



Constitution of the Collective Cycling Club

Article I: Name and Purpose

1.1 **Name:** The name of this organisation shall be the Collective Cycling Club, hereinafter referred to as the "Club".

1.2 **Purpose:** The purpose of the Club is to promote more diversity and inclusion at all levels of the cycling community. The Club, at formation, is a black majority led cycling Club committed to improving diverse representation in all areas of the cycling community: recreational, competitive, commuting and sport administration. The Club has a particular focus on Black cyclists, however, we will always warmly welcome cyclists from all backgrounds irrespective of race, colour, gender, age, marital status, disability, occupation, religious belief, sexuality or social/economic status. Our participation in the cycling community may include advocating for cycling-related issues and promoting safety and awareness on the roads.

Article II: Membership

2.1 **Eligibility:** Membership is open to individuals who share an interest in cycling, regardless of race, colour, gender, age, marital status, disability, occupation, religious belief, sexuality or social/economic status or cycling ability.

2.2 **Rights and Responsibilities:** Members shall have the right to participate in Club events, access Club resources, and vote in Club elections.

2.3 **Membership Dues:** Membership dues may be established by the Club's governing body and are subject to change with approval from the membership.

2.4 The membership shall consist of the following categories:

- Full member
- Junior member (16–17-year-olds at discounted membership rates)
- Family member (at a discounted membership rate)

2.5 Members will be subject to the rules of the Club Constitution and, upon joining the Club, will be deemed to accept the rules of the Constitution and Codes of Conduct adopted by the Club.

Article III: Sports Equity

3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges 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.

3.2 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.

3.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment or abuse.

3.4 All Club members have a responsibility to oppose and call out discriminatory behaviour and promote equality of opportunity.

3.5 The Club will address any incidence of discriminatory behaviour seriously, in accordance with Club disciplinary procedures.

Article IV: Governance

4.1 **Governing Body:** The Club shall be governed by a Committee elected by the membership. The Committee shall consist of at least the following Key Officials:

Chair, Secretary, Treasurer, Membership Coordinator, Welfare Officer, and additional members as deemed necessary, for example, additional Membership Coordinator, Events Facilitator, Lead Ride Captain, Social Media Lead, Legal Officer.

4.2 Duties of Key Officials

- **Chair:** Provides leadership, presides over meetings, and represents the Club.
- **Secretary:** Maintains Club records, handles correspondence, and keeps minutes of meetings.
- **Treasurer:** Manages Club finances, maintains financial records, and prepares financial reports.
- **Membership Lead / Coordinators:** Maintains membership lists, acts as prime communication channel from members to the Committee on membership matters.
- **Events Facilitator:** Leads the development, planning and delivery of Club social events.
- **Lead Ride Captain:** Leads the ride captains training, Club epic ride planning and weekly training rides.
- **Legal:** provides advice on legal matters, including Club establishment and interpretation of the Constitution and Codes of Conduct.
- **Welfare Officer:** Responsible for welfare and safeguarding issues for members, including advising Club committees on safeguarding policy and disciplinary matters.

4.3 **Elections:** Key Officials shall be elected by a majority vote of the membership at an annual meeting. Elections shall be conducted in a fair and transparent manner.

4.4 If the post of a Committee member (including a Key Official) becomes vacant, the Committee shall be responsible for (a) deciding whether to appoint a temporary replacement, and (b) if the decision is made to have a temporary replacement, deciding on who the replacement will be. Such appointment will expire at the following AGM, but the temporary replacement can put him/herself forward for election to any Committee role.

4.5 The term of office shall be one year for all Committee roles, and members shall be eligible for re-election.

4.6 The Committee shall be responsible for adopting new policy, Codes of Conduct and rules that affect the organisation of the Club.

4.7 The Committee will be responsible for the disciplinary hearings of members who infringe the Club rules/Codes of Conduct/Constitution. The Committee shall be responsible for taking any action of suspension or discipline following such hearings.

4.8 Committee meetings will be held at least six times every calendar year.

(a) The Committee will be convened by the Club Secretary.

(b) Quorum for Committee meetings shall be five Committee members

4.9 **Finances**

(a) The financial year of the Club shall run from the start of April and end 31st March (TBC).

(b) The Treasurer shall be responsible for the finances of the Club.

(c) All Club monies will be banked in an account held in the name of the Club and established by the Chair as the opening signatory.

(d) An unaudited statement of annual accounts will be presented by the Treasurer at the AGM.

(e) Upon establishment of the bank account, any cheques drawn against, or withdrawal by digital means, of Club funds should hold the signatures, or be approved in the case of digital transfers, by the Treasurer plus at least one Key Official, initially the Chair.

(f) Upon the election of new Key Officials at the AGM, the signatories of the Club bank account shall change to the new Treasurer, and Chair or another designated Key Official.

Article V: Meetings

5.1 **Annual General Meeting:** The Club shall hold an annual general meeting ("AGM") to conduct elections, review Club activities, and discuss matters of importance.

5.2 **Regular Meetings:** The Club shall hold regular meetings to plan events, discuss Club business, and promote cycling-related initiatives.

5.3 **Extraordinary General Meetings:** Extraordinary meetings may be called by the Chair or a majority of the Committee or upon written request to the Secretary supported by at least 10% of the membership.

5.4 The quorum for AGMs and Extraordinary General Meetings shall be 25% of the Club's membership.

5.5 General Meetings (AGMs and EGMs) are the means whereby the Club members exercise their democratic rights in conducting the Club's affairs.

5.6 The Club shall hold the AGM in the month of April (unless there are good reasons to delay the AGM in which case the delay shall be explained in writing to the Membership by the Committee) to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chair and Secretary
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the Key Officials on the Committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

5.7 Notice of the AGM will be given by the Club Secretary with at least 28 days notice to be given to all members.

5.8 Nominations for officers of the Committee shall be sent to the Secretary prior to the AGM.

5.9 Proposed changes to the Constitution shall be sent to the Secretary prior to the AGM, who shall circulate them to the membership at least 7 days before the relevant AGM or EGM.

5.10 All fully paid-up members of the Club may vote at the AGM. In the event of a tie, the Chair will have the casting vote. Members must vote in the manner stipulated by the Committee (in person or by virtual meeting, as appropriate) and may not appoint a proxy.

Article VI: Amendments

6.1 **Amendments:** This Constitution may be amended only by a two-thirds majority vote of the membership voting at a regular or extraordinary meeting. Proposed amendments must be submitted in writing and circulated to the membership prior to the vote.

Article VII: Discipline, Appeals and Safeguarding

7.1 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

7.2 The Committee will meet to hear complaints within 21 days of a complaint being lodged. If the complaint is regarding a member of the Committee, that member shall not be included, as a Committee member, in the deliberation and decision process.

7.3 The Committee has the power to take appropriate disciplinary action including the termination of membership.

7.4 The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint (Complainant) and the member against whom the complaint was made (Respondent) within 10 days of the hearing.

7.5 There will be a right of appeal to an Appeal Committee composed of four members of the Committee (chosen by the Committee) and three members who have been chosen by the Committee as being members who are active in the Club organisation. The Appeal Committee should consider the appeal within 10 days of the Secretary receiving the written appeal.

7.6 In determining the appropriate action to take, the Committee will adhere to the following process:

- a. The Respondent should be notified of the complaint against them and provided with an opportunity to provide a written response. Where the committee consider it appropriate, the Respondent may be invited to attend the Committee meeting in person.
- b. The Committee shall meet to review the complaint and the evidence submitted. Should they consider they need further evidence to conclude the matter, they may request this prior to issuing a decision.
- c. Within 10 days of the hearing, the Committee will issue their decision to the Complainant and Respondent.
- d. There will be the right of appeal to the Committee following disciplinary action being announced in accordance with this Article VII.

7.7 Any safeguarding concerns must be reported to the Club Welfare Officer promptly.

7.8 The Club Welfare Officer will record the concerns appropriately, following the British Cycling Safeguarding Regulations.

7.9 The Club Welfare Officer role should be filled at all times and the individual holding this role will have a DBS check and have completed the British Cycling safeguarding training.

7.10 The requirement for the Welfare Officer to hold a suitable and independent safeguarding accreditation shall remain regardless of whether the club is a member of British Cycling or not. In deciding upon which accreditation is suitable, the Committee shall consult with the Welfare Officer, or proposed Welfare Officer, as appropriate.

Article VIII: Dissolution

8.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority of the membership.

8.2 **Dissolution:** In the event of dissolution, any remaining assets of the Club shall be distributed to one or more charitable organisations promoting diversity in cycling or related activities, as determined by the Committee.

8.3 In the event of dissolution, all debts should be cleared with any remaining Club funds.

Article IX: Byelaws

9.1 **Byelaws:** The Club may adopt additional byelaws to govern specific aspects of its operation, provided they are consistent with this Constitution and approved by the membership.


9.2 **Byelaws** may be passed by the Committee in accordance with this Constitution and shall be evidenced in writing and made available to the members upon coming into effect.

Article X: Adoption

10.1 This Constitution is hereby adopted by the Club as evidenced by the signatures below.


Signatures

Signed and adopted this [17] day of September , 2024

Signed by: 
Chair: _____ BBB68AD3A2B44BA Randolph Sesson Jr

Signed by: 
Treasurer: _____ D21D888B9E72474... Vivienne Nicholas

Signed by: 
Membership Lead/ Coordinator: _____ 887B341E32D04D9... Ricardo Forde

DocuSigned by: 
Legal Officer _____ 428081496CB446E... Mark Hall