

LEE VALLEY YOUTH CYCLING CLUB CONSTITUTION

1. Name

The name of the club shall be the Lee Valley Youth Cycling Club (LVYCC)

2. Affiliation

The Club will affiliate to British Cycling and other organisations as may be agreed by the management committee.

3. Discrimination

The club will not discriminate against members, helpers, coaches or any stakeholders on the grounds of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs

4. Membership

- a) Membership of the Club shall be open to people between the ages of 6 and the completion of the academic year in which they turn 18 years of age.
- b) All qualified coaches on coaching rota providing they have been approved by the committee
- c) All helpers of the club (providing they have been approved by the committee)
- d) Members of the management committee
- e) Voting membership of the club shall comprise:
 - Members (for voting purposes either the child member OR their parent may cast a vote. One vote per member)
 - Coaches
 - Helpers (on rotas)
 - Committee MembersProviding that in no circumstances can one person be entitled to more than one vote
- f) Limitation of membership according to available facilities is allowable on a non-discriminatory basis subject to prior approval by the management committee.
- g) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- h) The Club aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.
- i) The Club Committee may terminate membership or refuse to renew membership, only for good cause including but not limited to conduct likely to bring the Club or sport into disrepute.
 - i) Any person whose membership is terminated will be notified in writing within 7 days of the decision. Such notification will include the reasons for making the decision
 - ii) Appeal against refusal or removal may be made in writing to the committee within 7 days of the written notification being sent to them
 - iii) The Committee will consider those written representations and review the decision to terminate membership at the next committee meeting or such earlier date as the Chair shall determine.
 - iv) a written decision, including reasons will be provided to the appellant within 7 days of the Committee meeting

5. Aim

To operate as a not for profit children's cycling club to promote and encourage participation in cycling in all formats amongst young people as a: -

- Recreational activity;
- Competitive sport; and
- Means of transport.

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6. Objectives

- To provide opportunities for young persons to cycle in a safe environment
- To help young people to develop their cycling skills.
- To encourage and support partnerships between various groups in Greater London, Hertfordshire, and Essex and beyond
- To promote safety issues that may affect cycling.
- To promote cycling as an environmentally friendly activity.

7. Club Management

- a) LVYCC shall form a management committee, which shall be responsible for inter alia:
 - i) The overall management of the club
 - ii) Appointment of coaches/ assistant coaches / other helpers
 - iii) The club's finances
 - iv) Any contracts entered into
 - v) Ensuring the objectives of the club are adhered to.
- b) The management committee shall provide, annually, reports, which will be publicly available
- c) Ordinary meetings of the management committee will take place bi-monthly usually on the first Thursday of the month.
- d) The chair may call urgent meetings as necessary to consider urgent matters
- e) The management committee shall as a minimum consist of the chair, secretary, treasurer (if different to the secretary), child welfare officer and such others as are voted onto the committee by the existing management committee members.
- f) Management committee members who are voted onto the management committee by the existing management committee members shall have to have their membership of the management committee confirmed by a vote of the club members at the next AGM
- g) All management committee members save for the youth representative, shall serve for a term not exceeding 3 years without seeking re-election.
- h) If any management committee member shall resign their role during the course of the year, the management committee can elect a new representative until the next AGM by a simple majority vote (of those voting) at a committee meeting
- i) The committee shall draw up descriptions of the roles and duties of the officers

8. Management Committee Meetings

- a) All ordinary meetings of the management committee will be open to all club members; however, special closed meetings may be called by the chair. Parts of management committee hearings can be held in private upon a majority vote of the management committee present to discuss sensitive matters
- b) Save as otherwise provided herein, matters arising at any meeting of the committee shall be decided upon by the majority of the voters present and voting
- c) Only management committee members shall have a vote. Every management committee member present shall have one vote
- d) In the case of an equality of votes, the chair of the meeting shall be entitled to a second casting vote.
- e) The management committee may co-opt up to four non-voting members who could include representatives of cycling campaign groups, and other organisations involved in the development of cycling

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- f) At least seven days' notice shall be given to all members of the committee provided that the accidental omission of such notice to any one person shall not invalidate the proceedings of any such meeting.
- g) The notice shall specify the place, the day, the hour, and the nature of the business to be discussed
- h) With the consent of at least two thirds of the members of the management committee a meeting may be called at shorter notice.
- i) Extra-ordinary Meetings of the committee must be convened by the chair within fourteen days of the written request of not less than two members of the committee being served upon the chair
- j) Save as otherwise provided in this constitution, at any meeting of the management committee, a minimum of three members shall constitute a quorum

9. Termination of Membership of Management Committee

Every member of the management committee shall cease to be a member of Management committee:

- i) If they absent themselves from three consecutive committee meetings of the Management committee without special leave or absence, or
- ii) Upon receipt by the chair of the committee of their written resignation
- iii) The club, in a management committee, may remove any member of the committee before expiration of their period of office, on a vote of two thirds or more of the members of the management committee. Before such a vote takes place, the management committee member shall have been given 14 days written notice of the motion and has the right to address the management committee in person before any such vote is taken

10. Proceedings of the Management Committee

- a) The committee may from time to time appoint one or more sub-committees and such composition, powers and terms of reference and for such duration, as the committee may think fit.
- b) Providing that no one person may chair any more than one sub-committee at the same time
- c) The committee shall have the power at their discretion to reimburse members of the committee or any sub-committee in respect of their reasonable expenses incurred with the business of the club

11. Annual General Meeting

An AGM shall be held every year.

Election for the roles of club officers and management as described in Paragraph 7 shall take place.

12. Minutes

The Club Chairperson committee shall ensure that proper minutes be kept of all meetings of the committee and the chair of any sub-committees of the management committee shall ensure appropriate minutes are kept of any meetings of the subcommittee and filed with the club chairperson.

The committee and sub committees shall ensure their minutes contain a formal log of all decisions made, including any assessment of the impact of that decision on child welfare issues.

13. Accounts/Finances

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- a) The management committee shall cause proper books of accounts to be kept with respect to:
 - i) All sums received and expended by the club and the matters in respect of which such receipts and expenditures took place.
 - ii) All sales and purchases of goods by the club.
 - iii) The assets and liabilities of the club.
- b) The books of accounts shall be kept by the treasurer and shall be open to inspection upon request by any member of the management committee.
- c) At every AGM the committee shall present an income and expenditure report of the past financial year, and a balance sheet as at the end of the year
- d) The financial year will begin on the 5th of April
- e) The income and the property of the club how ever derived shall be applied solely towards the promotion of the purposes of the club as set forth in this constitution.
- f) No portion shall be paid or transferred by way of dividend, bonus or otherwise to any member or member of the management committee, provided that nothing therein shall prevent remuneration to any officer or member of the club for out of pocket expenses in pursuit of club activities.
- g) Upon a request by a majority off the total membership of the management committee or by a simple vote of members at the AGM, the treasurer shall arrange for an independent audit of the accounts of the club. The costs of the audit to come from the club funds.

14. Property and Funds

- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members (or members of their family) other than as reasonably allowed by the Rules.
- b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post-event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c) The Club may also in connection with the sports purposes of the Club:
 - i. Sell and supply food, drink and related sports clothing and equipment;
 - ii. 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;
 - iii. Pay for reasonable hospitality for visiting teams and guests;
 - iv. 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).

15. Child Welfare

The Club will adopt British Cycling's policies and procedures for the protection of children and vulnerable adults and have a "safeguarding young people" trained welfare officer.

16. Winding Up

- a) The club may be dissolved by a resolution of the management committee passed by not less than two thirds of the votes of the members present and voting at the management committee meeting convened to for the purposes of considering, and if seen fit passing such a resolution.
- b) Not less than twenty one days' notice specifying the proposed resolution shall be given to all members of the club.
- c) On dissolution

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- i) Any capital assets, which have been funded by funding bodies, will revert back to them upon dissolution of the club.
- ii) Any assets and property shall not be paid or distributed among the members of the club, but shall be applied to such charitable purposes as the management committee shall decide.

17. Alteration of the Constitution

- a. The constitution may be amended only after agreement by two thirds of the total membership of the management committee
- b. Notice of the proposed amendments to the constitution shall be given in writing to all members of the committee not less than fourteen days before the meeting at which they are to be discussed.
- c. Any changes to the constitution will be sent to funding bodies for approval if required.

APPROVED on 13th March 2014