

Dulwich Paragon Cycling Club Constitution

1. Name of Club

The club will be called Dulwich Paragon Cycling Club (hereinafter will be referred to as “the club”). The club colours shall be mainly light blue, dark blue, black and gold. The club will be affiliated to British Cycling and other relevant, recognised national and regional cycling bodies.

2. Nature of the Association

The club will be an unincorporated association of its members for the purposes of the aims and objectives. This constitution will set out the agreed rules for management and operation of the club.

3. Aims and Objectives

The aims and objectives of the club will be:

- To promote and facilitate cycling for pleasure and fitness
- To promote and facilitate cycling as a competitive sport
- To offer coaching and competitive opportunities in cycling
- To ensure a duty of care to all members of the club
- To engage in activities in a way that is fair to everyone

4. Membership

4.1. Membership of the club is open to anyone interested in participating in cycling, regardless of sex, age (subject to minimum age limits for youths), disability, ethnicity, nationality, sexual orientation, gender reassignment, religion or other beliefs.

4.2. Acceptance of the membership applications is subject to successful completion of any advertised pre-requisites and agreeing to abide by the club's rules.

4.3. The membership shall consist of the following categories:

- Ordinary member
- Second claim member
- Youth/young adult (21 & Under)
- Life member
- Honorary life member
- Affiliate
- Committee member

4.4. Second claim members must be first claim members of another British Cycling affiliated club, or a club or team recognised by an appropriate international cycling organisation. They shall be subject to all the privileges and rules of first claim membership and will be required to pay the full membership fee; however they will:

- Not hold any official position within the club.
 - Not vote at any club meetings.
 - Not take an award in a club event
- 4.5. Youth/young adult membership is open to young people over the age of 12 years and up to 21 years.
 - 4.6. Honorary life membership is a discretionary award that may be made by the club committee.
 - 4.7. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and published rules and codes of practice that the club has adopted.
 - 4.8. Members in each category, other than honorary life members and current committee members, will pay membership fees, as determined at the Annual General Meeting.
 - 4.9. Individuals shall not be eligible to take part in the business of the club, vote at general meetings or be eligible for selection of any club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the club committee.
 - 4.10. Members who have not paid due subscriptions may not: represent the club in any form; participate in any competition promoted by the club or governed by the rules of a cycling body requiring club membership; participate in any organised club rides; or, purchase club kit or benefit from any commercial member benefits (such as discount schemes with local traders).

5. Sports Equity

- 5.1. The club is committed to ensuring that equity is incorporated across all activities. In doing so it acknowledges and adopts 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.

- 5.2. 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.
- 5.3. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 5.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 5.5. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. Conduct of Members

- 6.1. Members are expected to act in the best interests of the club, by observing the law and being courteous to other road users and participants in events.

- 6.2. Members are expected to follow any guidelines or rules that are either published or advertised by organisers of rides, activities or events. This includes those organised by fellow club members and non-club members, and organisations to which the club is affiliated.
- 6.3. Members are expected to treat each other with respect and courtesy in person, online, and on social media channels, and refrain from abusive language, ad hominem attacks, and any other form of deliberate victimisation. Members must not use discriminatory language – whether directly or indirectly – against anyone on the basis of their age, gender, ethnicity, religion, sexual orientation, or disability.

7. Committee

- 7.1. The affairs of the club shall be conducted by a committee which shall consist of the roles defined below, who shall be elected at the Annual General Meeting:
- 7.2. The committee shall consist of Chair, Treasurer and General Secretary to which other secretarial and official positions (e.g. Membership, Women, Diversity and Inclusion, Road Race, Volunteering, Track, Social, Time-Trials, Cyclo-Cross, Kit, Website, Brand & Design, etc) will be added as required. Any such roles may be defined and appointed during the year by the committee and ratified / elected at the next AGM. A Club President shall be nominated by the committee for a three-year term, subject to ratification at the AGM, and shall invited to become a member of the committee.
- 7.3. At least one of the Chair or General Secretary plus seven committee members shall constitute a quorum when making decisions and in voting.
- 7.4. All decisions relating to the management of the club will require a simple majority of votes by the committee members present.
- 7.5. The term of office shall be for one year, and members shall be eligible for re-election.
- 7.6. If the post of any committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 7.7. The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 7.8. The committee will have powers to appoint any advisers to the committee and to create sub-committees as necessary to fulfil its business.
- 7.9. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- 7.10. Committee meetings will be convened by the General Secretary and be held no less than four times per year. Meetings may be conducted virtually or in person.
- 7.11. Any member of the committee who is absent from three consecutive committee meetings without good reason, or without having previously

notified the General Secretary, will be understood to have resigned his or her position.

7.12. Notes of committee meetings will be published online for members to view.

8. Finances

- 8.1. The Treasurer will be responsible for the management of the finances of the club.
- 8.2. The financial year of the club will run from 1st November and end on 31st October.
- 8.3. All club monies will be banked in an account held in the name of the club.
- 8.4. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.5. All members of the club shall be jointly and severally responsible for the financial liabilities of the club.

9. Annual General Meetings and Extraordinary General Meetings

- 9.1. General Meetings are the means whereby the members of the club exercise their democratic rights in conducting the club's affairs. The committee has the power to hold General Meetings by virtual means should circumstances require this.
- 9.2. The club shall hold the Annual General Meeting (AGM), not more than 15 months after the preceding AGM, to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chair, General Secretary and other committee members.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the constitution.
 - Deal with other relevant business.
- 9.3. Notice of the AGM will be given by the General Secretary with at least 14 days' notice to be given to all members.
- 9.4. Items for discussion at the meeting and nominations for committee positions must be submitted to the General Secretary at least seven days before the date of the meeting by a club member. Self-nomination for committee positions is allowed.
- 9.5. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- 9.6. All first-claim members have the right to vote at the AGM and votes will be decided by a simple majority of attendees. In the event of equality of votes then motions shall be deemed lost.
- 9.7. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the General Secretary supported by at least 10% of the members of

the club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

9.8. All EGM procedures shall follow those outlined above for AGMs.

10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

11. Discipline and complaints

11.1. All complaints regarding the behaviour of members should be communicated to the General Secretary. The member will be asked to provide an explanation or to respond to the complaint. Anonymity of complainants will be respected.

11.2. A disciplinary sub-committee, consisting of the Chair, General Secretary and at least two other committee members, will meet to hear complaints within 28 days of a complaint being lodged. The sub-committee may issue a warning, temporarily suspend or permanently exclude a member who is considered guilty of conduct detrimental to the club or who has breached the club rules. The decision will be governed by the severity of the breach and the number of breaches.

11.3. The sub-committee will provide a report summarising its findings to the committee.

12. Dissolution

12.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the entire membership.

12.2. In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this will be split among members.

13. Declaration

Dulwich Paragon Cycling Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and the operation of the club.

Name	Patrick Hawkins	Position	Chair
Sign		Date	16/11/2021

Name	Joe Booth	Position	General Secretary
Sign		Date	16/11/2021