

Fleet Cycling Club (FCC) Constitution

Name. The name of the club is Fleet Cycling (FCC)

Affiliation. FCC is a member of Cycling UK (CUK) and follows CUK policies and guidance as set out in the CUK handbook.

Objectives. In line with those of CUK our objectives are

- To provide road cycling activities for CUK members in our geographic area around Fleet, Hampshire in a safe practicable and enjoyable way.
- To promote cycling and CUK in the local area
- To advocate safer cycling in the local area through better roads and infrastructure with local councils and other regulatory bodies and working with local organisations with this interest.

Committee

The committee of FCC shall consist of CUK members in the following roles

- Chairman
- Secretary
- Treasurer

In addition, the committee will include the following roles

- Safeguarding officer
- Publicity officer
- Registrations officer
- Rides secretary
- Webmaster
- Co opted members from specific riding groups as appropriate

The additional roles may be filled by any member of the committee in addition to any other roles they may have, except that the secretary should not also be the safeguarding officer.

Committee Responsibilities

Chair

- presides at each meeting of the group's committee and at the AGM, having the casting vote in the event of a tie if a motion is put to the meeting;
- ensures the smooth running of any meetings;
- deputises for the secretary

Secretary

- oversees the day-to-day running of the group and is the main contact person for CUK members and the general public;
- convenes any committee or General Meetings and prepare minutes of any such meetings;
- convenes an Annual General Meeting as mandated by CUK (at the time of writing, for a member group this should be in March, April or early May every year and the details sent to the groups engagement officer at Cycling UK by the end of February);

- completes and submits to Cycling UK National Office following the AGM a set of annual returns as mandated by CUK (at the time of writing this is by the end of May each year);
- ensures that all committee members, ride leaders, event organisers and any other volunteer officers, are registered as such with Cycling UK National Office;
- tries to ensure that all officers are aware of and abide by Cycling UK national policies and guidance relevant to groups, for example our safeguarding policy;
- acts as a point of contact between Cycling UK National Office and the member group;
- ensures any serious incidents during group rides are recorded on an Accident/Incident Report form and that such forms are returned to Cycling UK and our agents as required;
- with the rest of the committee, ensures that the group puts on a programme of rides and cycling activities suitable for Cycling UK members in the area;
- is aware of all our policies and guidance relating to the smooth running of a group;

Treasurer

- holds and accounts for the monies collected in the name of the group;
- opens and manages a bank account in the name of the group;
- processes any membership fees both incoming and outgoing on behalf of the group;
- prepares an Annual Statement of Accounts for audit and presentation to the AGM of the group - the statement should include a list of group's assets with current values;
- liaises with the honorary auditor appointed by the group;

Registration officer (or membership secretary)

- keeps track of the members riding with the group, ensuring they are paid-up members of Cycling UK
- follows Cycling UK guidance on GDPR when handling, storing or using personal data

Safeguarding officer

- tries to resolve any complaints or issues involving members of the group;
- keeps an eye on the wellbeing of the riders;
- offers advice and support for members of the group;
- ensures that all members are treated fairly.

Promotions (or Publicity) officer

- promotes the activities of Cycling UK and those of the group

Member group Annual General Meeting (AGM)

- FCC will have an AGM every year open to all Cycling UK Members as mandated by CUK (currently in either March, April or early May).
- The date, time and venue of this meeting should be submitted to Cycling UK by the end of February (or as mandated by CUK) of the year in question so it can be advertised in their communications channels, giving members a chance to plan to attend.

- The AGM should be held at a time and location likely to be accessible to the majority of members in the group's postcode area. Meetings should be near to public transport if possible and provision should always be made for the less able to attend.
- Admittance to meetings is open to all Cycling UK members on presentation of their own valid membership card.
- Any business done at a General Meeting with fewer than ten members present is subject to ratification by Cycling UK
- Each eligible member shall have one vote, with the chair having a second casting vote.

Business of AGM

The official business of the AGM is to:

- receive and, if approved, adopt the Annual Report and Statement of Accounts;
- elect officers and a committee;
- elect an honorary group auditor, who should not be an officer or a member of the group's Committee;
- consider any notices of motion, which should have been submitted in writing to the secretary at least seven days before the meeting;
- candidates for election should be proposed and seconded. In the event of contests, the election shall be by ballot, with the chair having the casting vote.

Special General Meetings

A Special General Meeting can be convened outside of the AGM season to discuss extraordinary business. This can be done by:

- resolution of the group's committee; or
- receipt by the group secretary of a written request signed by at least ten regular riders, or by at least one third of the members of the group's committee.

Notice of the meeting should be sent to Cycling UK's National Office at least two weeks in advance so that members are given the chance to attend. The notice should state the business for which the meeting is called, and no business, other than that stated in the notice calling for the meeting, may be transacted.