

# Constitution of Bigfoot Go-Ride Community Amateur Sports Club

## 1 The club will be called: Bigfoot Go-Ride

## 2 The Purposes of the Club

~~The purposes of the Club are to promote the amateur sport of cycling to under 18s in Bromley and community participation in the same area.~~

The purposes of the Club are:

- to promote the amateur sport of cycling to under-18s through the provision of cycling activities and equipment; centred in the London Borough of Bromley and surrounding areas, and
- to assist in making the sport affordable and accessible to all under-18s in the club, and
- to encourage associated community participation

## 3 Permitted means of advancing the purposes

The Committee has the power to:

- Acquire and provide grounds, equipment, coaching, training and cycling facilities, club house, transport, medical and related facilities
- Provide coaching, training, medical treatment, and related social and other facilities
- Take out any insurance for club, employees, contractors, cyclists, guests and third parties
- Raise funds by appeals, subscriptions, loans, charges and grants
- Borrow money and give security for the same, and open bank accounts
- 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 staff and others and provide services
- 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: (i) any Young Person aged 17 or under interested in the sport of cycling, (ii) any Registered Active Adult Volunteers aged 18 and over and (iii) Formal Adult Volunteers aged 18 and over. Membership is granted on application regardless of race, cultural background, ethnic origin, nationality, gender, ability/disability (whether mental or physical), religion, marital or family status, sexuality or sexual orientation, age or physical appearance. However, limitation of membership according to available facilities and resources is allowable on a non-discriminatory basis.
- The Club has three classes of membership: Young Person members (aged 17 or under), Registered Active Adult Volunteer members (aged 18 or over) and Formal Adult Volunteers (aged 18 or over). Persons aged 18 or over may be both a Registered Active Adult Volunteer and a Formal Adult Volunteer. The Club will keep subscriptions at levels that are non-discriminatory, fair and will not pose a significant obstacle to people participating.

- c. A Registered Active Adult Volunteer is any person aged 18 or over, actively volunteering with the club, who has added their name to the Club's register (A blank register for entries being opened on the Club's website before any General Meeting is called, the register closing on the day before the General Meeting. A new replacement register opening before each subsequent General Meeting in like fashion) and thus has an entitlement to vote at that General Meeting
- d. A Formal Adult Volunteer is a person aged 18 or over who has signed the club's Volunteer Sign Up Form (or the previously used Helper Sign Up Form). This enables wider volunteering roles within the club, but by itself this class of member has no entitlement to vote
- e. The Club Committee may refuse membership, or remove it, only for good cause such as inactivity, overdue payments, conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel, established by the Committee, consisting of club members.

## **5 All General Meetings**

- a. All members (and for Young Person members this includes their parents, carers or guardians) may attend all general meetings of the Club in person. All members (except Formal Adult Volunteers) are entitled to vote on resolutions (however in regard to Young Person members the vote is to be carried out by one of either their parent, carer or guardian) provided they have added their name to the Club's register (A blank register for entries being opened on the Club's website before any General Meeting is called, the register closing on the day before the General Meeting. A new replacement register opening before each subsequent General Meeting in like fashion)
- b. Such meetings need 21 clear days' written notice to members and for Young Person members with notice to their parent / carer / guardian where such contact details have been provided.
- c. The quorum for all general meetings is 5 persons entitled to vote or 5% of the total number of persons entitled to vote, whichever is greater.
- d. The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- e. Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast by a show of hands of those persons entitled to vote.
- f. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members and for Young Person members to their parent / carer / guardian where such contact details have been provided.

## **6 Annual General Meetings (AGM)**

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

- a. The persons entitled to vote will elect a Committee including a Chair, Treasurer and Secretary (the Officers) to serve until the next AGM;
- b. The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- c. The Committee will present a report on the Club's activities since the previous AGM;
- d. The persons entitled to vote will appoint a suitable person to audit the accounts; and
- e. The persons entitled to vote will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

## **7 Extraordinary General Meetings (EGM)**

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 50% of the persons entitled to vote signed by them. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

## **8 The Committee**

### **A. Role**

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

### **B. Property etc**

- i. 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.
- ii. 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.
- iii. The Club may also in connection with the sports purposes of the Club:
  - a. Sell and supply food, drink and related sports clothing and equipment;
  - b. Pay for reasonable hospitality for visiting teams and guests;
  - c. 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).
- iv. The Committee will have due regard to the law on disability discrimination and child protection; and to matters of welfare, equality, health and safety

### **C. Composition etc**

- i. The Committee shall consist of at least three and not more than fifteen members (including Officers).
- ii. The Committee members may co-opt members of the club (up to the maximum permitted number) to serve until the end of the next AGM.
- iii. Any Committee member may be re-elected or re-co-opted without limit.
- iv. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting his/her case to the Committee with an appeal to the persons in the Club entitled to vote, or is removed by the persons in the Club entitled to vote at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

### **D. Committee meetings**

- i. 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.

- ii. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
  - a. Reasonable notice must be provided to all Committee members;
  - b. At least 3 members must be present for the meeting to be valid;
  - c. Committee meetings shall be held face to face;
  - d. The Chair, or whoever else those present choose shall chair meetings;
  - e. Decisions shall be by simple majority of those voting;
  - f. A resolution in writing signed by every Committee member shall be valid without a meeting;
  - g. The chair of the meeting shall not have a casting vote.

#### **E. Delegation etc**

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.

#### **F. 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.

### **9 Remuneration and expenses**

Bigfoot Go-Ride is a volunteer-run organisation and no member may receive any remuneration for their participation in club activities.

Members are permitted to claim back travel costs and other reasonable expenses that they have incurred whilst undertaking activities on behalf of the club. Members may also claim for expenses incurred procuring goods and services on behalf of the club, provided that such expenditure has been approved in advance by the Committee.

A claim for refund of expenses must be made by submitting a receipt for the costs incurred together with a completed and signed expenses claim form to the Treasurer. Expenses will be refunded by cheque from the club bank account (signed by at least two Committee members) or by bank transfer from the club bank account (authorised by at least two Committee members).

### **10 Amendments**

- a. These Rules may be amended at a general meeting 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 as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 10 (b) has been followed) or winding up provisions.
- b. The Club Purposes and/or winding up provisions may be changed (including if to include another eligible sport) if the Committee so decide and it is agreed by a 75% majority of votes cast at an AGM or EGM.

## 11 Winding up the Club

- a. Those entitled to vote 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.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - i. To another Club with similar sports purposes which is a charity and/or
  - ii. To another Club with similar sports purposes which is a registered CASC and/or
  - iii. To the Club's national governing body for use by them for related community sports.

## Constitution adopted

At a General Meeting held at: Hayes Village Hall [to be altered if above change agreed at AGM]

On: Friday 18<sup>th</sup> March 2016

Name: Spencer Harradine  
Position: Chair

Name: Sandra Eder  
Position: Secretary

### Witnessed by

Name: Adam Shepherd

Signature:

Occupation: Senior New Business Officer

Witness Address: 108 Pickhurst Lane, Hayes, Bromley, Kent, BR2 7JD