



## CAMBRIDGE TOWN & COUNTY CYCLING CLUB Constitution and Rules

### 1. TITLE AND CONSTITUTION

The name of this body is the Cambridge Town & County Cycling Club, to be known in general usage as Cambridge Cycling Club and referred to hereinafter as “the Club” or “CCC”.

The Club will be an Unincorporated Association of its members for the purposes of the Object. The Club Rules will set out the agreed rules for management and operation of the Club.

The Club shall be affiliated to British Cycling (BC) and Cycling Time Trials (CTT) or their successor organisations and to other such bodies, as specified in Annexe One to these Rules, appropriate to meeting the Object of the Club.

### 2. OBJECT

The aims and objectives of the Club are the promotion and encouragement of:

- a) Cycling in general.
- b) Cycle racing as defined and controlled by British Cycling (BC) and Cycling Time Trials (CTT) or their successor bodies.

The Club will ensure a duty of care to all members of the club and provide all its services in a way that is fair to everyone. The Club 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.*

### 3. MEMBERSHIP OF THE CLUB

Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership shall consist of the following categories:

- Honorary Life President
- Honorary Life Vice-President
- First Claim Member
- Second Claim Member
- Honorary Associate Member
- Day Member

**Honorary Life Presidency and Honorary Life Vice-Presidency** are by nomination, and may be awarded at an Annual General Meeting or at an Extraordinary General Meeting called specifically for that purpose.

**First Claim Members** - must not be a First Claim member of any other club. They may hold any Club office, and may compete for any Club championship or trophy.

**Second Claim Members** - must concurrently be a first claim member of another British Cycling or Cycling Time Trials affiliated club. They may represent CCC in closed Association events where the Association permits this, but not in Open competition except where their First Claim club or team is affiliated to only one of BC or CTT. In such a case the second claim member may represent CCC as being their sole affiliated club in events promoted for or on behalf of the organisation to which their first claim club is not affiliated. In no circumstances are Second Claim Members eligible to compete for any Club championship, internally-awarded trophy or record. They may not be an Officer of the Club but may be elected to serve in any other capacity.

**Honorary Associate Member** - by invitation of the Committee, Honorary Associate Member status may be offered to persons closely connected to the club, but not currently engaged in its activities.

**Day Members** - may compete in any Club time trial on the relevant day of membership.

### **3.1 ELECTION OF MEMBERS**

- a) Honorary Life Presidents and Honorary Life Vice-Presidents shall be elected only as specified in 3. above.
- b) The election of other grades of membership shall be vested in the Committee, except for day membership, which will automatically apply for the relevant day. Candidates for election must pay their subscription, where appropriate, upon nomination.
- c) Membership and renewal of membership will only be granted if it is not prejudicial to the interests of the Club and/or its members.
- d) A candidate for First Claim membership who is already a First Claim member of another club shall submit a written statement confirming resignation from the other club. New applicants for First Claim membership may, upon nomination, be required to pay, in addition to the annual subscription, an initial joining fee.

### **3.2 DUTIES OF MEMBERS**

- a) All members will be subject to the rules and constitution of the Club and, by joining the Club, will be deemed to have accepted these regulations and codes of practice that the Club has adopted.
- b) Members of the Club must pay the subscription appropriate for their level of membership, as set by the Annual General Meeting of the Club.
- c) All currently active members of the Club are expected, on at least two occasions per season, to contribute their time and talents for the benefit of the Club, its activities or promotions, when reasonably requested to do so by the Committee. Juniors are exempt from this obligation but we encourage their parents/guardians to fulfil this obligation on their behalf.
- d) Members shall not say or do anything that may bring the Club into disrepute. The Committee shall have the power to enforce any disciplinary measures on members in breach of this rule up to and including expulsion as specified in 3.4, below.

### **3.3 SUBSCRIPTIONS**

- a) Subscriptions will be fixed by the Annual General Meeting of the Club, as will any joining fee for applications for First and Second Claim Membership. Current rates form Schedule B of these Rules.
- b) A subscription paid on nomination on or after the first of September in a given year shall extend paid-up membership until the thirty-first of December of the year following.
- c) Subscriptions become due to the Membership Secretary on the first of January. If a Member's subscription is unpaid at 1<sup>st</sup> March, such Member shall be deemed to have resigned from the Club.
- d) Classes of subscription will be as set out in Annexe Two to these rules.

### **3.4 DISCIPLINARY AND APPEAL PROCEDURES**

- a) All complaints regarding the behaviour of members should be presented and submitted in writing to the General Secretary and will be considered by the Committee.
- b) The Committee will form a special sub-committee with a minimum of three members to hear complaints within 28 days of a complaint being lodged. The sub-committee will make report to and recommend action to the Committee. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.

- d) There will be the right of appeal to the Committee following disciplinary action being announced. The committee will consider the appeal within 28 days of the General Secretary receiving the appeal. Members of the disciplinary sub-committee involved in the original disciplinary hearing may not participate in the Committee's deliberations on appeals.

#### **4. MANAGEMENT OF THE CLUB**

- a) The business of the Club shall be managed by a Committee on behalf of the members, consisting of the President, Vice-Presidents, Officers, Officials and five elected members. All members of the Committee must be full members of the Club.
- b) Officers: The Officers of the Club shall be the Honorary General Secretary, Honorary Treasurer, Honorary Racing Secretary (BC), Honorary Racing Secretary (CTT) and Honorary Membership Secretary. The duties and responsibilities of these positions are set out in Annexe Three to these Rules. All shall be elected at the Annual General Meeting. A list of those elected forms Schedule A to these rules.
- c) Officials: - The Officials of the Club shall be the Chair, Clothier, Coach, Trophy Secretary, Minutes Secretary, Newsletter Editor, Runs Captain, Off Road Secretary, Social Secretary, Assistant Time Trial Secretary, Audax Secretary, Media and Communications Secretary, Website Editor and delegates to all Associations to which the Club is affiliated. All of the foregoing are *ex officio* members of the committee. The Welfare Officer, the Librarian/Archivist and Records Keeper are officials of the club who are not *ex-officio* members of the Committee except when, from time-to-time, co-opted. All shall, where thought to be necessary, be elected at the Annual General Meeting. The duties and responsibilities of these positions are set out in Annexe Three to these Rules. A list of those elected forms Schedule A to these rules.
- d) The Committee will normally meet monthly. Such meetings may take place on line. Where appropriate and expedient, the Committee may conduct its work and make decisions by circulation.
- e) The Committee shall have the power of co-option.
- f) The Committee shall have the power to elect sub-committees to perform such tasks as are specified by the Committee.
- g) All Members of the Committee, Officers and Officials are elected for a term of one year. All will be eligible for re-election or re-co-option.

#### **4.1 MEETINGS OF THE CLUB**

Members will receive at least one calendar month's notice of the Annual General Meeting and of any Extraordinary General Meeting. Written Notice includes notice by post or e-mail to the latest address provided to the Membership Secretary. "Meeting" includes on line meeting.

##### **Annual General Meeting**

The Annual General Meeting will normally be held in the first week of November. The Honorary General Secretary will include the agenda when issuing the notice. A quorum shall be six first claim Club members. Only first claim members and honorary life presidents and vice presidents may vote.

##### **Extraordinary General Meeting**

An Extraordinary General Meeting shall be called by the Honorary General Secretary by sending notice within twenty-one days of receiving a written requisition signed by six or more Club members. The meeting should be held within two calendar months of the receipt of requisition. The requisition will state the resolution to be discussed, and no other business will be transacted at this meeting. A quorum shall consist of six first claim Club members. Only first claim members and honorary life presidents and vice presidents may vote.

##### **Committee Meetings**

Committee Meetings may be attended by any Club member, who may take part in discussion. Only members of the Committee may vote. A quorum will be formed by five Committee members.

## 5. Finances

- a) The Club's Honorary Treasurer will be responsible for the finances of the Club.
- b) The Club's Committee is responsible for decisions on the management of, and decisions on use of, funds. The Committee and the Honorary Treasurer have a duty of care to ensure that funds are applied only for meeting the Object of the Club and to ensure the Club's continuing financial viability.
- c) The financial year of the club will run from *01 October* and end on *30 September*.
- d) All club monies will be banked in accounts held in the name of the Club.
- e) An audited statement of annual accounts will be presented by the Honorary Treasurer at the Annual General Meeting.
- f) The Honorary Treasurer is authorised to make payments drawn against club funds, and provided that funds are sufficient, of up to £250 to meet the Club's Object and to support activity as approved by the Committee.
- g) Any payments drawn from club funds in excess of £250 require the written authorization of the Honorary Treasurer and two other officers or officials. For this purpose, an email or equivalent confirmation of approval will be acceptable
- h) Assets of the Club are held in trust jointly and severally by individual members of the Club
- j) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.**

## 6. CLUB EVENTS

These shall be conducted in accordance with the Regulations laid down in the current CTT and BC handbooks.

## 7. CLUB CHAMPIONSHIPS

These are held annually in such activities as are decided by the Committee. Only First Claim Members are eligible. To be eligible, senior members must also give their time on two occasions during the calendar year in which the championship is held for the benefit of the Club. These activities are stated in Schedule C to these Rules.

## 8. CLUB TROPHIES

- a) These are to be competed for annually, and are listed in Schedule D to these Rules. Only First Claim Members are eligible. Eligibility requirements for senior members are as for championships, unless otherwise stated in Schedule D to these Rules
- b) The President, Honorary General Secretary and Honorary Treasurer for the time being are the legal owners of the perpetual trophies and hold these in trust for the Club.
- c) The winner of a trophy shall return the trophy in good condition at the request of the Trophy Secretary.
- d) Club trophies may only be discontinued or reassigned by a resolution passed at a general meeting.

## 9. CLUB COMPETITION RECORDS

- a) These are only open to First Claim Members.
- b) Records shall be maintained separately for men and women in such categories and covering such distances or time periods as is decided from time to time by the Committee.
- c) No persons under twelve years of age may compete.

- d) The records as they stand at 1<sup>st</sup> January last shall form Schedules E1 and E2 of these Rules.
- e) Record Claims may be made for any event ridden by a First Claim Member. All claims must be made to the Club Records Keeper in writing by 31<sup>st</sup> December of the year in which the event occurs. The claimant must submit either the Official Result Sheet, a link to the result on the website of a national organisation, or a signed statement by the Timekeeper or Organiser of the event.

**Boy/girl** records are open only to those who have not reached their fourteenth birthday on the day of the event.

**Juvenile** records are open only to those who have not reached their sixteenth birthday on the day of the event.

**Junior** records may be competed for until the thirty-first of December of the year in which the rider's eighteenth birthday occurs.

**Veteran** records are open to those who are forty years of age or over on the day of the event.

**Senior** records are open to any member not deemed to be ineligible by these Rules.

#### **10. ALTERATIONS TO THESE RULES**

Proposed addition, deletion, or amendment to these Rules shall be submitted in writing to the Honorary General Secretary not less than one calendar month before an Annual General Meeting, or otherwise in accordance with Rule 4.1 relating to an Extraordinary General Meeting. The Committee may vote to amend the Annexes and Schedules to these rules, but any such changes must be brought before the next Annual General Meeting for confirmation.

#### **11. MATTERS NOT PROVIDED FOR IN THESE RULES**

The Committee shall have the power to act as it may deem expedient in any matter which is not provided for in these Rules.

#### **12. DISSOLUTION**

A resolution to dissolve the club may be passed only at an Annual General Meeting or Extraordinary General Meeting through a majority vote of the membership.

- a) The members may vote to wind up the Club if not less than two thirds 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 another body or organisation with aims and objectives consistent with the Object of the Club.
- d) No business or individual is to profit from the winding up of the club.

## **ANNEXES TO THE RULES AND CONSTITUTION**

### **Annexe One: Affiliations**

The Club will be affiliated to the following organisations (or their successors in name):

British Cycling  
Cycling Time Trials

Subject to confirmation by the Committee, the club will affiliate to, or participate in, local and national cycling organisations as appropriate.

### **Annexe Two: Classes of Subscription:**

The classes of subscription shall be as follows:

**Junior Rate** - applies to first or second claim members who are under the age of 18 years on 1st January of the year of membership.

**Household Rate** - applies to a maximum of two adults and named dependants living at the same address. Each household member may be a first or second claim.

**Individual Rate** - applies to all first claim, second claim and day members not covered by the rates above.

### **Annexe Three: Duties and Responsibilities of Officers and Officials of the Club**

Duties and responsibilities of officers and officials are set out in documents on the Club's website and, for brevity, are not shown in this document.

## **SCHEDULES TO THE RULES AND CONSTITUTION**

**Schedule A: Elected Officers and Officials**

**Schedule B: Subscriptions**

**Schedule C: Championships**

**Schedule D: Trophies**

**Schedule E1: Club Senior, Junior and Juvenile Time Trial and Track Records**

**Schedule E2: Veterans Time Trial Records**

These schedules are available on the Club's website.