

# KINGSTON WHEELERS

## CLUB RULES

### Name

1. The Club is called the Kingston Wheelers Cycling Club (“the Club”)

### Management

2. The club shall be managed by a Committee (“the Management Committee”).
3. The Management Committee shall consist of: a President, a Chair, a Treasurer, a Membership Secretary, Welfare Officer, such other Secretaries as the activities of the Club require (for example, a Time Trial Secretary and a Road Race Secretary) and up to 5 other Committee members.
4. Members of the Management Committee are to be elected each year at the AGM.
5. The Management Committee must meet at least every 6 weeks on dates to be agreed by the Committee and the quorum for such meetings is 5.
6. A member of the Management Committee who is absent on 3 consecutive meetings without a reasonable explanation is deemed to have resigned and the Committee may fill the vacancy.
7. The matters for which the Management Committee is responsible include:
  - (a) Maintaining the Club’s affiliation to the British Cycling Federation, Cycling Time Trials, The Cyclist’s Touring Club and such other local or national associations as the Committee sees fit;
  - (b) Entering into such sponsorship or other agreements that it considers to be in the interests of the Club;
  - (c) Determining the design of the Club’s kit;
  - (d) The determination of other matters in relation to the running of the Club not otherwise dealt with in these Rules.
8. Decisions of the Management Committee on the running of the Club are final (subject to compliance with decisions taken at an AGM or SGM).

### Membership

9. Membership of the Club is open to all (subject to approval of the Membership Secretary).
10. There are two types of membership available on payment of an annual subscription: first claim and second claim.
11. An individual wishing to become a member must submit an application form with the appropriate subscription (by post or online via the Club’s website).
12. New members must join the club for an initial period of two years. Membership will run from the day they join, to the end of the month two years later.
13. Existing members may renew for one, two or three year periods. Membership will run from the day they renew, to the end of the month one, two or three years later (as appropriate). If a previous membership has expired within the previous two months, the renewal will be backdated to the expiry of the previous membership.
14. New or existing members may purchase life membership of the club. A life member is no longer required to pay annual subscriptions. A life member may be required to reactivate their membership on a periodic basis.
15. An individual who is already a first claim member of another cycling club may only become a

second claim member of the Club.

16. Only first claim members of the Club may be elected as members of the Management Committee or take part in votes at an AGM or SGM. However, should the Management Committee agree by the majority of those present that a vacancy is best filled by a second claim member, this individual may be co-opted onto the Management Committee. Howsoever appointed, any member of the Management Committee may vote at committee meetings or at an AGM/SGM.

17. The Management Committee is responsible for determining the annual subscription (and may determine a reduced level of subscription for junior, student or unemployed first claim members), must review the position annually and seek approval for any change at an AGM or SGM.

18. A member who wishes to resign his or her membership must notify the Membership Secretary.

19. A member who has not paid his or her annual subscription within one month after expiry of his or her membership is deemed to have resigned.

20. A member must agree to the membership terms, notification will be given for any changes to the terms.

#### Disciplinary

21. Please refer to the membership terms for appropriate behaviour.

22. If a member is referred to the committee for disciplinary action, the committee will issue one of the following:

(a) If it is the member's first transgression, then a final warning will be issued;

(b) If the member is already on a final warning, then member will be asked to leave the club;

(c) If the matter is considered of a serious nature and the committee is unanimous, a member will be asked to leave the club.

#### Conduct of members

23. The Management Committee can discipline any member whose behaviour or actions are considered to be prejudicial to the interests of the Club and contrary to the Membership terms.

24. Members are expected to cycle in a responsible and safe manner at all times and to adhere to applicable rules of the road.

25. A member may not to take part in any Club event or ride in the Club's name during any period of membership unless and until the member's annual subscription for that period has been paid.

#### Meetings of members

26. The Management Committee must arrange for an annual general meeting to be held in February ("AGM").

27. Any item for the agenda at an AGM must be received by the Membership Secretary at least 21 days before the day of the AGM.

28. It is for the Management Committee to decide whether any item received under paragraph 27 is to be put on the agenda.

29. The Management Committee may at any time call a Special General Meeting ("SGM") (and paragraphs 26 and 27 apply to a SGM as they apply to an AGM).

30. The Management Committee must call a SGM if the Membership Secretary receives a written request (including an agenda) for such a meeting signed by 10% or more of the number of full claim members as at the beginning of the year in which the request is made.

31. The Management Committee must give members at least 14 days' notice (together with a copy of the agenda) of any AGM or SGM (which may be so given by being displayed on the Club's website or by being sent to members by email).

32. Subject to paragraph 33 below, a decision proposed at an AGM or SGM requires approval by a

simple majority of those attending the meeting.

33. The Management Committee may make arrangements to enable members who are unable to attend any AGM or SGM to vote by proxy on any proposed decision (but the Committee is not obliged to make any such arrangements).

#### Finances

34. The Club's financial year begins on 1 January and ends on 31 December.

35. The Treasurer must prepare accounts (including a balance sheet) after the end of each financial year to be audited by two auditors elected at the previous AGM.

36. The audited accounts must be presented for approval at the AGM following the end of the financial year.

#### General

37. The club's colours are Kingfisher Blue and Navy Blue.

38. Any disputes (whether in relation to these Rules or otherwise) are to be made in writing to the Membership Secretary for referral to the Management Committee, and the Committee's determination of the dispute is final.

39. Any alteration in, or addition to, these Rules can only be made at an AGM or SGM (with the proposed alteration or addition having been specified on the agenda) and requires approval from at least two-thirds of those attending the meeting.