



Constitution Document
of
iCycle Cycling Club of Bedford
A Community Amateur Sports Club

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1. The club will be called: iCycle Cycling Club

2. The Purposes of the Club

The purposes of the Club are to promote the amateur sport of cycling in and around Bedford and community participation in the same area.

3. Permitted means of advancing the purposes

The Committee has the power to:

- a. Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
- b. Provide coaching, training, medical treatment, and related social and other facilities
- c. Take out any insurance for club, employees, contractors, players, guests and third parties
- d. Raise funds by appeals, subscriptions, loans and charges
- e. Borrow money and give security for the same, and open bank accounts
- f. Buy, lease or licence property and sell, let or otherwise dispose of the same
- g. Make grants and loans and give guarantees and provide other benefits
- h. Set aside or apply funds for special purposes or as reserves
- i. Deposit or invest funds in any lawful manner
- j. Employ and engage staff and others and provide services
- k. 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
- l. 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. 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 by calling an EGM to review the Committee's decision. See disciplinary process set out in Section 11 below.
- d. Any member who has not paid their membership subscription by expiry date will be deemed to have left the Club and their membership will be cancelled.
- e. All new members are subject to an initial 12-month probationary period.
- f. Club event leaders reserve the right to refuse any Club member's attendance on an event, on an event-by-event basis, if the event leader considers the Event is beyond the physical capability of the member, or the member's participation is in any way prejudicial to club or the safety of the Member him/herself, or to any other event attendee, or to the public, or to the completion of the Event itself.
- g. Any member who leaves the Club is not entitled to a refund of all or part of their membership.
- h. Use of the website is subject the Website's Forum and Private Messaging Rules (see below). Members who in the opinion of the Committee misuse the web will have their access restricted forthwith.
- i. On joining the Club, each member shall be informed that the Club's rules are available to view on the Club's website and are required to declare their acceptance therein and readiness to abide by the Rules.
- j. Club members will abide by the Club ethos and its requirements

5. Waiver & release of liability

Cycling is a sport with inherent risks. All members agree to participate therein at their own risk. When joining the Club, each member shall:

- a. confirm that they have no medical condition which could restrict them from taking part in club events.
- b. agree to indemnify iCycle Cycle Club, its Ride leaders, other club officials and any other persons connected with the event from any liability whatsoever resulting in personal injury (fatal or otherwise) loss, damage or expense caused.

- c. agree that they participate in rides entirely at their own risk.
- d. confirm that they will always wear a helmet on club rides, that their bike is in good working order and that they shall take reasonable precautions as to ensure their own safety and the safety of all other participants.

6. Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- a. Such meetings need 21 clear days' written notice to members.
- b. The quorum for all AGM's shall be 10 members or 20% of the adult full member's membership, whichever is the greater
- c. Resolution, papers or agenda items must be submitted to the Committee 10 days in advance of the meeting to enable them to be considered and circulated to members
- d. The Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- e. The Members will elect a Committee of Coordinators, as listed in the Appendix. The election may take place online in the 7 days leading up to the AGM, and the results announced at the AGM, or the elections may take place by a show of hands at the AGM, as appropriate.
- f. Where no Member puts themselves up to fulfil a certain Coordinator Role, it will be assumed that there is no demand within the Club for the activities affected by that Role, and official Club support for those respective activities and events will cease until such a time that a Member does put themselves up to fulfil the Role. In such a case, participation in certain events on behalf of the Club may be restricted.
- g. The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- h. The Committee will present a report on the Club's activities since the previous AGM;
- i. Where necessary, the Members will appoint a suitable person to audit the accounts for the following year; and
- j. 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.
- k. Formalities in connection with Annual General Meetings shall be decided by the Committee and publicised to Club members.

7. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 20 members signed by them. 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.

8. The Committee

A Role

- a. Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.
- b. The Committee will have due regard to the law on disability discrimination and child protection

B Property etc.

- a. 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. Any property held by the club shall be available to all members of the club without discrimination
- 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).

C Composition etc.

- a. The Committee shall consist of at least 9 and no more than 15% of the total number of members of the Club.
- b. The Committee members may co-opt club members to serve until the end of the next AGM.
- c. Any Committee member may be re-elected or re-co-opted without limit.
- d. No person can be a Committee member until they have been a Club member for at least 12-months.
- e. If more than one person offers to fulfil any Committee role, the decision shall be made by a ballot of all current members, either via the website, or by a show of hands.
- f. 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.

D Committee meetings

- a. 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.
- b. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - i. At least 5 members must be present for the meeting to be valid;
 - ii. Committee meetings shall normally be held face to face, but subject to unanimous agreement may be held or attended using electronic means;
 - iii. The Chair, or whoever else those present choose shall chair meetings;
 - iv. Decisions shall be by simple majority of those voting;
 - v. A resolution in writing, which shall include email, signed by every Committee member shall be valid without a meeting;
 - vi. The chair of the meeting shall not have a casting vote.

E Delegation etc.

- a. 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.
- b. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

F Disclosure

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.

9. Amendments

- a. These Rules may be amended at an AGM or EGM meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's possible status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 9 (b) has been followed) or winding up provisions.
- b. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

10. Conduct

- a. All Club ride participants shall wear a helmet approved to EN1078, when participating in any Club cycling event.
- b. All Club members shall register for a Club event in which they intend to participate, using the online event registration system associated with the Club website calendar. Failure to do this will render the Club uninsured for the consequences of the member's actions and damages that may be incurred therein and may leave the member personally liable for claims made against them.
- c. All Club ride participants shall obey the highway code at all times, and shall pay due regard, consideration and politeness to other members, road users and pedestrians.
- d. No Club ride participant will use personal audio devices which play music (such as iPod, MP3 players etc.) whilst participating in any Club cycling event.
- e. No Club ride participant will use a mobile phone (for making or accepting calls) whilst moving, during in any Club cycling event.

11. Disciplinary Process including Resignation, Suspension and Revocation of Membership

- a. In the event of an issue occurring or becoming apparent which may result in disciplinary action the Committee will undertake the following actions.
 - i. For minor issues a Committee member will advise the member of the standards required and will give appropriate time for the member to modify their behaviour.
 - ii. For consistent minor breaches or major issues the Committee will review the issue at a regular or exceptional Committee meeting. The member will be formally advised their behaviour is unacceptable and that they must change their behaviour. A specific time limit will be applied to allow the member to comply prior to any further action being taken if necessary.
- b. In the event of a breach of Club rules by a member or the conduct of a member making it desirable that they should cease to be a member, a Committee meeting shall be held at which that member shall be invited to attend. The Committee shall decide as to whether suspension or revocation of Club membership is necessary.
- c. No Club membership shall be suspended or revoked except by a resolution supported by at least two thirds of the members of the Committee.
- d. The Committee reserve the right to refuse membership or membership renewal if they feel that the applicant/member does not meet the requirements of the Club's conditions as decided by at least two thirds of the members of the Committee
- e. The Member may appeal the decision of the Committee by calling an EGM. The club will provide such access to club facilities as required for the purpose of gathering the required support from the membership to invoke an EGM. See Section 7.
- f. Any member wishing to resign their membership prior to the expiry of their membership shall give notice of their desire in writing, which shall include electronic means to the Club Secretary.
- g. Every member shall agree to abide by the Club rules and any modification made in accordance with such.
- h. In the event of a dispute or disagreement as to the interpretation of the Club rules, Club members shall agree to accept the decision of the Committee as final and binding.

12. Medical Conditions and Physical Fitness

Exercise and health are matters that vary from person to person. Members of the Club should speak with their GP about their individual needs before starting any exercise program. Membership of the Club is not intended as a substitute for the medical advice and supervision of your GP. Any sporting activities or exercise regimes carried out as a member of the Club is at the member's discretion and sole risk. If you are over 35 or have been inactive for a few years, see your GP before beginning any exercise program. This is especially important if your family has a history of heart disease, high blood pressure, high cholesterol, diabetes, arthritis, obesity, cigarette smoking, or other health conditions, or if you already have any known medical conditions. If you have any doubts whatsoever, consult your GP.

13. Website, Forum and Private Messaging Rules

- a. No member may transfer or make available their Club website log-in password to another party or individual, nor divulge any other Member's password should they have such knowledge.
- b. No member may divulge any other Member's contact details to any person who is not a member of the Club.
- c. Club members shall use their full first and last name (with Leading Capitals) when registering an account on the website. This First and Last name shall together be their log-in name. Shortened names (e.g. Jon, Jonny etc. for Jonathan) are permissible where the registree is commonly known by that shortened name.
- d. Club members shall, within a reasonable time from registering an account on the Club website, upload an image of themselves which will be their profile image (also known as "avatar"). This image must be of the respective Club member only, appropriately recent, and include enough detail of the face to enable a positive identification to be made by a relative stranger. This image may be used to identify the Club member by local cycling shops to access discounts where offered.
- e. Club members should post in the relevant forum.
- f. Club members should post in the Forum in a way that is objective, avoids personal criticism and is respectful of other users. Inflammatory, insulting or abusive posts will not be tolerated and may result in revocation of Membership from the Club.
- g. Club members should remember that the Forum is aimed at a general audience which includes juniors and persons of all backgrounds. Posting generally offensive text or images, spam, links, etc. and comments that may bring the Club into disrepute will not be tolerated and will lead to a warning or immediate banning without notice from all messaging services on this website.
- h. Club members should post in the Forum in a way which is consistent with "normal writing". That is users should not post excessive numbers of emoticons, large, small

or coloured text, etc. Similarly, users should not SHOUT or use excessive punctuation (e.g. !!!! and ???) in topic titles or posts.

- i. The Club Committee reserve the right to edit or remove any post at any time. The determination of what is construed as unacceptable, indecent, vulgar, spam, etc. as noted in these points is up to the Committee and not users.
- j. The above forum rules where applicable also apply to private messaging. Abuse of the private messaging system may lead to warnings and/or the revocation of private messaging service.
- k. All posts made in the Club forums will be considered in the Public Domain once posted.

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

Appendix I

Committee Roles

One person may fulfil more than one role.

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Chairperson

Secretary

Finance Coordinator

Membership Coordinator

Website Coordinator

Club Kit Coordinator

Legal, Insurance and Affiliation Coordinator (Competitive)

Legal, Insurance and Affiliation Coordinator (Non-Competitive)

Social Cycling

Sunday Long Ride Coordinator

Sunday Short Ride Coordinator

Special Ride Coordinator

Multisports Coordinator

MTB Event Coordinator

Saturday Ride Coordinator

Midweek Ride Coordinator

General Coordinator Roles

Publicity Coordinator

Social Coordinator

Competitive Cycling

Road Race Coordinator

Time Trial Coordinator

Training Coordinator

Appendix II

Junior Members

- a. Any member under the age of 16 years on the date of joining, is a Junior Member, and is entitled to a special annual subscription rate.
- b. A Junior member (and any other member under 18 years of age) is required to have a Parental Consent Form signed by a parent or guardian. Download the Parental Consent Form.
- c. A Junior member must, on all Club events that they attend, be accompanied by either a parent, or a nominated guardian, who declares willingness to take care of the Junior in the event of any technical or physical difficulties encountered during the event.

Student Members

Any member in full time study is a Student Member, and is entitled to a special subscription rate. The Student member is in no way precluded from participating in Club events during term time, if they are able to, and if they so wish.

Senior Members

Any member who is 60 or older at time of joining or renewing their membership at iCycle, is entitled to a special subscription rate.

Appendix III

Meeting Rules and Etiquette Guidelines

Be Timely

Show up on time and do not leave early. The Chair should ensure that the meeting runs to time and that sufficient time has been allocated to agenda items. Members who make a habit of missing meetings they committed to attend will be asked to improve their attendance.

Be Prepared

Bring copies of any materials circulated in advance, e.g. agendas and hand-outs. For items that you are submitting for consideration, summarise the issue and recommendations briefly (members should have already read the paper in advance) and be prepared to answer questions.

Pay Attention

If the meeting is important enough to attend physically, then it is important enough to attend mentally, too. Avoid one-off sidebar conversations with other participants, especially about unrelated subjects.

Participate Effectively

Stick to the agenda--avoid raising issues that are unrelated to the subject at hand.

Contribute to the success of the meeting by offering insights when appropriate without feeling the need to comment on everything that gets discussed. Don't interrupt another speaker; raise your request through the Chair.

Be Accountable

Accept responsibility for any post-meeting tasks; do not just raise issues that others must solve, try and take the initiative for solving problems. Don't take on more than you can reasonably manage, if you need assistance with task please ask for a volunteer.

Be Social

Get to know the other participants, if any are unfamiliar to you.

Submitting Papers, Resolutions and Agenda Items

Members may submit papers, proposals or resolutions to the committee for consideration, they should be formatted to explain the issue, summarise the investigation / findings and make clear the recommendation you are seeking the committee to support. Items must be

submitted 14 days in advance of a meeting in order for them to be circulated to the membership or the Committee in advance of the meeting.

Members may circulate papers for information only i.e. you are not seeking a decision, but do not expect these to be routinely discussed at the meetings.

Constitution adopted At a meeting held at the iCycle clubhouse (Bedford Rowing Club)

On: July 2015

Name: RUSSELL McCRAITH

Signed: 

Witnessed by:

Name: WILLIAM COTTRILL

Signature: 

Occupation: AEROSPACE LECTURER

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