



# CLUB CONSTITUTION

## 1.0 Name

- 1.1 The club is named **PHOENIX CYCLING CLUB** and is affiliated to **CYCLING IRELAND AND CYCLING ULSTER**.

## 2.0 Aims and Objectives

- 2.1 The aims and objectives of the club are
- (1) to promote, develop and foster the sport of cycling
  - (2) to offer leisure and competitive opportunities in cycling to its members.
  - (3) to promote the club within the local community
  - (4) to ensure a duty of care to all members of the club
  - (5) to provide its services in a way that is fair to its members

## 3.0 Club Colours

- 3.1 The club colours shall be white, green and blue.

## 4.0 Membership & Renewal of Membership

- 4.1 Any person interested in the aims of the club may apply for membership.
- 4.2 Membership of Phoenix Cycling Club is conditional on holding a Cycling Licence issued by Cycling Ireland.
- 4.3 Membership of the club may be applied for by obtaining an appropriate classification of Cycling Licence through Cycling Ireland and nominating Phoenix as the preferred local club.
- 4.4 Phoenix Cycling Club receives applications for membership via Cycling Ireland only. The club reserves the right to accept or reject applications at its sole discretion.
- 4.5 By joining the club, members agree to abide by all its rules, procedures and policies including but not limited to its Constitution, Code of Conduct and Safeguarding Policy any of which may be amended, updated or supplemented from time to time. Members shall also abide by the rules and policies of Cycling Ireland and Cycling Ulster.
- 4.6 Membership shall run from the period from 1st January to 31st December annually. Licence fees and club membership fee shall be paid through Cycling Ireland.
- 4.7 Applications for renewal of club membership may only be made through Cycling Ireland by renewing a Cycling Ireland Licence and nominating Phoenix as the preferred local club.
- 4.8 Phoenix Cycling Club reserves the right to accept or reject applications for renewal of

membership at its sole discretion.

- 4.9 Lapsed members not holding a current Licence and club membership shall not take part in the clubs' activities and shall not be members of the club until such times as their Licence and club membership is renewed subject to acceptance by the club.

## 5.0 Membership Fees

- 5.1 Membership fees will be set annually by the club Committee.

## 6.0 Officers of the Club

The officers of the club and their duties are as follows:

- |                                 |   |
|---------------------------------|---|
| (1) Chair                       | Overall management of the club. Presiding over club general meetings and committee meetings.  |
| (2) Secretary                   | Administration, meeting minutes and record keeping. Management of membership applications, approvals, renewals and transfers.                         |
| (3) Race Secretary              | Management of the race committee and all issues concerning open and club races. Provide racing members with a communication channel to the committee. |
| (4) Club Captain                | Oversee the organisation and safety of club runs and other cycling activities undertaken by the club.   |
| (5) Treasurer                   | Monitor and record the financial activity of the club. Prepare the clubs annual budget and present the clubs accounts at the AGM.                     |
| (6) Public Relations Officer    | Manage the clubs public profile including its social media presence.  |
| (7) Youth Development Officer   | Plan, organise and oversee youth events. Develop and increase youth participation in club activities.   |
| (8) Women's Development Officer | Plan, organise and oversee women's events. Develop and increase the participation of women in club activities.  |
| (9) Members Representative      | Provide leisure members of the club with a communication channel to the committee.  |

## 7.0 Committee

- 7.1 The club shall be managed through a committee consisting of the officers of the club
- 7.2 The committee is responsible for managing the affairs of the club on behalf of and in the best interests of its members.
- 7.3 The committee will be convened by the Secretary and meetings shall be held no less than **FOUR** times per year.
- 7.4 All Committee members have the right to a single vote at meetings of the Committee.
- 7.5 The quorum required for business to be agreed at Committee meetings is: **FIVE**
- 7.6 The committee has the power to take financial decisions on behalf of the club which shall be in the best interests of the club and its members.

- 7.7 The committee has the power to perform all functions it considers necessary or desirable for the effective management of the club.
- 7.8 The Committee has the power to implement new or amend existing policies, procedures, codes of practice and rules that affect the organisation of the club. These include but are not limited to the club's Code of Conduct and Safeguarding Policy
- 7.9 The Committee has the power to appoint sub-committees as they deem necessary and to appoint internal or external advisers to the Committee as they deem necessary to fulfil its business.
- 7.10 The Committee has the power to instigate disciplinary proceedings for members who infringe any of the club's rules, procedures, constitution, code of conduct, safeguarding policy or any other policy of the club.
- 7.11 The Committee has the power to suspend or expel any member found to be in breach of any of the club's rules, procedures, constitution, code of conduct, safeguarding policy or any other policy of the club subject to the provisions of section 12 of the Constitution.

## 8.0 Finance

- 8.1 All club monies will be banked in an account held in the name of the **PHOENIX CYCLING CLUB**.
- 8.2 An annual budget shall be prepared setting out planned income and expenditure for the year and shall be presented at the AGM for members approval.
- 8.3 The Club Treasurer will be responsible for monitoring and reporting the club's finances.
- 8.4 The financial year of the club will end on **30th SEPTEMBER**.
- 8.5 A statement of annual accounts will be presented by the Treasurer at the AGM.
- 8.6 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 9.0 Annual General Meetings

- 9.1 The AGM shall be called by the Club Secretary. A minimum of 21 calendar days' notice shall be given to members.
- 9.2 The quorum for AGMs will be **5%** of the total number of club members on the date at which the AGM is called.
- 9.3 The AGM will receive a report from officers of the Committee and a statement of the accounts.
- 9.4 Officers are elected annually at the AGM. Any member may be nominated to any position by any other member. This shall be done in writing through the secretary. The nomination must be seconded by another member of the club. The closing date for nominations is three days prior to the AGM.
- 9.5 Where there is more than one nomination for an Officer position, an election shall be held at the AGM. Each member present in person at the AGM shall have a single vote. The nominee with the largest number of votes shall be elected to the position.
- 9.6 Where there is only one nomination for an Officer position, no election is required, and the nominee shall be elected to the position.

- 9.7 Where a club officer position remains vacant after the AGM, the committee may co-opt a member to serve in that position at a later date.
- 9.8 Any member may raise a matter for inclusion on the AGM agenda by notifying the Club Secretary a minimum of 3 days before the date of the AGM. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 10.0 Safeguarding

- 10.1 This sports club/organisation is committed to safeguarding the well being of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport.
- 10.2 The club shall adopt the Safeguarding policy of Cycling Ulster.

## 11.0 Equity Policy

- 11.1 **PHOENIX CYCLING CLUB** is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland 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."*

- 11.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 11.3 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 11.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 11.5 The club will deal with any breach of its Equity Policy according to club disciplinary procedures.

## 12.0 Discipline and Appeals

- 12.1 Any member of the club may raise a complaint against any other member they consider to be in breach of the club's constitution, code of conduct or any other rule or policy of the club.
- 12.2 Complaints regarding members conduct should be submitted in writing to the Secretary giving full details of the complaint, the alleged infringement together with supporting information and evidence.
- 12.3 The Committee will meet to consider complaints within **THIRTY** days of the complaint being lodged. The format of any necessary disciplinary proceedings shall be decided upon by the committee depending on the nature of the complaint.
- 12.4 The committee has the power to take appropriate disciplinary action including suspension and expulsion of members.

- 12.5 The outcome of disciplinary proceedings shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **TEN** days of the conclusion of the disciplinary proceedings.
- 12.6 There will be the right of appeal to the Committee following disciplinary action being confirmed. The appeal shall take the form of a written submission to the club secretary which must be lodged within THIRTY days of the notification of the disciplinary decision.
- 12.7 The appeal shall be considered by the committee excluding the Chair, Secretary and Treasurer. The appeal decision shall be confirmed to the individual concerned within **THIRTY** days of the Secretary receiving the appeal.
- 12.8 The decision on the appeal shall be final.

### **13.0 Dissolution**

- 13.1 A resolution to dissolve the club can only be approved at an AGM or EGM by agreement of **75%** of the members present in person at the meeting.
- 13.2 In the event of dissolution any funds or assets shall not become the property of any member or members. Any club funds or assets must be gifted to other organisations or clubs with similar aims and objectives.
- 13.3 Prior to dissolution, the committee shall decide how to dispose of funds and assets and shall arrange for the ownership to be transferred accordingly.

### **14.0 Amendments to the Constitution**

- 14.1 The constitution may only be changed through agreement by majority vote of members present in person at an AGM or EGM.