

Leamington Cycling and Athletics Club

Club Rules

Edmondscote Sports Track,
Edmondscote Road,
Off Princes Drive,
Leamington Spa

Rules adopted at the Club AGM on 3rd March 2000

Revised by Ray Morgan after the AGM on 5th March 2004

Revised by Ray Morgan after the AGM on 11th March 2005 (to cater for All Stars Section)

Revised by Ray Morgan after the AGM on 10th March 2006 (to remove All Stars Section)

Revised by Ray Morgan after the AGM on 9th March 2007 (clarity of Rule 4 only)

Revised by Ray Morgan after the AGM on 4th March 2008 (changes to Treasurers role and financial management of the Club.

Revised by Alan Edwards after AGM 2nd March 2010

Leamington Cycling and Athletics Club – Club Rules

1. Name

The name of the Club is the **LEAMINGTON CYCLING AND ATHLETICS CLUB**.

2. Purpose of the Club

The purpose of the Club is

- a) To promote and foster Cycling, Athletics and associated activities.
- b) To provide for social activities among the members.

3. Structure

The Club consists of two sections; the Athletics Section and the Cycling Section.

The affairs of each Section will be managed by the respective Section Committee. Matters which relate to the whole Club will be managed by the Club Executive Council.

4. Members

- a) Membership of the Club shall be open to all provided:-
 - i. The applicant is eligible as defined by the governing bodies which the Club recognises for each sport or meets the conditions for Associate Membership.
 - ii. The applicant has reached the minimum age limit set by the appropriate Section Committee.
 - iii. The applicant supports the purpose of the Club and Section and has no conflicting membership of any other Club.
 - iv. The applicant applies for membership on a Club Membership Form and the completed form is submitted to a member of the relevant section committee with the full subscription for the current year.

Anyone then applying for membership shall be elected regardless of ability, race, colour or any other factor.

- b) A register of Members showing name, address and category of Club Members shall be maintained by each Membership Secretary.

5. Membership categories.

- a) Subscription membership:
 - First Claim Membership – open to first claim members as defined by the appropriate Section Committee.
 - Second Claim Membership – open to second claim members as defined by the appropriate Section Committee
 - Associate Membership – open to persons who support the Club in any capacity but do not wish to compete in cycling or athletics events.
 - Family Membership covering more than one member from the same family living at the same address.

- b) Elected Membership
 - Life Membership – elected at a Club Annual General Meeting.
 - Vice-Presidents – elected at a Club Annual General meeting.
- c) A person shall cease to be a member:
 - If he/she gives to the appropriate Section Secretary written notice of resignation of his/her membership.
 - If he/she is more than six months in arrears with his/her subscription.
 - If the Member having acted or behaved in a manner inconsistent with the purpose or membership of the Club, the Club Executive Council resolves by a majority of Members present to remove him or her from Membership. The Member shall be reasonably informed of the meeting at which his/her conduct is to be considered and shall be entitled to make representation to the Meeting.

6. Subscriptions

- a) The Club subscription year is from 1st January to 31st December.
- b) Annual subscription rates for each category of full membership shall be determined by each Section General Meeting after consultation with the Club Honorary Treasurer and reported to the Club Annual General Meeting. Any changes approved at the AGM shall take immediate effect.
- c) If required, each subscription will be divided between the Section for which the person is a member and the Club General fund (paragraph 7(b)).
- d) Subscriptions for second claim members shall be half that for first claim members and for Associate Members a fee as determined by the Club Annual General Meeting.
- e) Subscriptions for family membership shall be available whereby the first member of a family shall pay the full subscription and any other First Claim Members of their family shall pay half the appropriate subscription.
- f) Members shall not have to pay a subscription from the start of the year after their 65th birthday.
- g) A person who is elected to be a member after 1st October in any year may pay a reduced subscription for that year at the discretion of the Section Committee (or officer nominated by a Section Committee).
- h) Subscriptions provide for:
 - i. The fees for some Club and team events (as determined annually by each Section Committee at the first meeting after the Annual General Meeting), and
 - ii. Copies of the appropriate Section newsletter
- i) Subscriptions do not include Edmondscote Track Fees, individual membership of British Cycling, CTT or the England Athletics (EA) affiliation fee.
- j) Members who are in arrears with their subscription shall not be permitted to represent the Club, take part in Club events, vote at Club meetings or receive any award or benefit from the Club.
- k) Members and Life Members wishing to affiliate to EA in order to comply with Rule 3 of the UK Athletics Rules for Competition, shall pay the affiliation fees required by EA. These fees will be collected in advance of the EA due date by the Athletics Section Membership Secretary and forwarded to EA together with such personal details as EA may reasonably require in connection with its membership scheme.
- l) A list of paid up members shall be available for inspection at the track or on application to the appropriate Section Officer.
- m) Full membership of the Athletics Section or the Cycling Section automatically entitles the Member to participate in the activities of the other section, subject to any rules of the national or regional governing bodies of that section.

7. Finance

- a) The Club financial year is 1st April to 31st March.
- b) General Fund
 - i. The Club shall retain a general fund.
 - ii. The General Fund shall comprise properties and incomes and expenditures from joint ventures of the Sections in furtherance of the Club's defined Purpose. Any abnormal expenditure shall be met in equal amounts from the funds of each Section.
 - iii. The General Fund shall be managed jointly by the Club President and the Club Chairman together with at least one Member of good standing elected at the AGM from amongst the Elected Members of Honour, or otherwise from the Members, having due regard for the Purpose.
- c) Section Funds
 - i. Each Section Committee shall be responsible for administering its funds, which shall comprise the allotted proportion of that Section's memberships subscriptions, donations to that Section and any surplus realised by the Section on fund raising events and promotions.
 - ii. Each Section Treasurer shall prepare and present to the Section Committee at the end of the financial year a review of income and expenditure, including a forecast for the forthcoming year.
- d) Holding of Funds
 - i. The funds of the Club and its Sections shall, other than a limited amount retained as cash in hand, be maintained in such Bank Accounts, and withdrawn under such authorized signatories as the Officers acting under delegated authority of the Executive Council may decide.
 - ii. All monies received by any person on behalf of the Club or its Sections shall be passed as soon as possible to the appropriate Section Treasurer who will issue a receipt and pay all such monies to the credit of one of the Club's Bank Accounts. The Section Treasurers shall keep such accounts and pay such debts as the Officers may direct.

8. Club Colours

The registered Club colours shall be:

- Athletics – white vest with royal blue band and trimmings and red shorts.
- Cycling – clothing with red, white and blue panels and/or trimmings.

9. Affiliation

The Club shall be affiliated to such bodies as may be decided at the Annual General Meeting or by the Executive Council.

10. Executive Council

The Executive Council shall comprise:-

The Club President, the Club Chairman and the Club Secretary

The Honorary Chairmen, Treasurers and Secretaries of the two Sections

Plus additional members until each of the Athletics and Cycling Sections is apportioned 5 voting delegates who have been chosen by their Section.

Six members shall form a quorum.

11. Section Committees.

- a) Each Section may determine the exact composition of the Section Committee and the method of selection of its members to suit its management needs but must include as its Officers at least the Section Chairman, Hon Secretary and Hon Treasurer.
- b) Any Member of the Club who is not a member of the Section Committee may attend its meetings but not vote.
- c) Four voting members of the Committee shall form a quorum, of which three must be members of the Section.
- d) Parents or Guardians of Members under the age of 16 may serve in lieu of the Member.
- e) The Club President, Chairman, and Hon General Secretary, and both Sections' Officers shall be entitled to attend the meetings of each Section, but shall not have the power to vote if not members of that Section Committee or acting in accordance with Rule 12(b) as Chairman of the meeting by invitation of the Section Committee. Section Secretaries shall notify all Officers when meetings are to be held.
- f) Each Section Committee will manage the affairs of the Section and shall have the power to do anything necessary for that purpose.
- g) The appropriate Section Chairman, Hon Treasurer and Hon Secretary shall have power to act between Committee meetings. Any action taken shall be reported to the next meeting of the Committee.

12. Meetings – General Rules.

- a) Any member of the Executive Council or Section Committees who is absent for three consecutive meetings without reasonable excuse shall cease to be a member of that body and the vacancy created filled by the Executive Council or Section Committee concerned.
- b) Decisions will be by a simple majority of voting members present. In the event of equality of voting the Chairman (or acting Chairman of that meeting) shall have a casting vote.
- c) Not less than seven days written or oral notice of meetings shall be given by e-mail or phone to members of Section Committees or the Executive Council.

13. Section Meetings

- a) Each Section should hold regular committee meetings, normally not less frequently than once every two months, at which the management of its affairs should be discussed.
- b) Each Section should hold one such meeting between one and three weeks prior to the Club Annual General Meeting to also consider items to be reported or otherwise considered at that AGM, and to nominate Section Officers subject to confirmation by the Club AGM, if not already discussed at a preceding meeting.

14. Annual General Meeting

- a) An Annual General Meeting shall be held before the end of June.
- b) The business of the Annual General Meeting shall be;
 - To receive reports on any exceptional activities of the Club during the preceding year.
 - To receive and consider the accounts of the Club for the preceding year and the Treasurers' reports on the financial positions of the two Sections of the Club, with any recommendations for revised subscription rates, and the Auditors report on these accounts.
 - To consider and determine any proposed changes to the Rule Book
 - To elect the Patron and the following Club Officers for the ensuing year: President, Chairman, and Honorary General Secretary.

- To elect the following Section Officers, Section Chairman, Hon Treasurer and Hon Secretary nominated by the Sections.
 - To elect the Club Executive Council.
 - To elect two Honorary Auditors
 - To confirm the current Life Members and Vice Presidents and to elect any further such Life Members and Vice-Presidents.
- c) Notice of the Annual General Meeting shall be posted on the Club website and notice board and given to each member by e-mail or post at least one month prior to the date of the meeting.
- d) Any proposition or request for motion is to be in the hands of the Club General Secretary not less than two weeks prior to the meeting and an agenda posted on the Club website and notice board not less than seven days before the meeting.
- e) The President shall be eligible for re-election subject to the restriction that he/she shall not normally hold the office for more than four consecutive years.
- f) The Club Chairman shall normally be from the alternative Section to the President.

15. Extraordinary and Special General Meetings

- a) An Extraordinary General Meeting of the Club may be convened at any time by resolution of the Executive Council or a Section Committee through the Honorary General Secretary.
- b) A Special General Meeting of the Club shall be held within 21 days of the receipt by the Honorary General Secretary of a requisition signed by at least twelve Members, stating fully the object of the meeting.

16. Proceedings at General Meetings.

- a) Ten full Members shall form a quorum at General Meetings, of which three must be Officers of the Club and at which each Section must be represented by at least three members.
- b) Resolutions shall be passed by a simple majority of full members present and voting except for resolutions to amend the Club Rules, which must be by a two-thirds majority of paid members present.
- c) At General Meetings the Chairman has no second or casting vote.

17. Special Conditions.

- a) These rules shall not be altered, nor shall any new Rule or Rules be made except at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose, on a two-thirds majority of full Members present and voting. Notice of the proposed alteration shall be set out in the agenda of the summons to the meeting.
- b) If any matter arises which is not provided for in the Rules, it shall be dealt with by the Executive Council.

18. Dissolution.

- a) The Club may be dissolved by resolution of an Extraordinary or Special General Meeting called for the purpose and supported by a majority of at least two thirds of full Members present and voting.
- b) The dissolution shall take effect from the day when the resolution is passed and the Executive Council shall be responsible for the winding-up of the assets and liabilities of the Club.
- c) If any property remains after the discharge of all debts and liabilities of the Club this shall be distributed to the benefit of the sports of Cycling and Athletics in the Warwick District area.

19. Trophies

- a) Each Section Committee shall determine the rules for the award of Section trophies and ensure a set of the current rules are appended to the Club Rules and otherwise advertised to members of the Section.
- b) All trophies shall be returned to the appropriate Section Secretary, at least six weeks before the Presentation of Awards.
- c) Winners of Club trophies will be held responsible for the return of such trophies in good and satisfactory condition and will be held liable for the cost of the repair of any damage to such trophies whilst in their possession.
- d) In any Athletics Section Club event no member can win more than one prize. This will not affect the points scored for Club Trophies.
- e) Each trophy holder is responsible for insuring, against damage or loss, any Club trophy whilst in his/her possession. The Club will reimburse any reasonable costs incurred.
- f) Each year the sections will nominate an individual or a committee to decide the award of the Club trophies.

Addendum to Rules 14: Roles of Officers

The Chairman shall preside at General Meetings and meetings of the Officers. In the absence of the Chairman the President shall preside, or in their absence the meeting shall elect a Chairman from those present. The Chairman shall be an ex-officio member of both Section Committees..

The President shall preside in the absence of the Chairman, and shall normally undertake the duties of representing the Club at such functions as may be necessary or appropriate.

The Honorary General Secretary shall maintain a register of names, addresses and contact details for all Members, Officers and Officials, or otherwise delegate such responsibilities to appointed Membership or Subscription Secretaries. He or she shall normally attend and take minutes at General Meetings, meetings of the Officers and attend meetings of the Sections as necessary. He or she shall require the recording of issues and actions and hold such records of those meetings which he or she does not attend, reporting such issues and actions to General Meetings where necessary. The Hon Secretary shall issue notice of General Meetings and conduct such correspondence as may be necessary on behalf of the Club. He or she shall be an ex-officio member of all Section Committees.

The Section Chairmen and Hon Section Secretaries shall preside at and make records of meetings of their Section, generally conduct and manage the business of their Section and represent the Section as is necessary or appropriate to the purpose of the Club

The Honorary Section Treasurers shall receive monies and make payments on behalf of their Sections of the Club using such bank accounts as may be set up under delegated authority of the Executive Council . He or she shall maintain such records as may be necessary for proper control of the Section finances. He or she shall report on monies received and paid out to meetings of the Officers and to General Meetings and make a report on the finances to the AGM.

Officers: of the Club shall be those holding the positions set out above.

Officials: of the Club and its Sections shall be those elected in addition to serve on the Section Committees and Executive Council and act in concert with resolutions of those Committees.

END OF CLUB RULES

Last revision was after the 2010 AGM