**Constitution of the Reservoir Cogs Cycling Club**

**Name:** Reservoir Cogs Cycling Club (hereafter ‘the club’)

**Affiliation:** The club will be affiliated with Cycling Ireland.

**Club Clothing:**

1. The club colours shall be black, red and white.
2. Clothing or advertising carrying the club’s name or logo may not be manufactured, used or distributed by members of the club unless approved by the Executive Committee of the club.
3. Ordering club clothing shall be in accordance with the arrangements entered into by the Executive Committee on behalf of the club.

**Objectives of the Club:**

The objects of the club shall be to promote, develop and foster the sport of cycling at all levels as determined by the Committee from time to time. In furtherance of this said object but not otherwise the club may:

1. Promote and hold, either alone or jointly with others, sportives and leisure events in accordance with rules established by Cycling Ireland.
2. Apply for grants from appropriate entities for the development of the sport of cycling.
3. Establish and promote or assist any other association or entity having objectives similar to those of the club.
4. Provide a social network(s) to allow interaction between club members.

**Organisation:**

1. The business and affairs of the club shall be under the control of an Executive Committee that shall be elected each year at an Annual General Meeting (AGM);
2. The Executive Committee shall consist of a Chairperson, Hon. Secretary, Hon. Treasurer, Safeguarding Officer, and at least two but up to five other representatives.
3. The Executive Committee will have the following responsibilities *inter alia*:
	1. The Chairperson is responsible for the effective management of the club; s/he shall preside over the Executive Committee. S/he will be one of the three signatories,

(any two to sign) on the club’s bank account(s).

* 1. The Hon. Secretary is responsible for taking minutes at all meetings, and for ensuring that all information about matters affecting the club is communicated to paid up members in an efficient and expeditious manner. S/he shall be one of the three signatories (any two to sign) on the club’s bank account(s). All official complaints or communications on club matters should be made in writing to the Hon. Secretary in accordance with the provision of this Constitution or any regulation deriving therefrom.
	2. The Hon. Treasurer

As Hon. Treasurer the holder of this office is responsible for overseeing the club finances. S/he shall be one of the three signatories (any two to sign) on the club’s bank account(s). The Hon. Treasurer is required to provide a statement of accounts (including income and expenditure) each month to the Executive Committee and is responsible for the implementation of appropriate financial governance controls and procedures necessary to ensure the integrity of club finances. S/he will also be responsible for preparing the annual accounts for external certification prior to presentation of accounts at the AGM.

* 1. The Club Safeguarding Officer will work with the Executive Committee to ensure that all children, vulnerable adults and minority groups are treated fairly and with respect. The CSO will make Him/Herself available to all club members who wish to raise any concerns. The CSO is responsible for reporting persistent poor practice either within the club / Cycling Ireland to the National Safeguarding Officer.
1. The Executive Committee is responsible for ensuring that:
	1. Group spins are organised in accordance with club cycling guidelines and rules.
	2. The roles and responsibilities of the Executive Committee members shall be as set out in © above. The Executive Committee nonetheless shall reserve the right to amend the roles and responsibilities by a majority vote if deemed necessary. If such changes require amendment to the responsibilities outline in © then such changes must be put to the AGM for ratification and the amendment to the Constitution shall be subsequently made and published to paid up members;
	3. The Executive Committee of the club shall be responsible for all decisions and plans made by the club’s various sub-committees and it is the duty of each sub-committee Chairperson to report to the Executive Committee;
	4. An Executive Committee member may not hold more than one office at the same time.
2. The quorum for the transaction of business at the Executive Committee meeting shall be four.
3. All decisions of the Executive Committee shall be determined by the majority of the members present and voting. The Chairperson will have a casting vote in the event that a vote is tied.
4. The normal Term of office for the officers of the Executive Committee elected at the AGM will be until the following AGM unless ended sooner. In the event of a vacancy occurring, the Executive Committee shall have the power to co-opt another member to replace him/her. A member of the Executive Committee who without satisfactory explanation absents him/herself from three (3) consecutive meetings shall be deemed to have resigned from the Executive Committee.
5. Each member of the Executive Committee shall receive a minimum of three (3) days-notice of any Executive Committee meeting. The Executive Committee shall give no less than fourteen (14) days-notice of the AGM to all paid up members using electronic media or snail mail.
6. The AGM shall be held during the month of February each year and on a date to be decided by the Executive Committee.
7. A majority vote is required of a quorum of twenty per cent of the membership to be present at the AGM to pass any resolutions.
8. The Executive Committee is responsible for appointing delegates and encouraging their attendance to represent the club at Cycling Ireland AGM’s and any other Cycling Ireland organised events deemed relevant to the interests of the club.

**Sub-committees:**

Sub-committees may be formed at the request of the Executive Committee, from time to time, in order to assist in the orderly running of the club. Sub-committees may elect a Spokesperson who will represent the sub-committee in its dealings with the Executive Committee.

**Amendments to the Constitution:**

A general meeting (AGM) of the club may amend the Constitution by a majority of two-thirds of the members present and voting, providing that a quorum of twenty per cent of the membership be present and that written notice of the amendment proposed has been given to all members not less than 14 days before the General Meeting.

**Resolution to Dissolve the Club:**

The Club may be dissolved by a resolution passed by a majority of members voting at a general meeting (AGM) provided more than half the in-benefit members are present and that the resolution be confirmed by a majority of two thirds of in-benefit members specially convened for that purpose.

Should this happen the Executive Committee shall accept this resolution and meet to realise the club’s assets and to discharge all its liabilities. If there is a deficit, the Executive Committee shall proceed to collect from each in-benefit member and each in-benefit member shall pay an equal share of the deficit. No resignations shall be accepted after a resolution to dissolve the club.

**Membership**

Membership of the club shall be open to all persons interested in the objects of the club, and who agree to abide by this Constitution and the Club Rules as published on the club website.

Membership is renewed annually and members will be registered and insured with Cycling Ireland by paying their annual subscription on the Cycling Ireland portal and by obtaining a Cycling Ireland Licence. The normal period of annual membership shall run from January 1st to December 31st. Membership renewal fees are to be paid by January 31st. A person becoming a member shall not cease to be a member unless s/he submit a transfer request through the CI portal. Such persons shall not be entitled to a refund in whole or in part of their fee.

Categories of membership include:

1. Active members who shall be leisure/touring cyclists/mountain bikers or supporters who have paid their current annual membership fees;
2. Honorary Members and benefactors of the Club neither of which shall have voting rights at General Meetings. Individuals who, in the opinion of two-thirds of those eligible to vote at a General Meeting, have made a significant contribution to the club in particular, and the sport of cycling, in general, may be elected Honorary Members;
3. Inactive members shall be leisure/touring cyclists/mountain bikers who have not paid their current annual membership feeds. Inactive members will not have voting rights at General Meetings;
4. Members who have unpaid fees of more than two years will cease to be members of the club automatically.

All club members are obliged to obey the Rules of the Road, Cycling Ireland and Reservoir Cogs Rules as published on the club’s website.

**Voting Rights:**

The right to vote at any General Meeting shall be afforded to members recorded as in-benefit (“active”) on the Club Members’ Register on the day of the Annual General Meeting.

**Discipline:**

The Executive Committee shall at its discretion have power to sanction, suspend and if necessary remove from the list of members any member whom it considers to have acted in a manner contrary to the objects, interest and/or welfare of the club or fellow club members.

1. Any member of the Club, accused of alleged dishonest behaviour or conduct, or who refuses to comply with the rules or direction of the Executive Committee of the club, or who behaves in a manner prejudicial to the proper conduct of the Constitution and any published club rules may be subject to the club’s ‘Discipline and Appeals Process’;
2. Member complaints against fellow members or club officers will be subject to the club’s ‘Discipline and Appeals Process’ as follows;
3. Where notification in writing is received by the Chairperson or Hon. Secretary of an alleged grievance, the Executive Committee will nominate in the first instance either a member of the Executive or a non-Executive Committee club member to meet with the disputing party(ies) to resolve the matter informally;
4. Where the matter cannot be resolved in an informal manner, the Executive Committee with the agreement of the complainant will appoint three individuals, one of whom should be on the Executive Committee and two others. These individuals will constitute a ‘Disciplinary Committee’ for handling the specific complaint(s) or grievance(s) that has/have arisen.
5. The ‘Disciplinary Committee’ will appoint and record accurate minutes of any meeting(s) connected with the alleged complaint or grievance. The ‘Disciplinary Committee’ will operate under the principles of natural justice thus ensuring all parties to a complaint/grievance get a fair hearing. The right to appeal the decision to a Standing Appeals Committee of 3 club members, appointed at the AGM for the ensuing year is open to any complainant who does not agree with the decision of the Diciplinary Committee. This Standing Appeals Committee will only be convened to hear an appeal from a disputant who is unsatisfied with a decision of the ‘Disciplinary Committee’.
6. A decision arising from an appeal to the Standing Appeals Committee will be final.

**Accounts and Banking Procedures**

1. The Hon. Treasurer shall cause true accounts to be kept of all sums of money received and expended by the club;
2. At the AGM the Executive Committee shall present a statement of income and expenditure, covering the preceding year and a balance sheet;
3. A current account shall be kept under the name of the club;
4. Accounts shall not be paid except as authorised by the Chairperson and Hon. Treasurer or Hon. Secretary;
5. The signature of two of the following is required to withdraw monies from the club’s current account: any two of either Chairperson, Hon. Secretary or Hon. Treasurer;
6. Before the AGM each year, the accounts and balance sheet of the club for the preceding year, shall be examined and their correctness ascertained and certified by the Club’s appointed Accountant;
7. The Executive Committee shall not incur debts greater than the assets of the club.

**Communication with Club Membership**

The Executive will ensure that a copy of minutes of the AGM will be emailed to all members. A list of current club rules will be made available to club members on the club website.

**Extraordinary General Meeting**

In order for an Extraordinary General Meeting (EGM) to be called, a written request must be lodged with the Hon. Secretary by at least 25% of club members. Such a meeting must be called within seven ordinary days of being requested. This provision shall not prevent the Executive Committee from calling an EGM at any time as it deems necessary.

**Amendment of the Constitution and Club Rules**

The AGM will be held each year in February at which time amendments to club rules may be made. Proposed amendments to the Constitution and any amendments to rules must be submitted to the Hon. Secretary at least 21 working days before the holding of the AGM.

Constitution adopted on 24th February 2023



Signature: Chairperson

Signature:  Hon. Secretary