Rules & Constitution ("the Constitution") of Brighton Mitre Cycling Club

1. Name of club:

The club will be called Brighton Mitre Cycling Club, hereinafter will be referred to as "the Club", and may also be known as BMCC. The Club will be affiliated to British Cycling.

2. The Purpose and Objectives of the Club

The main purpose of the club is to provide facilities for, and to promote participation in, the amateur sport of cycling.

The objectives of the club to fulfil this purpose will be to:

- organise both self-led and led social rides for the enjoyment of its members;
- promote competitive activities including, but not limited to, track racing, road racing, time trials, hill climbs and cyclocross;
- offer coaching opportunities and improve the skills of the Club's members;
- ensure a duty of care to all members of the Club;
- provide its services in a way that is fair to everyone, governed by the Constitution of the Club; and
- promote safe and considerate cycling to its members and other road users in the local community.

3. Permitted means of advancing the Purpose

The Committee has the power to:

- Acquire and provide appropriate coaching, training and facilities, transport, as deemed necessary by the committee;
- Take out any necessary insurances as recommended by British Cycling
- Raise funds by events, appeals, subscriptions, loans and charges
- Properly manage the club's assets, which include but are not limited to, bank accounts, PayPal account and stock of kit, to fulfil its Purpose and the Objectives.
- Buy, lease or licence property and sell, let or otherwise dispose of the same
- Make grants and loans and give guarantees and provide other benefits

- Set aside or apply funds for special purposes or as reserves
- Deposit or invest funds in any lawful manner
- Employ and engage service providers to assist in pursuing the purposes
- Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies
- Do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

4. Membership

Membership of the Club shall be open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Membership shall consist of the following categories:

- Life member
- Committee member
- Member

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 Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of club members.

All members, with the exception of life members and committee members, shall pay subscription fees, which will be recommended and approved at the Annual General Meeting. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Committee members will be exempt from paying membership from the commencement to the cessation of their committee position.

Life members can be recommended by any member but can only be approved by securing a majority vote of the Committee's members.

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.

Anyone with a physical or neurodivergent difference should be encouraged to discuss their needs when joining. Parents are encouraged to share the needs of their children with the club when joining. Relevant steps will be taken by the club to try and accommodate the needs of every member. Brighton Mitre CC will look for support from British Cycling where necessary,

including creating care plans and requesting guidance on suitable training courses for coaches or volunteers.

All members should familiarise themselves with the safeguarding policy and be aware of how to raise a safeguarding concern as per the 'Safeguarding Policy & Reporting' document found on the club website.

5. Sports Equity

The Club is committed to ensuring that equity is incorporated across all aspects of its development.
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."

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.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. This would include, but is not limited to, equality of events open to all riders, equality of prize money and/or goods offered for any competitive event promoted by the Club.

The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. Annual General Meetings (AGM) and Extraordinary General Meetings (EGM)

General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- 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.

The Members will elect a Committee to serve until the next AGM. This will include a minimum of:

- Chair
- Treasurer
- Secretary
- Membership Secretary

Additional committee roles that are required for the management of club activities are permissible by agreement of the committee.

Notice of the AGM shall be given by the club secretary with at least 21 days' notice to be given to all members with voting opportunities not limited to physical attendance.

Nominations for officers of the committee will be sent to the secretary 7 days prior to the AGM.

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.

All paid up members of more than 1 month duration have the right to vote at the AGM.

The quorum for all general meetings is 8 members present or 10% of the total membership whichever is greater. (Votes presented online or via email may count towards quorum)

The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

An Extraordinary General Meeting (EGM) shall be called by an application in writing to the 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.

All procedures shall follow those outlined above for AGMs.

7. The Committee

- **Role:**

The affairs of the Club shall be conducted by the Committee in accordance with this Constitution and shall have responsibility for the management of the Club, its funds, assets and affairs.

- **Composition:**

The Committee shall consist of at least four members, comprising of Chair, Secretary, Membership Secretary, Treasurer and any other position deemed necessary for the proper running of the Club, as elected at the AGM. Where roles are split or shared by two persons, this will count as one committee position with a single vote. Where two roles are carried out by the same person, this will also carry a single vote.

- **Property:**

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club: o Sell and supply food, drink and related sports clothing and equipment; o Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

- o Pay for reasonable hospitality for visiting clubs and guests;
- o Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Committee will have due regard to the law on disability discrimination and the safeguarding of children and vulnerable adults (Safeguarding Policy & Reporting)

All committee members must be members of the Club. Committee members fees are waived hence all committee are members by default.

The term of office shall be for one year, and members shall be eligible for re-election at the AGM.

If the post of any officer or ordinary 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 or install an interim temporary placement until such time as either an AGM is held or a permanent posting can be made.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

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.

The committee meetings will be convened by the Secretary of the Club and be held no less than six times per year.

- **Committee meetings:**
    - 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.
    - The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
    - At least 4 members must be present for the meeting to be valid; o Committee meetings shall be held face to face wherever possible; o The Chair, or whoever else those present choose shall chair meetings; o Decisions shall be by simple majority of those voting;
    - A resolution in writing signed by every Committee member shall be valid without a meeting; (Vote by email is accepted); and
    - The Chair of the meeting shall have a casting vote.

- **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.

- **Disclosure:**

Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

8. Finances

- The club treasurer will be responsible for the finances of the club.
- The Treasurer will produce accounts of the Club for the latest financial year presented to the membership at the Annual General Meeting.
- Audited statement of annual accounts can be requested by the Committee but under normal circumstances the Club's annual accounts will be presented unaudited.
- The financial year of the club will run from 1 February and end on 31 January.
- All club monies will be banked in an account held in the name of the club.
- Audited statement of annual accounts can be requested by the Committee but under normal circumstances the Club's annual accounts will be presented unaudited.

- All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- The Club's funds and assets shall not be used for any private use by the Committee members.
- All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed among members or third parties

9. Amendments

These Rules may be amended at an AGM or EGM by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club.

Discipline and appeals

(a) 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 safeguarding policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection or safeguarding concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary; see Brighton Mitre CC Code of Conduct 2024.

(c) The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

(d) 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 7 days of the hearing.

(e) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

Winding up the Club

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 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 dispose of the net assets remaining to one or more of the following:

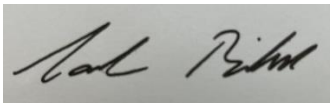
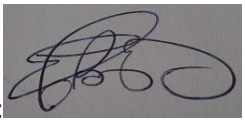
- To another Club with similar sports purposes which is a charity and/or ● To another Club with similar sports purposes which is a registered CASC and/or

- To the Club's national governing body for use by them for related community sports.

Constitution adopted at a meeting held at:

On: 26th February 2020
Updated on 25th May 2022 with additional wording in Clause 2 and Clause 8 as approved by members by online vote, and again on 25th March 2026 with amended wording in Clause 4, Clause 6 and Clause 9b as approved by members at committee meeting.

Name: Mark Bishop
Signed:



Witnessed by:
Name: Elaine Burroughs
Signed: