

CONSTITUTION OF THE

NOTTS & DERBY CYCLO-CROSS LEAGUE

COMMUNITY AMATEUR SPORTS CLUB

Confirmed by a vote of the General League Committee on 11th April, 2018

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1. Nomenclature

- 1.1. The club will be called: Notts & Derby Cyclo Cross League.
- 1.2. It will be referred to as The League hereafter in this document.

2. The purposes of The League

- 2.1. The purposes of The League are to promote the amateur sport of cyclo-cross in Nottinghamshire and Derbyshire for all categories of rider and community participation in the same area.

3. Permitted means of advancing the purposes

- 3.1. The Committee has the power to
 - acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
 - provide coaching, training, medical treatment, and related social and other facilities
 - take out any insurance for The League, employees, contractors, players, guests and third parties

- raise funds by appeals, subscriptions, loans and charges
 - 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; 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
- 3.2. 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

- 4.1. Membership of The League shall be open to any club whose club address (as registered with British Cycling) is in the counties of Nottinghamshire or Derbyshire or to any private individual who lives within these counties.
- 4.2. Membership of The League shall be open to anyone interested in the sport on application regardless of sex, 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.
- 4.3. The League may have different classes of membership and subscription (as detailed in Appendix A) on a non-discriminatory and fair basis. The League will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 4.4. The affiliation fees in respect of the ensuing season shall be fixed at the Annual General Meeting. Fees shall be payable by clubs and individuals wishing to affiliate with the League by midnight before round 1 in order for members to claim points for all rounds. Any club or individual that has not paid the appropriate affiliation fee before this deadline will not receive league points until the fee is paid prior to midnight the night before any given round. Points will not be backdated.
- 4.5. The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring The League or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of members of The League.
- 4.6. The League shall be affiliated to British Cycling and shall operate in accordance with the rules of that organisation.

5. General League Committee

5.1. Role

- 5.1.1. To ensure that The League's activities comply with its rules and regulations and vote on appropriate changes that are in the best interests of The League.

5.2. Composition

- 5.2.1. The structure of this committee is detailed in appendix B.
- 5.2.2. The General Committee will consist of a maximum of 2 representatives of each member club; all private individual members; and all Honorary Lifetime Members.
- 5.2.3. A President may be elected, and shall become ex officio a member of The Committee.

6. The Volunteer Team

6.1. Role

- 6.1.1. Subject to these rules the Volunteer Team shall have responsibility for the management of The League, its funds, property and affairs, on behalf of the Committee.

6.2. Composition

- 6.2.1. The Volunteer Team will be formed from representatives of any member club, Private Individual Members or Honorary Lifetime Members of The League.
- 6.2.2. The Volunteer Team will include Elected Officers (Chair, Secretary and Treasurer), and will divide duties amongst a number of sub-groups, each with designated Team Leader.
- 6.2.3. The Volunteer Team may co-opt League members to serve until the end of the next AGM.
- 6.2.4. Any volunteer may be re-elected or re-co-opted without limit.
- 6.2.5. A member of the Volunteer Team ceases to be such if he or she: ceases to be a member of The League; resigns by written notice; or is removed by the Volunteer Team 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 League members; or is removed by The League members at a general meeting. The Volunteer Team shall fairly decide time limits and formalities for these steps.

6.3. Delegation

- 6.3.1. The Volunteer Team 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 League; its membership; its duty to report back to the Volunteer Team. The Volunteer Team may wind up any sub-committee at any time or change its mandate and operating terms.

6.4. Property

- 6.4.1. The property and funds of The League cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- 6.4.2. The League 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.
- 6.4.3. The League may also in connection with the sports purposes of The League
- Sell and supply food, drink and related sports clothing and equipment
 - Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the elected committee without the person concerned being present
 - Pay for reasonable hospitality for visiting teams and guests
 - Indemnify the Volunteer Team and members acting properly in the course of the running of The League against any liability incurred in the proper running of The League (but only to the extent of its assets)
- 6.4.4. The Volunteer Team will have due regard to the law on disability discrimination and child protection.

6.5. Disclosure

- 6.5.1. Annual League reports and statements of account must be made available for inspection by any member and all League records may be inspected by any member of the Volunteer Team.

7. All general meetings

- 7.1. General meetings shall be held face to face;
- 7.2. All members may attend all general meetings of The League in person.
- 7.3. Such meetings need **14 clear days'** written notice to members.
- 7.4. An agenda will be published not less than **5 days** before any general meeting, and all motions to the meeting should be received not less than **7 days** before the meeting.
- 7.5. The quorum for all general meetings is **6 members** present **or 10%** of the total current membership whichever is greater.
- 7.6. A resolution in writing signed by every member of the Volunteer Team shall be valid without a meeting.

- 7.7. The Chair shall preside, or else agree to delegate the duty to another member.
- 7.8. The business of The League shall be overseen by the Volunteer Team, whose duty it is to implement the wishes of The League members.
- 7.9. Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast by private individual members and representatives of member clubs, with a maximum of 2 votes per member club, on a show of hands. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Volunteer Team and publicised to League members.
 - 7.9.1. Where an individual has two claims to membership (for example by belonging to two member clubs), that individual must declare a single club for the purposes of voting and may cast only one vote per resolution.
 - 7.9.2. Members must be at least 16 years of age to vote upon League resolutions. A parent or guardian may vote on behalf of a member who is not of age to vote.
- 7.10. 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.

8. Annual General Meetings (AGM)

- 8.1. The League will hold an AGM once in every calendar year and not more than 15 months after the last to take place between the last event of the season and the EMCCA date fixing meeting.
- 8.2. The Elected Officers and Volunteer Team Leaders will stand down at the Annual General Meeting and, if wishing to be re-elected, should inform the Secretary **two weeks** before the AGM. Anyone else wishing to stand for election to any post should notify the secretary a minimum of **one week** prior to the date of the AGM.
- 8.3. The AGM may include provisional event date fixing for the next season.
- 8.4. At every AGM:
 - 8.4.1. The Members will vote on the appointment of the Elected Officers and Volunteer Team Leaders to serve until the next AGM.
 - 8.4.2. Volunteer Team Leaders will present a written report of activities relating to their role since the previous AGM.
 - 8.4.3. The Treasurer will produce accounts of The League for the latest financial year to be audited as the Volunteer Team shall decide.
 - 8.4.4. The Volunteer Team will appoint a suitable person to audit the accounts.

- 8.4.5. The Members 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.
- 8.4.6. The Members will award Honorary Lifetime Membership to any individual as it sees fit – this membership will confer the same voting and participation rights as an private individual member.

9. Extraordinary General Meetings (EGM)

- 9.1. An EGM shall be called by the Secretary **within 14 days** of a request to that effect from Volunteer Team **or** on the written request of **not less than 14 voting representatives** from clubs and private members and signed by them.
- 9.2. Such an EGM shall be held on **not less than 7 or more than 21 days' notice** at a place decided upon by the Volunteer Team or in default by the Chair.

10. Schedule of meetings

- 10.1. The League shall have a minimum of four general meetings per year including the AGM. At least two of these should be Mid-Season meetings, to review progress and recommend changes, with dates chosen to fit as equally as possible around the events.
- 10.2. An Organisers' & Commissaires' Meeting should take place before 1st Sept.
- 10.3. A Prize Presentation should take place within 4 weeks of the last race in The League program, when all League presentations shall be made.

11. Amendments

- 11.1. 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 League'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 9 (b) has been followed) or winding up provisions.
- 11.2. The League purposes may be changed to include another eligible sport if the elected committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

12. Winding up The League

- 12.1. The members may vote to wind up The League if not less than three-quarters of those present and voting support that proposal at a properly convened general meeting.
- 12.2. The Volunteer Team will then be responsible for the orderly winding up of The League's affairs.

12.3. After settling all liabilities of The League, the Volunteer Team shall dispose of the net assets remaining to one or more of the following:

12.3.1. To another club with similar sports purposes which is a charity and/or;

12.3.2. To another club with similar sports purposes which is a registered CASC and/or;

12.3.3. To the club's national governing body for use by them for related community sports.

LIST OF APPENDICES

Appendix A **Affiliation to NDCXL**

Appendix B **Committee of NDCXL**

Constitution adopted at a meeting held at:

On:

Name:

Signed:

Witnessed by:

Signature:

Occupation:

Witness Address:

Postcode: