

Merton Saints BMX Club Constitution



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| Start date: | 26th January 2020 |
| Last updated: | 27th February 2021 |

1 Aims and Objectives

The aims and objectives of the club are:

- To offer coaching and competitive opportunities in BMX
- To provide support to all riders for BMX racing, at all levels
- To provide support to all riders, whatever their abilities or aspirations
- To promote the club within the local community and the wider BMX community
- To promote cycling in general and all its forms
- To promote the values of hard work, teamwork and respect
- To provide well-maintained facilities and equipment to be used by all
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To inspire the next generation of cyclists

2 Membership

- A. Membership of the club is open to anyone interested in participating, coaching, volunteering or promoting BMX, 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.
- B. The membership shall consist of the following categories:
 - Senior member
 - Junior member (Under 16)
 - Student member (Over 16 in full-time study)
 - Family membership (discounted)
 - Parent/Guardian membership (non-participating parent/guardian of a current Junior / Student Member)
- C. All members will be subject to the regulations of the constitution and, by joining the club, will be deemed to accept these regulations and code of conduct that the club has adopted.
- D. Members in each category will pay membership fees, as determined annually at the Annual General Meeting. Membership is valid for 12 months and will then require renewal at that calendar year's agreed fees.
- E. 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.
- F. The club committee may refuse membership, or remove it, or restrict entry to club activities only for good cause such as conduct or character likely to bring the club, club members, committee members, volunteers and riders or the sport into disrepute. This applies to members and non-members alike.

3 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.”

- A. This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the above Sport England definition of sports equity.
- B. 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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- C. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- D. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- E. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- F. All club members will be required to abide by the club’s anti-bullying policy at all times.

4 Code of Conduct & Track Rules

It is part of the Club Constitution to ensure that reasonable steps are taken to establish a safe environment where young people can enjoy developing their cycling skills. Anybody joining the club and/or attending club sessions or events will be bound by both the club’s Constitution and Code of Conduct:

- A. It is the rider/parent/carer’s responsibility to partake in cycling activities in a safe and sporting manner.
- B. Any rider/parent/carer who persistently misbehaves, puts others in danger or fails to follow coaching instructions will be asked to leave the session or event.
- C. It is the rider/parent/carer’s responsibility to ensure that personal bicycles are in a safe condition to ride.
- D. It is the rider/parents/carer’s responsibility to ensure that the rider is signed-in for the session or event and has paid the appropriate fee before riding the track.
- E. A correctly-fitting full-face cycling helmet, gloves, long sleeves, long trousers or shorts/knee/shin pads and suitable footwear must be worn at all times on track.
- F. Riders must show awareness of other riders on the track, and the track must always be ridden in the correct direction (unless instructed by the coach during a training session).
- G. The club has a number of British Cycling qualified BMX-specific coaches to run coaching sessions for riders of all levels. It will be at their discretion and not the committee’s discretion, which rider will be suitable for which level of coached session.
- H. Photographs and/or videos may be taken for the purposes of coaching analysis or promoting/publicising club events. These images will be used by the club to aid coaching, share news about the club, and to publicise club events and activities. Images may be used in press releases or the club social media outlets. They will be stored securely until use, after which the photos will be deleted. If you would prefer for you or your child not to be photographed, please inform the Secretary at info@mertonsaintsbmxclub.com. If you would like to see your images, or would like us to delete them, please email the secretary at info@mertonsaintsbmxclub.com at any time.
- I. Social media communications via the club Facebook page, Instagram account or any other social media channels or messaging applications should be restricted to club matters, must

not offend, intimidate, humiliate or bully any member, rider, volunteer or those associated with the club or be misleading, false or injure the reputation of members.

- J. All club members or parents / carers will be required to complete and sign a consent form for any still or moving images to be used by the club for PR/ marketing purposes including but not limited to social media platforms, the club website and marketing materials.

Contravention of any of the above may result in restrictions on activities or expulsion from the club by committee decision and subject to the clubs appeal process.

5 Data Protection Policy

The club is committed to complying with data protection law and respecting the privacy rights of individuals. The policy applies to all our members, coaches, parents/carers, volunteers and any individual for whom the club processes their personal data. For more information on the club's data protection policy please email the secretary at info@mertonsaintsbmxclub.com for a copy.

6 Committee

The affairs of the club shall be conducted by a core of seven committee officers which shall consist of the Chair, Vice Chair, Treasurer, Secretary, Assistant Secretary, Membership Secretary and Welfare Officer; who shall be elected at the Annual General Meeting. Where there is sufficient interest, additional roles of Fundraiser, Race Director, Bicycle Maintenance Manager and/or General Committee members may also be agreed up to a total committee of twelve.

- A. Paid coaches are not permitted to take any role on the committee.
- B. All committee members must be members of the club.
- C. To ensure sufficient knowledge of the club and it's operations, the Chair must have previously served on the committee of a UK BMX club for at least one year.
- D. If required, the committee shall elect a Vice Chair from among its members.
- E. The term of office shall be for one year, and all committee members shall be eligible for re-election.
- F. If there remain vacant posts following an AGM, or 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 through a proposer, seconder and majority vote.
- G. The Committee will be responsible for adopting or adapting new policy, codes of practice and rules that affect the organisation of the club.
- H. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- I. 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.
- J. Minuted Committee meetings will be convened by the Secretary of the Club and be held face-to-face no less than 4 times per year.
- K. To fulfil the need for Committee decisions to be agreed by minimum quorum, 50% plus one is the minimum quorum for decision, ie. 'A Committee of twelve will have a quorum of seven' etc.
- L. Only the posts listed above including General Committee Members will have the right to vote at Committee meetings. The minimum quorum (based on current size of committee) must be present for the meeting to be valid. Decisions will then be based on a majority vote.

Committee Members who are not present can vote remotely where a written proposal is submitted if they choose to do so.

- M. Any formal correspondence from the Committee shall be sent from a club email and utilise either cc'd or bcc'd to enable clear and transparent communications on all club matters whilst adhering to Data Protection guidelines.
- N. The Committee is able to make decisions over email, WhatsApp groups or any other Messenger applications where the majority response is equal to or greater than the minimum quorum.
- O. 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 have no vote on the matter concerned.

6 Finances

- A. The club treasurer will be responsible for the finances of the club.
- B. The financial year of the club will run from 1st Jan and end on 31st December.
- C. All club monies will be banked in an account held in the name of the club.
- D. A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- E. A quarterly account profit and loss statement will be shared at Club Committee meetings' to support sufficient tracking and control of day-to-day club income and expenditure.
- F. Any project to improve the club, the track or equipment with a cost of over £500 must be shared in a proposal document as an agenda item at the next committee meeting, general meeting or AGM (whichever comes first), and voted on by all present before said project is agreed by majority and commenced.

7 Annual General Meetings and Extraordinary General Meetings

- A. General Meetings are the means whereby the members of the club exercise their democratic rights in conducting the club's affairs.
- B. The club shall hold the Annual General Meeting (AGM) usually in the month of January but at least once in every calendar year and not more than 15 months after the last AGM:
 - Approve the minutes of the previous year's AGM
 - Receive reports from the Club 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 any other relevant business.

Outcomes should be addressed / responded to within 14 days of the AGM. If no response is received by the committee then the matter is put back to the Committee to discuss and vote on the final outcome. Such decisions will be binding and effective immediately.

- C. Notice of the AGM will be given by the Club Secretary with 21 days' notice to be given to all members including key details such as date, time and venue to be published externally on the club's website and regular social media platforms.
- D. Nominations for officers of the committee will be sent to the Club Secretary in writing at least 7 days prior to the AGM. Late nominations, if proposed and seconded by members, will be duly considered if they are deemed by agreement of the members in attendance to be in the beneficial interests of the Club.
- E. Proposed changes to the constitution shall be sent to the Club Secretary at least 14 days prior to the AGM who shall circulate them at least 7 days before the AGM.

- F. All current members have the right to vote at the AGM, provided they have been a member for at least the previous 60 days. Parents of junior/student members are entitled to one vote on behalf of their child.
- G. The Club Chairman shall hold a deliberative as well as a casting vote at general and committee meetings.
- H. 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.
- I. All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Discipline and appeals

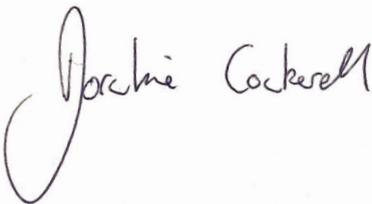
- A. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- B. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- C. The Committee will meet to hear complaints within 14 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 14 days of the Secretary receiving the appeal.

10 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

11 Declaration

Merton Saints BMX Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.



DORCHIE COCKERELL

27.02.21