



## Constitution

# THE TRIBE MOUNTAIN BIKE CLUB

### 1. Name

The club will be called THE TRIBE and will be affiliated to CYCLING UK.

### 2. Aims and objectives

The aims and objectives of the club will be:

- ✓ To encourage participation in mountain biking.
- ✓ To widen it's members' involvement in the sport of mountain biking.
- ✓ To provide opportunities for members to take part in mountain bike competition.
- ✓ To have fun mountain biking.
- ✓ To create an inclusive social atmosphere for all members.
- ✓ To provide opportunities to participate in other sports or social activities that will broaden the members experience and further develop the social cohesion of the members.
- ✓ To ensure a duty of care for the safety and well-being of all members of the club.
- ✓ To provide all its services in a way that is fair to everyone.

### 3. Membership

To ensure all present and future members receive fair and equal treatment.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

The club does not cater for beginners or offer membership to children. All members must be at least 18 years of age.

Members will be enrolled in one of the following categories:

- ✓ Full member.
- ✓ Family Member.

### 4. Membership fees

Membership fees will be set annually and agreed by the Management Committee and approved at the annual General Meeting.

Fees will be paid annually. All subscriptions shall become due on 1st January. Where subscriptions have not been paid by the last day of February the membership shall be deemed to have lapsed, the individual shall no longer be a member of the Club, nor enjoy the privileges of membership. Subscriptions of members joining the Club after 1st September of any year shall be deemed to expire on 31st December of the year following.

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Members resigning shall, within seven days of such resignation being accepted, return to the Club properties held and, in the event of resignation before the formal presentation of any trophies other than trophies won outright, such presentation shall not be made. For the purpose of this rule, a medal shall not be regarded as a trophy.

This club is a non profit making organisation with no one drawing a salary.

## 5. Officers of the club

The officers of the club will be:

- ✓ Chairman/Events – Victor Cheetham
- ✓ Club Secretary – Tony Black
- ✓ Treasurer – Peter Begg
- ✓ Membership Secretary – Steven Hirst
- ✓ Webmaster – Alistair Websdell

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## 6. Committee

The club will be managed through the Management Committee consisting of:

- ✓ Chairman, Club Secretary, Treasurer, Membership Secretary, Events Organiser, Trustees, Only these posts will have the right to vote at meetings of the Management Committee.
- ✓ The Management Committee meetings will be convened by the Secretary of the club and held no less than 6 times per year.
- ✓ The quorum required for business to be agreed at Management Committee meetings will be three.
- ✓ The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ✓ The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- ✓ The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

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The financial year of the club will end on: 31<sup>st</sup> December.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

#### *Club Account*

The Committee will nominate five of its officials to be signatories on the club account, known as the signatories. The signatories shall not be related or of the same residence. The club treasurer will be responsible for holding and maintaining documentation detailing the names, addresses and signatures of the signatories.

Any cheques to be drawn against the account will require a minimum of two of these signatories.

On-line banking transactions should, in the main, be carried out by the treasurer, however for convenience may be carried out by any of the four signatories.

All transactions from the account must be notified to the club treasurer in writing/email within 48 hours of the transaction.

Any changes to the terms of the club account or its closure will require a vote by the officials of the committee.

### 8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 15.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

### 9. Discipline and appeals

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

The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

## 10. Dissolution

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

In the event of dissolution, any assets of the club that remain will become the property of the remaining members at the time of dissolution.

## 11. Data protection statement

Any personal information given to the club will be processed in accordance with the European GDPR directive of May 2018. The club will use the information to process your membership request and to provide any relevant further information. It will also be used to support the clubs promotion of activities.

The information given will be used for the following purposes: to enable the club to create a computer and paper record of your application; to enable the application to be processed; to deliver a membership card and provide details about planned rides, weekends away, AGM notice and any other events. Email and phone numbers as well as emergency contact details will be shared with the club membership, emergency services and other interested parties as required. The information will be kept securely, and will be kept no longer than necessary.

## 12. Amendments to the constitution

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

## 13. Declaration

THE TRIBE hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**

**Date:**

**Name:**

**Position: Club Chair**

**Signed:**

**Date:**

**Name:**

**Position: Club Secretary**

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