planning, posting and supervising of club spins, and for promoting the safety of all members while engaged in club spins.
- 7.6. The Captains will appoint a Vice Captain(s) to supervise and ensure in their absence that their group spins adhere to their *Group Charters, Appendix (ii) and appropriate Club Rules and Group Riding Guidelines, see Section 15*.
- 7.7. Group Captains are responsible for reporting all accidents by filling in the *Club Cycling Accident Report Form, Appendix (iii)* and submitting it to the Secretary.
- 7.8. Captains are responsible for informing all members of their groups about the *Club Guidelines to Group Riding, Appendix (iv)*.
- 7.9. Annual Group Meetings to be held each year in October at which new Group Captains will be elected and the Group Charters reviewed.
  - 7.9.1. The new Group Captain's appointment has to be ratified at the following AGM in November.
  - 7.9.2. New Group Charters are to be forwarded to the Secretary and posted on the Club Website post AGM.
  - 7.9.3. A group member is deemed to be a person who rides on a regular basis on group spins or who otherwise takes an active role in their group.
  - 7.9.4. Any dispute regarding membership will be settled by the decision of the Group Captain.

## 8. Extraordinary General Meeting:

- 8.1. In order for an Extraordinary General Meeting (EGM) to be called a written request must be lodged with the club Chairperson by at least 25% of club members.
- 8.2. Such a meeting must be called within seven (7) days of being requested. This shall not debar the Executive Committee from calling an EGM any time they deem it necessary.

## 9. Membership:

- 9.1. Membership of the club shall be open to all persons interested in the aims of the club, and who agree to abide by this Constitution and the Club Rules outlined in the *Appendix List, Section 15*.
- 9.2. Membership is renewed annually (through the Club Secretary) and members will be registered and insured with Cycling Ireland.
- 9.3. Before being admitted as a member, a person must pay in advance a fee that shall be decided by the Executive Committee. T
- 9.4. The normal period of annual membership shall run from January 1st to December 31st but may be changed at the discretion of the Executive Committee.
- 9.5. Membership renewal fees to be paid by the END OF JANUARY.
- 9.6. All new/prospective members joining the club must undertake at least two (2) cycles with the Failte group, except where the secretary in consultation with the touring secretary and / or the race secretary forms an opinion that participation in the Failte group is not necessary.
- 9.7. A person becoming a member shall not cease to be a member unless he/she submits in writing their resignation or a transfer request or their name has been removed from the list of members.
  - 9.7.1. Such persons shall not be entitled to a refund in whole or part of their fee.  
Members wishing to transfer to another club require a written letter of transfer from the Club Secretary.
- 9.8. Members consist of:
  - 9.8.1. **Active members** who shall be racing cyclists, leisure/touring cyclists or supporters who have paid their current annual membership fees.
  - 9.8.2. **Honorary members**, benefactors of the club. Honorary membership is for individuals who have made significant contributions to the club or to the sport and may be conferred by two-thirds majority of those present at the Annual General Meeting.
  - 9.8.3. **Juvenile members**, those under 18 years of age.
  - 9.8.4. **Associate Members**, are members who are members of another club who wish to cycle regularly with Naas CC. An associate member will be required to pay the club-Subs subscription only.
  - 9.8.5. **Inactive members** shall be racing cyclists, leisure/touring cyclists or supporters who have NOT paid their current annual membership fees. Inactive members who have not paid their current annual fees will be delisted if unpaid after a period of one year.
- 9.9. All club members must obey the Rules of the Road, Cycling Ireland and Naas Cycling Club Rules. *Club Constitution and current Club Rules Appendix List, Section 15*, is to be made available at all times on the Club Website under Club 'Downloads' Documentation and to be made available to club members by request to the Club Secretary.

## 10. Accounts and Banking Procedures:

- 10.1. The Treasurer shall cause true accounts to be kept of all sums of money received and expended by the club.
- 10.2. At the AGM the Executive Committee shall present a statement of income and expenditure, covering the preceding year and a balance sheet.
- 10.3. A current account shall be kept under the name of the club.
- 10.4. Accounts shall not be paid except as authorised by the Chairperson, Treasurer or Secretary.
- 10.5. The signature of two (2) of the following is required to withdraw monies from the account: Chairperson, Treasurer and Secretary.
- 10.6. Before the AGM each year, the accounts and balance sheet of the club, for the preceding year, shall be examined and their correctness ascertained and certified by two (2) members of the Executive Committee.
- 10.7. The Executive Committee shall not incur debts greater than the assets of the club.

## 11. Voting Rights:

- 11.1. The right to vote at any General Meeting shall be afforded to active members recorded on the club members register on a date preceding said General Meeting. Such members must be aged 18 and upward at the time of any vote.

## 12. Discipline:

- 12.1. The Executive Committee shall have power to suspend and if necessary remove from the list of members any member whom they consider to have acted in a manner derogatory to the interest or welfare of the club or fellow members of the club.
- 12.2. Any Member of Naas Cycling Club, accused of dishonest behaviour or conduct, or who refuses to comply with the rules or directions of the Executive Committee of the club, or who behaves in a manner prejudicial to the proper conduct of the *Constitution and Club Rules, Appendix List, Section 15*, will be subject to the *Club Discipline and Appeals Process, Appendix (vii)*.
- 12.3. Member complaints against fellow members or club officers will be subject to the *Club Discipline and Appeals Process, Appendix (vii)*.
- 12.4. Following the election of a new Executive Committee at an AGM, the Executive Committee will nominate three Executive Committee members who along with the appropriate Group Captain will become the Disciplinary Committee for handling any complaints that may arise during the course of the Executive Committee's duration.
- 12.5. The Secretary will immediately inform the Chairperson of any complaints received and the Chairperson will initiate the workings of the Disciplinary Committee.
- 12.6. Club property lost or damaged by a member shall be replaced or made good by that member.
- 12.7. In the case of any dispute arising as to the interpretation of the rules of the club, the decision of the Executive Committee shall in all cases, be final.

### 13. Amendments to the Constitution:

13.1. A General Meeting (AGM/EGM) of the club may amend the Constitution by a majority of two-thirds of the members present and voting, provided that a quorum of twenty per cent of the membership be present, and that written notice of the amendment proposed has been given to all members not less than one month before the General Meeting.

### 14. Resolution to Dissolve the Club:

14.1. The club may be dissolved by a resolution passed by a majority of members voting at a general meeting (AGM/EGM) provided more than half the active members are present and that the resolution be confirmed by a majority of two thirds of the active members specially convened for that purpose.

14.2. Should this happen, the Executive Committee shall accept this resolution and meet to realise the club's assets and to discharge all its liabilities.

14.3. If there is a deficit, the Executive Committee shall proceed to collect from each member and each member shall pay a share of the deficit in proportion to the subscription payable by him/her at that time.

14.4. No resignations shall be accepted after a resolution to dissolve the club.

### 15. Appendix

15.1. The Executive Committee is responsible for the implementation and regular updating of Appendix documents.

15.2. Appendix documents are to be maintained for member review in the 'Downloads' Documentation Section of the official Club Website.

15.3. List of Appendix documents:

15.3.1. NCC Club Clothing Ordering Policy.

15.3.2. NCC Cycling Group Charters.

15.3.3. Cycling Accident Report Form.

15.3.4. Guidelines to Group Riding.

15.3.5. Cycling Ireland Code of Practice for Young Cyclists.

15.3.6. Club Youth Charter & Rules.

15.3.7. Discipline and Appeal Procedures.