

# LONDON DYNAMO

## CLUB CONSTITUTION

# London Dynamo Club Constitution

## **A Name and affiliation of the club**

1. The club is called London Dynamo ('the Club') and will be affiliated to British Cycling.

## **B The purpose of the Club ('the Purpose')**

2. The Purpose of the Club is to promote the amateur sport of road race cycling ('the Sport') in Central and South West London, Surrey and Berkshire.

## **C Permitted means of advancing the Purpose**

3. The Committee has the power to:
  - 3.1 Acquire and provide cycling-related equipment, coaching, training, transport, medical treatment and other facilities.
  - 3.2 Take out any insurance for club, employees, contractors, participants, guests and third parties.
  - 3.3 Raise funds by appeals and subscriptions.
  - 3.4 Open bank accounts.
  - 3.5 Set aside or apply funds for special purposes or as reserves.
  - 3.6 Employ and engage staff and others and provide services.
  - 3.7 Co-operate with or affiliate to (1) any bodies regulating or organising the Sport, (2) any club or body involved with it, and (3) with government and related agencies.
  - 3.8 Do all other things reasonably necessary to advance the Purpose.
4. None of the above powers may be used other than to advance the Purpose consistently with what is set out below and the general law.

## **D Membership**

5. Membership of the Club shall be open to anyone interested in the Sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is permissible on a non-discriminatory basis.
6. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
7. The membership shall consist of the following categories of membership:
  - 7.1 Full member.
  - 7.2 Youth and Junior members (ages 6 to 17 inclusive).

7.3 Student member (in full-time education).

7.4 Life member (in the gift of the Club's committee ('the Committee')).

7.5 Overseas or country member (former members who have moved away).

7.6 Second Claim (in the discretion of the Committee).

7. Members in each category of membership shall pay such membership fees as are determined by the Committee from time to time. Any member failing to pay their annual subscription by the deadline set by the Committee will automatically cease to be a member upon expiry of their membership term and must re-join as if a new applicant for membership.
9. The Committee may refuse or remove membership only for good cause such as conduct or character likely to bring the Club or the Sport into disrepute. Appeal against refusal or removal may be made to a panel consisting of three club members appointed by the Club Welfare Officer (see paragraph 23 below).
10. All members shall comply with and be subject to this constitution and the Club's code of conduct (annexed hereto) and, by joining the club or renewing their membership, shall be deemed to accept the constitution and the code of conduct and any other codes of practice that the Club has adopted.
11. All members shall be eligible to take part in the Club's business, vote at general meetings and be eligible for selection for any team established by the Club unless the applicable membership fee has not been paid by the due date or membership has been agreed by the Committee.

#### **E All general meetings**

12. All members may attend all the Club's general meetings in person.
13. Such meetings need 21 clear days' written notice to members by email (to the email address provided upon joining or renewing membership) and / or via the Club's on-line forum (the choice of means of communication being at the Committee's discretion).
14. The quorum for all general meetings is 20 members present or 5% of the total membership present whichever is greater.
15. The Chair or (in his or her absence) another member chosen at the meeting shall preside and have a casting vote.
16. Except as otherwise provided herein, every resolution proposed to a general meeting shall be decided by a simple majority of the votes cast on a show of hands.
17. Formalities in connection with general meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to the Club's members.

#### **F Annual general meetings ('AGM')**

18. The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:
  - 18.1 The members will elect the Committee including a Chair, Vice-chair, Treasurer and Membership Secretary to serve until the next AGM.
  - 18.2 The Treasurer will produce a statement of account for the latest financial year audited by such suitable person as the Committee shall decide.
  - 18.3 The Committee will present a report on the Club's activities since the previous AGM.

18.4 The members will discuss and vote on any resolution (whether about policy or to changes to this constitution) and deal with any other business put to the meeting.

18.5 The members shall approve the minutes of the previous AGM.

19. Nominations for committee posts must be sent to the Membership Secretary no less than 7 days before an AGM. Nominations must be proposed and seconded by current members.

## **G Extraordinary general meetings ('EGM')**

20. An EGM shall be called by the Membership Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 5% of the members signed by them. Such an EGM shall be held on not less than 14 nor more than 28 days' notice at a place decided upon by the Committee or in default by the Chair.

## **H The Committee**

21. Subject to this constitution and the rules set out herein, the Committee shall have responsibility for the management of the Club, its funds, property and affairs. All members of the Committee must be members of the Club.

22. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Committee.

23. The Committee shall be responsible for disciplinary hearings of members who infringe the Club's constitution / code of conduct and for suspending or disciplining members following such hearings. As to disciplinary hearings:

23.1 All complaints regarding the behaviour of members should be notified to the Secretary in writing as soon as reasonably practicable.

23.2 The Committee will consider any complaints at the next committee meeting due to be held after notification of the complaint unless the Chair and the Secretary agree that an alternative date is required.

23.3 The Committee's decision as to disposal of the complaint shall be notified in writing to the person who made the complaint and the person complained about within 7 days of such decision being taken.

23.4 Appeal against the decision of the Committee may be made to a panel consisting of three club members appointed by the Club Welfare Officer.

23.5 The Club Welfare Officer shall be responsible for ensuring the fair conduct of disciplinary hearings and shall not have a vote.

24. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

25. The Club may also in connection with the Purpose of the Club:

25.1 Sell and supply food, drink and related sports clothing and equipment.

25.2 Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned participating.

25.3 Pay for reasonable hospitality for visiting teams and guests.

25.4 Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

25.5 Have due regard to the law on equality and child protection.

26. Composition of the Committee:

26.1 The Committee shall consist of at least three and not more than 15 members (including Chair, Vice-chair, Treasurer, Membership Secretary, Women's Secretary, Race Secretary, IT Manager) elected at the AGM.

26.2 The Committee members may co-opt club members (up to the maximum permitted number) to serve until the next AGM.

26.3 The term of office is one year and any member of the Committee may be re-elected or re-co-opted for no more than four years in the same role.

26.4 A member of the Committee ceases to be such if he or she:

26.4.1 Ceases to be a member of the Club.

26.4.2 Resigns by six weeks' written notice to the Chair (or in the case of the Chair, to the Vice-Chair).

26.4.3 Is removed by the Committee for good cause after the member concerned has been given the chance of putting his / her case to the Committee with an appeal to a panel consisting of three club members appointed by the Club Welfare Officer.

26.4.4 Is removed by club members at a general meeting. The Committee may require any resigning member of the Committee to stand down forthwith.

26.5 If any committee post becomes vacant, the Committee shall have the power to fill the vacancy until the succeeding AGM.

27. Committee meetings:

27.1 Whenever a member of the Committee has a personal interest in a matter to be discussed, he / she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

27.2 The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

27.2.1 At least four members of the Committee must be present for any meeting to be valid.

27.2.2 Committee meetings shall be held face to face.

27.2.3 The Chair, Vice-Chair or whoever else those present choose, shall chair meetings.

27.2.4 Decisions shall be by simple majority of those voting.

27.2.5 A written resolution either (a) signed, or (b) evidenced by email, by no less than two-thirds of the Committee shall be valid without a meeting.

27.2.6 The chair of the meeting shall have a casting vote.

27.3 Any matter not provided for in this Constitution will be in the discretion of the Committee whose decision will be final.

28. The Committee may delegate any of their functions to sub-committees but must specify (a) the scope of its activity and power, (b) the extent to which it can commit the funds of the Club, (c) its membership, and (d) its duty to report back to the Committee. The Committee may wind up any sub-committee or change its mandate and operating terms at any time.

29. The Club's annual reports (if any) and statements of account must be made available for inspection by any member and all club records may be inspected by any member of the Committee.

30. Amendments

30.1 This constitution may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its Purpose (unless the procedure set out in 9(b) has been followed) or winding up provisions.

30.2 The Club's Purpose may be changed to include another eligible sport if the Committee unanimously agree and the members agree the change by two thirds of the votes cast.

## **I Finances**

31. The Club's Treasurer will be responsible for the Club's finances.

32. The Club's financial year shall run from the 1<sup>st</sup> January to the 31<sup>st</sup> December.

33. All of the Club's monies shall be banked in an account held in the name of the Club.

34. The Treasurer will present an audited statement of account at each AGM.

35. Any cheques drawn against the Club's account should bear the signature of the Treasurer and a member of the Committee approved by the Committee. Any electronic payments should be authorised by the Treasurer and any other member of the Committee nominated / registered with the Club's bank.

36. All members of the Club shall be jointly and severally liable for the Club's financial liabilities.

## **J Winding up the Club**

37. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

38. The Committee will then be responsible for the orderly winding up of the Club's affairs.

39. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

39.1 To another club with similar sports purpose which is a charity; and / or

39.2 To another club with similar sports purpose which is a registered CASC; and / or

39.3 To the Club's national governing body for use by them for related community sports.