

Constitution of the Phoenix Cycling Club

1. Name:

Phoenix Cycling Club.

2. Objects:

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

- (i) promote and hold, either alone or jointly with others, cycle races and events in accordance with the rules established by Cycling Ireland;
- (ii) offer, give or contribute towards prizes, medals, and awards for cycle races promoted and held by the Club;
- (iii) financially support riders competing on behalf of the club;
- (iv) apply for grants from appropriate entities for the development of the sport of cycling;
- (v) establish and promote, or assist any other association or entity having objects similar to those of the Club;
- (vi) collect and disseminate information on all matters relating to the sport of cycling, and exchange such information with other bodies having similar objects, whether in Ireland or internationally;
- (vii) buy, sell, and supply goods and services for the purposes of the Club;
- (viii) raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Club shall not undertake permanent trading activities in raising funds for the said objects;
- (ix) do all such other lawful things as are necessary for the attainment of the said objects.

The Club is non-denominational and non-political.

3. Club Colours:

The club colours shall be white, green and blue.

4. Affiliation: The Club shall be affiliated with Cycling Ulster, Cycling Ireland, and the Union Cycliste Internationale (UCI).

5. Membership:

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. Membership is renewed annually (through the Secretary) by becoming a member of Cycling Ireland. Members wishing to transfer to another club require the written approval of the Committee.

Honorary membership, for individuals who have made significant contributions to the Club or to the sport, may be conferred by two-thirds majority of those present at the Annual General Meeting.

6. Club Year:

The Club's year shall be the calendar year: from January to December.

7. The Committee:

7.1: Powers of the Committee:

The Committee

- (i) shall manage the business affairs of the Club;
- (ii) shall exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in a general meeting;
- (iii) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club
- (iv) shall have power to create and wind up sub-committees as required
- (v) shall have power to co-opt up to two further members to the Committee as required.

The Committee shall hold no less than five meetings per year.

7.2 Composition of the Committee:

(a) The Committee shall comprise

- (i) the Officers of the Club
- (ii) at least two Elected Members of the Club

The Committee shall comply with the provisions of this Constitution, any ratified constitutional amendments, and rules ratified by the Members of the Club.

(b) The Club shall have the following Officers:

- (i) **Chairperson**, who is the chief executive officer, responsible for the effective management of the Club; the Chairperson shall preside over Committee meetings and Club General Meetings; the Chairperson shall be one of the three signatories (any one to sign) on the Club's bank account(s). The Chairperson will normally not be a voting officer; however in the event of an equality of votes, the Chairperson shall cast the deciding vote.
- (ii) **Secretary**, who is responsible for minute-taking at all meetings, and for ensuring that information about all matters affecting the Club is communicated to members efficiently and expeditiously. The Secretary shall be one of the three signatories (any one to sign) on the Club's bank account(s). The Secretary is also responsible for public relations.

- (iii) **Treasurer**, who responsible for chairing the finance committee, and for overseeing the club finances; the Treasurer shall be one of the three signatories (any one to sign) on the Club's bank account(s)
- (iv) **Race Secretary**, who is responsible for chairing the race committee, and for all issues relating to open and club races.
- (v) **Club Captain**, who is responsible for planning and supervising club runs, and for promoting the safety of the all members while engaged in Club activities. The Club Captain shall chair Committee meetings and Club General Meetings if the Chairperson is unavailable.

An officer may not hold more than one office at the same time.

7.3. Term of appointment:

Each Officer of the Club shall hold office until the conclusion of the Annual General Meeting following the date of the said officer's election, but is eligible for re-election.

7.4 Election of Committee Members:

- (a) Any Member may be nominated (or may nominate himself/herself, either in person or in writing) for election as an Officer or Elected Member.
- (b) The ballot for the election of Officers and Elected Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct

7.5 Vacancies:

If a vacancy occurs in the membership of the Committee for any reason, the Committee members may appoint a member to fill the vacancy, and the member so appointed will hold office subject to the Rules. The person filling the vacancy shall retire at the next occurring Annual General Meeting

7.6 Removal of Committee Members:

- (a) In order to remove any Committee members from office, an Extraordinary General Meeting shall be called.
- (b) A proposal to remove the Committee Member shall be put forward, in writing, by a member duly qualified to vote at that meeting.
- (c) Notice shall be served on the said Committee member in writing, stating the date, time, and place of the Extraordinary General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Committee Member that he/she may attend and speak at the Extraordinary General Meeting, and may also make written submission.
- (d) Once due consideration of the matter has been given, the proposal for removal of the Committee member shall be put to a vote. A two-thirds majority of those present at the Extraordinary General Meeting is required to remove the Committee Member from office.

8. Meetings and Quorum:

A Committee meeting shall be quorate when at least three members of the Committee are present.

A sub-committee meeting shall be quorate when at least three members of the sub-committee are present

A General meeting of the club shall be quorate when at least ten per cent of the membership is present.

An Annual General meeting of the club shall be quorate when at least fifteen per cent of the membership is present.

9. Disciplining members

(a) The Club may, by resolution, censure, suspend, or expel a member from the Club, if the member has

(i) persistently refused or neglected to comply with a provision of the Constitution; or

(ii) wilfully acted in a manner detrimental to the interests of the Club.

(b) Where the Committee is of the opinion that a Member has acted in such a way so as to merit disciplinary action, the Committee must notify the member and convene a disciplinary hearing.

(c) Where the Committee passes a resolution convening a disciplinary hearing, the Committee must serve written notice on the member in question, stating the date, time, and place of the disciplinary hearing, setting out the resolution of the Committee and the grounds on which it is based, and informing the member that he/she may attend and speak at the disciplinary hearing, and may also make written submission.

(d) Once the disciplinary hearing has taken place, and due consideration of the matter has been given, the Committee shall propose what action (if any) is to be taken. The member in question shall be written to, communicating the Committee's decision.

(e) The Committee shall then convene a General Meeting of the Club, at which a secret ballot shall be conducted on the question of whether the Committee's decision on this matter should be confirmed or revoked.

10. Voting and Decisions:

Issues arising at meetings of the Committee, sub-committees, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the members present at the meeting and entitled to vote.

Each member present at a meeting of the Committee, sub-committees, or General Meetings of the Club (including the person presiding) shall be entitled to one vote. The Chairperson (who presides at meetings of the Committee and General Meetings of the Club) will normally not be a voting officer; however in the event of an equality of votes, the Chairperson shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

At a General Meeting of the Club a poll may be demanded by the person presiding, or by not less than five per cent of the membership in person and entitled to vote.

11. Sub-Committees:

(a) Finance Committee

Membership of the Finance Committee shall be as follows:

Treasurer (chair of Finance Committee)
 Chairperson
 Secretary
 Two other members

The Finance Committee's remit shall be

- (i) to manage the finances of the Club;
- (ii) to propose an annual budget for Club activities;
- (iii) to engage in fundraising activities that support the objects of the Club;
- (iv) to report to the Committee and the Club membership on all aspects of Club finances.

The Treasurer will normally not be a voting officer on the Finance Committee; however in the event of an equality of votes, the Treasurer shall cast the deciding vote at meetings of the Finance Committee.

(b) Race Committee:

The Race Committee shall be composed of the Race Secretary (chair) and four members; its remit shall be

- (i) to organise open and club races and other events
- (ii) to adjudicate on the Club points system and results
- (iii) to obtain the necessary permissions from the police and other bodies for holding races
- (iv) to be responsible for marshalling and safety issues
- (v) to select teams for major open races

The Race Secretary will normally not be a voting officer on the Race Committee; however in the event of an equality of votes, the Race Secretary shall cast the deciding vote at meetings of Race Committee.

The race committee shall represent, where practicable, all constituencies in the Club, including seniors, veterans, women, juniors, and youths.

11. Accounts and Banking:

11.1 Accounts:

The Treasurer shall maintain correct accounts and books showing the 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 General Meetings at the

request of the Committee, but at no fewer than three General Meetings a year. An audit may be carried out once every two years.

11.2 Banking:

The Committee shall cause to be opened with such a bank as the Committee selects, a bank account or bank accounts in the name of the Club, into which all monies received shall be paid within ten working days receipt.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer, the Chairperson, or the Secretary (any one to sign).

11.3 Funds management

The funds of the Club, however derived, shall be applied towards the objects of the Club, under the direction of the Finance Committee, and (where appropriate) with the approval of the membership of the Club.

11.4 Financial Year

The financial year of the Club shall run from 1 November to 31 October each year.

12. Annual General Meeting of the Club:

The Club shall hold an Annual General Meeting in October or November.

The Annual General Meeting shall have the following duties:

- (i) to receive a report on the work of the Club in the preceding year.
- (ii) to receive accounts for the preceding year.
- (iii) to elect the Officers of the Club, the ordinary Committee members, and the members of the sub-committees.
- (iv) to consider any matter referred to them by the Committee.
- (v) to consider any motion submitted by any member in writing to the Secretary before the meeting.

Communication summoning the Annual General Meeting will be released so as to reach members at least twenty-eight days before the meeting is due to take place.

Other General Meetings may be called at other times, with not less than one month's written notice to all members, by the Executive Committee or by the Chairperson at the request of not less than twenty per cent of the members.

13. Amendments to the Constitution:

The General Meeting 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. Dissolution:

The Club may be dissolved by the agreement of not less than three-quarters of those members present at a General Meeting specially summoned for this purpose. Any funds existing at the time of dissolution shall not become the property of any member or members but shall be devoted to furthering the objects defined in Clause 2.

Last amended 15 December 2004.