

## CONSTITUTION

The Club was formed in 1997 and since its inception has striven to cater for all aspects of cycling. We aim to run annual events, such as the Tour of Tweeddale Road Sportive, the Road Time Trial Series, the PCC Road Race, the Under 16 Dirt Crit Series and the Under 16 Stage Race.

We encourage all aspect of cycling with members taking part in events like Sportives, Road racing, Time Trials, Audax, Track, all disciplines of Mountain Biking and Cyclo Cross. The club operates an inclusive approach encouraging all levels of ability aiming to make cycling accessible and enjoyable to all.

Additionally, we maintain an active social section and encourage family membership.

We aim to help cyclists develop and reach their own goals through training and skills acquisition and by seeking advice and support from fellow club members. We actively support our coaches and leaders to enable them to have current and relevant skills and knowledge, that they can impart to club members as well other cyclists.

1. a). The Club shall be called the “Peebles Cycling Club” ‘PCC’ and shall affiliate to Scottish Cycling
- b). The purpose of the Club shall be to provide as full a range as is possible of competitive and other cycling and social facilities for members of the Club.
- c). Membership is open to all cycling enthusiasts, under the approval of the committee. There will be no discrimination of current or future members wishing to join the Club based on, occupation, gender, religion, political or other opinions.
- d). We adopt a charity each year giving back to our community.
- e). The Club colours shall be red, black and white.
2. a). The annual subscription will be set by the committee at its last meeting before the Annual General Meeting each year.
- b). Membership does not automatically entitle members to participation in all Club events. Members (must meet specific criteria to be eligible to compete) should be aware of criteria in certain events that are based on ability, age, experience etc.
- c). The annual subscription shall be payable on joining the Club and thereafter on first of January in subsequent years. New members joining from 1<sup>st</sup> of October will not be asked for a further subscription in the succeeding year.
- d). The Committee reserve the right to refuse membership, or remove it, in cases where views or actions of an individual have brought, or are likely to bring PCC

or the sport in general into disrepute. Similarly the Club retains the right to reject or refuse membership where the well-being or safety of others may be compromised. Appeal against refusal or removal may be made to an appointed panel consisting of Club Committee members as per 7.

e). Every Member above the age of 12 is eligible to vote in person at the AGM. Every Member above the age of 12 is eligible to vote in person at an EGM or electronically as per 6. b).

3. a). The management of the Club shall be vested in a Committee which shall consist of a Chairperson, Secretary, Treasurer , Welfare Officer and such members as agreed upon at the AGM
  - b). The Officials shall be elected and other Committee members shall be appointed at the AGM. Committee members must have been a member of PCC for at least 12 calendar months and be nominated and seconded by at least two other PCC members who have been members for a similar length of time. The Committee will consist of a nominal 12 members.
  - c). Any Committee member wishing to resign shall give notice in writing to the Secretary.
  - d). The Committee will invite persons who have made a significant contribution to the PCC to serve as the Honorary president. The tenure of the president will be at the discretion of Committee members. There will be no restriction to the length of time that the president shall serve, providing that the president acts with the best interests of the Club and does not bring the Club into disrepute.
4. a). Whenever practicable the Annual General Meeting of the Club (AGM) will be held in November of each year and in any case within 15 months of the previous AGM.
  - b). The Committee will circulate to all members notice of the AGM date and venue together with a draft Agenda. The notice will invite additions to the Agenda (essentially Motions to amend). These are to be returned to the Secretary within 14 days. Those that are competent will be included in a Final Agenda circulated to all members at least 7 days before the AGM.
  - c). The AGM shall transact the following business:
    - i) Receive the reports of the Chairperson and other officials as necessary.
    - ii) Receive the accounts of the Treasurer and other fund bearding officers where necessary. The accounts should be audited within a reasonable time and the Auditors report presented only to the Committee for inspection.
    - iii) Where possible confirm the next year's schedule of events.
    - iv) Consider any other competent AGM business.

- v) Elect club officers and endorse the appointments of Committee members.
  - d). Delegates to associations to which the Club is affiliated should be nominated at and endorsed by the AGM where practically possible.
  - e). Endorse the Committee's nomination for Honorary Life Members.
  - f). All prizes and trophies shall be presented at the AGM or other Club function as decided by the Committee.
5. a). The financial year of the Club shall be from the 1st of November to 31st October.
- b). All monies of the Club shall be banked in the named account of the Club. Payments from the Club account shall require authorisation from two of the nominated signatory Officers.
  - c). All matters involving financial implications except the normal day to day running of the Club by the Treasurer must have prior approval of the Committee.
  - d). An Auditor shall be appointed where practical or deemed reasonable to do so.
6. a). The Secretary will give notice of the time and venue of Committee Meetings seven days in advance.
- b). An Extraordinary General Meeting (EGM), arranged to debate and resolve an amendment to the Constitution or any other significant change in the club's management can be called by the Committee. An EGM can also be called for by a request by at least four members who lodge a fee of £20. If the motion the members present to the EGM is carried their fee will be refunded.
- A quorum for an EGM must be at least fifty per cent (50%) of the membership eligible to vote. Options that amend the Constitution must have a majority of two thirds (2/3) to be carried.
- The Committee is empowered to setup and proceed with an EGM by electronic means but must adhere to the schedule for General Meetings cited in Clause 4b.
- c). The quorum for Committee meetings shall be five members.
  - d). The Committee is empowered to fill vacancies that occur between AGM's and co-opt additional members to discharge a specific task.
  - e). Whenever a Committee member 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.

f). The chair of the committee meeting shall have a casting vote.

g). Delegation. The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

h). The Committee can appoint Honorary members whose service warrants waiving the subscription e.g. Event Officials.

i). The Committee shall neither indulge in nor attempt anything of a hazardous nature that may endanger the Club financially, nor shall they contribute any portion of the funds to any organisation or individual unless such contribution is for the benefit of the sport and has been sanctioned by the Committee.

7. The Committee is empowered to discipline any member whom it considers has;

i). Failed to adhere to the requirements of the PCC Constitution or comply with the Rules and Regulations of cycling's governing bodies.

ii). Acted in a manner detrimental to the Club, the sport or the governing bodies.

Any Disciplinary Action deemed necessary shall be:-

a). A written warning, or

b). Temporary suspension for membership of the Club or

c). Expulsion from the Club.

If a member does not accept the disciplinary action and wishes to present arguments to refute any perceived misconduct, the member will have the right to one appeal and a hearing shall be called by the Committee to which the said member shall be invited. The original decision of the Committee will stand and be upheld until a convenient time can be made for an appeal to be arranged, heard and the decision communicated to the Member. The decision of the Committee shall be made within 14 days and delivered in writing to the Club member. The Committee's decision following appeal will be final. Any member so expelled may not be readmitted, except by approval of two thirds of the members voting at a Committee meeting.

8. In the event of the Club having insufficient funds to meet its debts a Special General Meeting shall be called to fix a levy upon the members such levy shall be fixed and borne pro rata.

To ensure prudent fiscal management a figure should be agreed at the first Committee meeting following the AGM which will provide a sum below which the Club funds should not fall below. It is recommended that this figure should be set at £5,000 (Five Thousand Pounds). Should the bank balance be close to this figure the Treasurer

should notify Committee members and a meeting arranged to ensure that Club activities are revised to ensure that funds are available to meet obligations in that financial year.

9. 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 Extraordinary General Meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall have the power to transfer all monies, assets and trophies of the Club into the custody of three nominated trustees for safekeeping. Any assets purchased with lottery funding will be distributed to another non-profit making body with similar aims. Any unspent lottery funding will be returned to the source. The trustees may at a later date transfer monies, assets and trophies to one of the following:
  - i). To another Club with similar sports purposes or
  - ii). Scottish Cycling for use by them for similar purpose.

## RACING RULES

10. All members must fully comply with the Rules set down by the regulation of Cycle racing by the Scottish Cycling and British Cycling.
11. The race secretary will ensure that:
  - a) The Time Trial Regulations are available for members on the PCC website.
  - b) Events for the forthcoming season are available for members 21 days prior to the new season starting. A list of trophies and the criteria for winning the events will also be published prior to the start of the season.
  - c) Will endeavour to notify riders (where possible) of any weather or road conditions likely to influence events. However, it is the riders own responsibility whether to compete and to use their own judgment based on road / weather conditions. No liability will be accepted by either the race secretary, fellow competitors nor Committee members of PCC.
  - d) Where events have to be cancelled due to road or weather conditions the race secretary shall consult with the time keepers and marshals prior to making a decision and that decision will be final.
12.
  - a). The race secretary shall record all members performances in Open and Confined events.
  
  - b). Members must submit to the Race Secretary details of their performance in open events within fourteen days of the Event.
  
  - c). Members should submit to the Race Secretary details of their performance in open events within fourteen days of the Event.
13. To be eligible for any PCC trophy a member must have completed at least eight of the qualifying events. To be awarded the Hill-climb trophy a member must complete at least seven other PCC events, either open or confined. Exceptions to this ruling will be at the discretion of the race secretary, for example, in exceptional circumstances

where a low turn-out precludes the usual criteria to be fulfilled. However, it is the duty of the race secretary to check the start sheet and ensure that competitors are aware and advised accordingly of any significant changes made to any previous rulings.

14. The Committee will maintain a list of the PCC trophies and the events for which they are awarded. The rules and regulations governing eligibility for all awards will be published after they have received membership endorsement at the AGM.

Document Originally created on 16th of December 1997. Transcribed from scanned document by Kevin Chalmers on 26<sup>th</sup> of January 2014.

## **Constitution adopted**

**At a meeting held at:**

**On:**

**Name:**

**Signed:**

**Signature:**

**Witnessed by:**

**Name:**

**Signature:**

**Occupation:**

**Witness Address:**

**Postcode:**