

Pedal Power Cycling Club Constitution

The cycling club will be called Pedal Power: in this document it will be referred to as the club.

Objectives

The primary objective of the club is to enable people with learning disabilities to cycle. The club will offer cycle training to beginners and those wishing to improve their cycling skills.

The club will welcome newcomers and encourage friends, family and supporters to take part in the club's activities.

Membership

The club will be open to any person with disabilities who provides his or her membership details and agrees to the club rules. (See membership application form for further details.)

Management Committee

The committee will meet at least 4 times a year.

The committee will oversee the smooth running of the club.

The committee through the elected treasurer will keep accurate accounts of all finances.

The committee will make decisions on a majority vote.

The committee may call on other people to advise if an area of expertise is needed.

Management Committee Members

Chairperson, Secretary, Treasurer, Other elected members.

All committee members will be elected at the AGM by the club members. All committee members are asked to serve on the committee for two years.

Annual General Meeting (AGM)

An AGM must be held every year before the end of April except in exceptional circumstances.

Invitations to the AGM must be sent to members 3 weeks before the meeting.

Members or their representatives should inform the secretary at least 10 days before the AGM should they wish to add an item to the agenda.

The agenda must be distributed 1 week before the AGM.

Order of business at the AGM:

- List of those attending and apologies for absence

- Read minutes from the previous AGM.

- Approve Minutes

- Celebrate the year's successes

- Treasurer's report

Approve accounts
Club Manager's report
Elect the management committee (People are proposed and voted onto the committee at the AGM.)
Any other business.

Extraordinary General Meeting (EGM)

People can request an EGM by writing or emailing the committee
The request must be made by 5 members or their representatives.
The meetings must be led by the chairperson. Decisions at the EGM must be made by voting: The majority will win the decision.
If votes for and against are the same the chairperson will have the deciding vote. Each person at the meeting has one vote:
Any member may choose a person to speak and vote on their behalf.

Changes to the club's constitution

Changes to the club's constitution can only be made at the AGM or EGM: All changes have to be agreed by more than 60% of the people at the meeting. Any member may choose a person to speak and vote on their behalf.

Termination of the cycling club

Any proposal to terminate the club must be discussed and voted on at an AGM or an EGM. Closing of the club must be agreed by a majority vote by the members and their representatives present at the meeting. The money and equipment owned by the club must be distributed to other sports clubs or charities for people with disabilities. (None of the money or club possessions can be given to members or anyone associated with the club.)

Club rules

The club has rules which are made to keep members safe and cycles secure. If members want to take part in the club's cycling activities, they must follow the rules. These rules are on display at sessions.

Discipline and appeals

- 1) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures.
- 2) All complaints regarding the behaviour of members should be made to the session manager who will decide if the matter should be referred to the Management Committee.
- 3) The Management Committee will meet to hear complaints within 10 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

- 4) 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 10 days of the hearing.
- 5) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 10 days of the Secretary receiving the appeal.

Pedal Power Cycling Club adopts and accepts this constitution

Date: 22.09.2020

Signed: Tanya Addison, Chair of the Pedal Power Committee