



Club Constitution

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Constitution revised and updated – October 2014

(reintegration of Wallace Warriors into Stirling Bike Club)

Minor amendments to committee post numbers + reformat – 7 Nov 2016

Amendment to 6b – Events/Race Sub-committee - 7 Nov 2017

Amendment to 7 – Increase of maximum notice period from 21 to 42 days

Amendments Nov 2023:

- Memberships simplified into adult, under 18 / student and family.
- Annual “auditing” of accounts rephrased to “independent review”.
- Chairperson amended to Chair.
- Publicity Officer removed as committee role; Development Officer renamed Club Development Officer.
- Club Equipment officer added as committee role.

Constitution adopted unanimously at Annual General Meeting
Tuesday 7th November 2023

Signed :

Name : Jim Prentice – Chair

Witness :

Name : Elaine Law – Secretary



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1. NAME OF CLUB

The name of the club shall be Stirling Bike Club, hereafter referred to as 'the Club'.

The Club shall be affiliated to any National Body agreed by the Committee.

2. PURPOSE OF THE CLUB

The purpose of the Club is to promote all aspects of cycling in the Stirling area including community participation.

3. AIMS & OBJECTIVES

The Club shall hold the following as its aims and objectives. The Club shall strive to fulfil these aims and objectives as its commitment to its membership

To encourage all aspects of cycling.

To organise competitive and non-competitive cycling activities and encourage members to take part in them.

To provide a means of introduction for beginners into the sport of cycling.

To provide development for youth and junior members in the sport of cycling.

To promote and protect the interests of the membership with regards to cycling and cyclists generally.

Do all other things necessary to promote the Purpose.

4. MEMBERSHIP

Membership is open to all interested in the sport of cycling and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of gender, gender reassignment, pregnancy and maternity, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, politics or other opinion. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club will keep subscriptions at levels which will not pose a significant obstacle to people participating.

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 consistent with Clause 12 of this document.

Membership of the Club will fall into the following categories :-



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Adult members
Under 18 members
Student members
Family members

Senior members shall be over 18 years of age (as defined by Scottish Cycling). Under 18 members shall be under 18 years of age (as defined by Scottish Cycling). Student members shall be those in full-time education and able to provide a matriculation card. The Under 18 section of the Club shall be known as the Wallace Warriors.

Family members shall be parent(s) / carer(s) with children aged below 18 years of age at the same address as the senior member.

5. 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.

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than is reasonably allowed by the Rules.

The Club may provide sporting and related social facilities, sporting equipment, coaching courses, event expenses and other ordinary benefits of a Community Amateur Sports Club.

The Club may also in connection with the sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment
- Employ members and remunerate them for providing goods and services on fair terms set out by the Committee.
- Pay for reasonable hospitality for visiting teams and guests.
- Indemnify the Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club

The Committee will conform with the law on disability discrimination and child protection.

c) Composition

The affairs and activities of the Club shall be managed by the Committee comprising :-

Chair
Secretary
Treasurer



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Off-Road Representatives (up to a maximum of 2)
Road Representatives (up to a maximum of 4)
Track Representative (up to a maximum of 2)
Youth and Junior Section Representative (up to a maximum of 2)
Event/Race Representative
Head of Coaching (up to a maximum of 2)
Club Development Officer
Welfare Officer (up to a maximum of 2)
Club Equipment Officer. The Club Equipment Officer will look after all Club kit including WW kit which is stored at the Club container.

Refer to separate document for Roles and Remits of Office Bearers and Committee members.

The Committee may co-opt Club members (up to a maximum of 2) to serve until the end of the next AGM.

All Office Bearers and Committee members shall be elected annually by those Club members attending the Club's Annual General Meeting and shall hold office for one year until the next AGM at which time they shall be eligible for re-election.

The Committee shall have the power to co-opt new Committee members in the event of vacancies occurring between elections.

Any member who is absent from 2 consecutive Committee meetings, without giving satisfactory reasons for their absence, may forfeit his/her seat on the Committee.

A Committee member ceases to be such if he or she ceases to be a member of the Club or resigns by written notice.

d) Committee Meetings

The Committee shall be chaired by the Chair or, if he/she is not present, another decided on by the committee members.

The Committee shall meet at least 4 times per year.

Six members of the Committee shall form a quorum

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 to be counted in the quorum for that agenda item and withdraw during the vote on the matter concerned.

Committee decisions shall be by a simple majority of those voting – the Chair of the meeting shall have a casting vote.

e) Committee Powers

The Committee has the power to :-



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- Make decisions in the best interests of members and the Club
- Acquire and provide equipment, coaching, training and related social and other facilities
Take out insurance for the Club
- Raise funds by organising and running events, appeals, subscriptions, obtaining grants.
Set aside or apply funds for special purposes or as reserves
- Open bank accounts in the name of the Club
- Deposit or invest funds in any lawful manner
- Employ and engage staff or other to provide services.
- Co-operate with or affiliate to any bodies regulating or organising the Sport and with government and related agencies.
- Do all other things reasonably necessary to advance the purposes.

None of the above powers may be used other than to advance the Purposes of the Club consistent with the Rules and general law.

f) Transparency

Annual Club reports and statements of account must be made available on written request for inspection by any member and all Club records may be inspected by any Committee member.

6. SUB-COMMITTEES

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activities and powers, the extent to which it can commit funds of the Club, its membership and its duty to report back to the Committee at regular intervals. At least one member of the Sub-Committee must be a member of the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

The Committee may decide on the formation of Sub-Committees as they deem appropriate.

However, the following sub-committees will have 'standing' or permanent status governed by the terms stated above:

a) The Wallace Warriors Sub-Committee

Subject to these Rules the WW Sub-Committee shall have the responsibility for the management of the youth and junior section of the Club, its funds, property and affairs.

The WW Sub-Committee shall be responsible for managing the youth and junior section's bank account and has the authority to raise its own funds subject to these Rules.

The WW Sub-Committee may provide sporting and related social activities, sporting equipment, coaching courses, event expenses and other ordinary benefits of a Community Amateur Sports Club.

The affairs and activities of the youth and junior section of the Club shall be managed by the Wallace Warriors Sub-Committee comprising :-



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WW Chair
WW Secretary
WW Treasurer
Coaching Representatives (up to a maximum of 2)
Welfare Officer (up to a maximum of 2)
Youth and Junior Development Officer
WW Events Co-ordinator
WW Loan Bikes/Equipment Co-ordinator
WW Waiting List Co-ordinator
WW Communications Officer

The WW Sub-Committee members may co-opt Club members (up to a maximum of 2) to serve until the end of the next AGM.

The WW Sub-Committee members shall be elected annually by those Club members attending the Club's Annual General Meeting and shall hold office for one year until the next AGM at which time they will be eligible for re-election.

The WW Sub-Committee shall meet at least 4 times per year and shall be chaired by the WW Chair and, if he or she is not present, another decided upon by the sub-committee members.

WW Sub-Committee has the power to :-

- Make decisions, in respect of the youth & junior section, in the best interests of the Club
- Acquire and provide equipment, coaching, training and related social and other facilities
- Raise funds by organising and running events, appeals, obtaining grants.
- Select teams for youth and junior races and adjudicate on results.
- Set aside or apply funds for special purposes or as reserves.
- Maintain a bank account in the name of the Wallace Warriors.
- Deposit or invest funds in any lawful manner.
- Employ and engage staff or other to provide services for youth and junior section related activities.
- Co-operate with any bodies regulating or organising the Sport and with government and related agencies.
- Do all other things reasonably necessary to advance the purposes.

b) Events/Race Sub-Committee

The Events/Race Sub-Committee shall be chaired by the Events/Race Representative and composed of all event organisers and the club treasurer. Any Club member wishing to assist in event organisation may also be co-opted onto the Sub-Committee.

The scope of its activities and powers shall be:

- to organise open and club-confined races and other events.
- to adjudicate on the results of these races. This is primarily the responsibility of each individual event organiser.



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- to obtain the necessary permission from Police and other bodies to hold events and races.
- to liaise with the sport's governing bodies regarding event organisation and delivery.

40% of the members of a Sub-Committee shall form a quorum.

The Chair of each Sub-Committee shall report to the Committee on a regular basis providing it with an update on the relevant Sub-Committee's activities.

7. ANNUAL GENERAL MEETING (AGM)

The Club will hold an AGM once in every calendar year, not less than 9 months and not more than 15 months after the previous AGM. An AGM shall be called by the Secretary within 14 days of a request to that effect from the Committee. The AGM shall be held on not less than 14 days or more than 42 days notice at a place decided upon by the Committee or in default by the Chair.

Any member wishing to place an item on the Agenda of the AGM must do so in writing to the Secretary a minimum of seven days prior to the AGM. All resolutions, motions and questions submitted to such meetings shall be carried by a simple majority of those attending except in the case of a resolution or motion to alter the Constitution for which a two-thirds majority of those present shall be required.

At every AGM :

- The members will elect the Committee including Chair, Secretary and Treasurer to serve until the next AGM (refer to clause 5(c) for further committee posts).
- The members will elect the Wallace Warriors Sub-Committee including WW Chair, WW Secretary and WW Treasurer to serve until the next AGM (refer to clause 6(a) for further sub-committee posts)
- The Club's Treasurer will produce accounts of the Club for the latest financial year.
- The Committee will appoint a suitable person to review the accounts
- The Committee will present a Report(s) on the Club's activities since the previous AGM.
- The members will discuss and vote on any resolution (whether about policy or a change to the Rules) and deal with any other business put to the meeting.

Any motion submitted by any member in writing to the Secretary before the meeting in the time-scale as defined above will be considered at the AGM.

8. SPECIAL GENERAL MEETINGS (SGM)

An SGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on a written request of not less than 20 members signed by them. Such an SGM shall be held on not less than 14 days or more than 21 days notice at a place decided upon by the Committee or in default by the Chair.



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9. ACCOUNTS & FINANCIAL YEAR

The Club's financial year shall run from 1 November to 31 October and accounts shall be submitted to the AGM.

The Treasurer shall maintain correct accounts and books showing the correct financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

The Treasurer shall provide a written statement of accounts at the Annual General Meeting and at the request of the Committee.

An independent review shall be carried out every year or as directed by the Committee.

10. BANK ACCOUNT(S)

All Club funds must be lodged in a bank account in the name of the Club. The bank account shall have two signatories, one of whom shall be the Club Treasurer. All withdrawals from the Bank account shall be signed by the two account signatories.

All funds pertaining to the Wallace Warriors must be lodged in a bank account in the name of the 'Wallace Warriors Youth Cycling Club'. The bank account shall have two signatories, one of whom shall be the Wallace Warriors Treasurer. All withdrawals from the Bank account shall be signed by both of the account signatories.

11. SUBSCRIPTIONS

The annual club subscription shall be set at the AGM. The subscription for under 18 and student members shall be approximately two-thirds of the adult subscription. The family membership shall be twice the amount of the senior subscription.

12. DISCIPLINE

When a written (defined as including e-mail) complaint is received concerning the conduct of a Club Member the following procedures will apply:

If the complaint concerns a Committee member then that member shall take no part in the disciplinary procedure. If the complaint concerns the Chair then he/she will take no part in the disciplinary procedure, his/her role then being taken by the Secretary.

The Committee will form a Disciplinary panel ("the Panel") consisting of three Committee members. No Committee member may refuse to serve on the Disciplinary panel if requested to do so by the Club Chair without good cause. One Panel member will be nominated as Panel Chair.

Within seven days of being appointed the Panel must serve a written notice on the member in



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question stating the date, time and place of the disciplinary hearing, give the member a copy of the complaint and inform the member that he/she may attend and speak at the disciplinary hearing and may also make written submission and call witnesses.

Within seven days of the disciplinary hearing taking place, and due consideration of the matter has been given, the Panel Chair will advise the member and Club Chair in writing what action (if any) will be taken.

The Disciplinary Panel members will then not attend any appeal hearing and will take no further part in proceedings.

The member may :

- (i) Accept the decision of the Panel or
- (ii) Appeal the decision.

If the member wishes to appeal he will do so in writing to the Secretary, within 14 days of receiving the original decision.

On receipt of an Appeal the Secretary shall within 14 days then convene a meeting of the Committee, excluding the original Disciplinary Panel members, with the sole purpose of hearing the member's appeal. The member under investigation may attend and speak at the Committee meeting, make written submissions and call witnesses.

The Committee may make reach one of three conclusions:

- (i) that no further action be taken
- (ii) that the Disciplinary panel's decision be upheld
- (iii) impose an alternative penalty

The outcome of the member's appeal will be communicated to the member by the Club Chair within seven days of the appeal hearing.

13. DISSOLUTION

The members may vote to wind up the Club if three-quarters of the membership support the proposal at a properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs.

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

1. to another club with similar sports purposes and/or
2. to the Club's national body for use by them for related community sports and/or
3. to another local sporting body.



Club Constitution

END