

Club Constitution

Date : 25th January 2023

1.0 Name:

"Syls Cycling Club", aka "Syls CC" (hereinafter referred to as the "Club")

2.0 Objectives:

The object of the Club shall be to promote, develop and foster cycling and also to:

1. Promote and hold, events in accordance with the rules and guidelines established by Cycling Ireland;
2. Assist any other association or entity having objectives similar to those of the Club;
3. Collect and disseminate information on all matters which pertain to cycling
4. Be non-denominational and non-political and welcome members irrespective of ethnicity or gender.
5. Adhere to Cycling Ireland Safeguarding Policies and Code of Ethics

3.0 Affiliation

The Club is affiliated with , in no particular order ;

1. Cycling Ireland.
2. Leinster Provincial Group within Cycling Ireland
3. St. Sylvesters GAA Club
4. St. Sylvesters Healthy Club

4.0 Membership

1. Membership of the Club shall be open to all persons interested in the objectives of the Club, who agree to abide by its Constitution and Rules.
2. Membership is renewed annually through cycling Ireland on payment of the appropriate subscription which will be set annually by the Club Committee. At this point in time (January 2022) it is €52.
3. The Club's membership year shall be the calendar year: from 1st January to 31st December.
4. Members who do not renew their membership by 1st January may be deemed to have resigned and will be notified of same by the Club Committee.
5. Membership of the Club requires a Cycling Ireland Licence or equivalent organisation membership with appropriate insurance and Club Gear
6. Must Read and confirm agreement to the Club constitution
7. Must Ensure that ICE is enabled on their mobile phone
8. Provide personal email, address and mobile number
9. Provide name and mobile number of person to contact in case of emergency
10. Consent to Syls Cycling Club adding member's phone numbers to one or more What's App group for communications about club activities.
11. Consent to Syls Cycling Club using photos and video recordings during club events (spins, training programmes, social events and others) to be posted to any of the Clubs Social media channels and club promotion material including printed media.

5.0 The Club shall have official Club apparel

1. The colours of the club shall be Blue and Green
2. The design of apparel shall be administered by the Club Committee and its officers.
3. The club apparel may have additional colours to reflect seasonal, event, sub-group or other requirements.
4. Club apparel shall be made available for purchase for all members

6.0 The Club Officers

The following nine club officers shall be elected at the AGM to serve for one year until the conclusion of the following AGM.

1. Chairperson

- a. Principal leader of Club with overall responsibility for Club organisation and direction.
- b. Facilitate the committee to prioritise its goals and track progress.
- c. Facilitate effective committee meetings and AGM
- d. Represent the club to external relevant parties
- e. Supportive role model and visible leader for all club members
- f. Ensure necessary Club Governance protocols

2. Vice Chairperson And Safeguarding Officer (2 Roles Combined & Filled By One Officer)

- a. Vice Chairperson
 - i. Delegate for President
 - ii. Assist the President in Agenda preparation and act as a key voice of club members
 - iii. Supportive role model and visible leader for all club members
 - iv. Define and lead on how the club leverages and connects to community
 - v. Leader for Club Inclusiveness
- b. Safeguarding Officer. Responsible for ensuring that we actively protect all members from abuse, harm, discrimination or degrading treatment and that we shall respect their rights, wishes and feelings regardless of ;
 - i. Age
 - ii. Disability
 - iii. Gender
 - iv. Racial Origin
 - v. Religious Belief
 - vi. Sexual Identity
 - vii. Any other safe personal preference

3. Secretary

- a. Club chief administrator (agenda's, minutes, correspondence)
- b. Liaison to Cycling Ireland
- c. New member contact point and processes
- d. Maintain files of relevant documents and lead on GDPR policy
- e. Register of sponsors
- f. Manage club kit orders and stock
- g. Manage club register of member CI license numbers

4. Treasurer

- a. Yearly budget preparation
- b. Accounts and financial dealings
- c. Disbursements of funds based on appropriate approvals
- d. Signature on Club cheques
- e. Quarterly updates to committee on club financial position
- f. Yearly financial accounts for AGM

5. Communications (2)

- a. Radically increase the awareness of Syls CC within community
- b. Manage the various club portals to members and the public
- c. Build and reinforce the club brand and ethos
- d. Ensure consistency of messaging across public facing media
- e. Relevant and varied weekly content updates
- f. Poster Campaigns

7. Training, Development & Education

- a. Understanding on cyclists spin motivations and goals within club
- b. 10 members trained on CI Ride leader program
- c. Couch to 50 program
- d. Sportive training program
- e. Member template for personal cycling development goals
- f. Basic mechanics

- g. Winter Core or conditioning training
 - h. 100k In A Day Program
8. Routes & Events
- a. Club Strava and What's App group management
 - b. New member welcome pack
 - c. Route development for all spin groups
9. Health and Safety
- a. Implement policy to make Syls CC spins as safe as possible
 - b. Risk assessment and associated actions
 - c. Safety statement and policy
 - d. Safety guidelines for members
 - e. Incident management protocols and reporting
 - f. Spin leader first aid training and recommendations for safety kit.
 - g. Location of defibrillators on club major north Dublin routes
 - h. eBike Policy
 - i. First Aid

7.0 The Club Committee

7.1 Composition of the Committee

1. The Committee shall be composed of the above nine Officers.
2. The Committee shall comply with the provisions of this Constitution and any constitutional amendments and rules ratified by the Members of the Club.

7.2 Powers of the Committee

The Committee:

1. Shall manage the business affairs of the Club;
2. Shall carry out all such functions as may be required by the Club other than those functions that are the responsibility of a general meeting;
3. Has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
4. Shall have power to create and wind up sub-committees as required;
5. The Committee shall meet as often as is required to ensure the effective management of the Club.

7.3 Term of appointment

1. Each committee member shall hold office until the conclusion of the Annual General Meeting following the date of the said officer's election, but is eligible for re-election.

7.4 Election of Committee Members

1. Any Member may be nominated (or may nominate themselves, either in person or in writing) for election as an Officer or Committee Member. All nominations require to be seconded by a Member.
2. The ballot for the election of Committee Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct

7.5 Vacancies

1. If a vacancy occurs in the membership of the Committee for any reason, the Committee members may appoint a member to fill the vacancy, and the member so appointed will hold office subject to the Rules. The person filling the vacancy shall retire at the next occurring Annual General Meeting and be eligible for re-election.

7.6 Removal of Committee Members

1. In order to remove any Committee members from office, a General Meeting shall be called.

2. A proposal to remove the Committee Member shall be put forward, in writing, by a member duly qualified to vote at that meeting.
3. Notice shall be served on the said Committee member in writing, stating the date, time, and place of the General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Committee Member that he/she may attend and speak at the General Meeting, and may also make written submission.
4. Once due consideration of the matter has been given, the proposal for removal of the Committee member shall be put to a vote. A simple majority of those present at a General Meeting is required to remove the Committee Member from office.

7.7 Committee Meetings

1. A Committee meeting shall be quorate when at least more than half of the members of the Committee are present.
2. A sub-committee meeting shall be quorate when at least two members of the sub-committee are present
3. A General meeting of the club shall be quorate when at least twenty per cent of the membership is present.
4. An Annual General meeting of the club shall be quorate when at least twenty per cent of the membership is present.

8.0 Club Safety

The Safety of Club members must be upheld at all times and in particular by adhering to the following:

1. Regulation cycling helmets must be worn for Club spins, training and racing by all members.
2. Persons without a helmet will not be allowed to participate in any of these activities.
3. Members must strictly adhere to the Rules & Regulations of the Road and best safety practices whilst using vehicular routes and public thoroughfares.
4. Members must ensure that their cycles and any ancillary equipment are properly maintained, secure and fitted with the appropriate safety devices.
5. In case of emergency or unforeseen difficulties appropriate contact telephone numbers must be available during all club training spins, competitions, outings, etc.
6. Cyclists, who are not members of the club, that wish to participate on a club training spin or event, must hold a either a current Cycling Ireland license or be a member of another cycling club who are suitably insured.
7. The use of 'Tri- bars' are prohibited from use during group spins as per UCI Regulations.
8. Any other regulations introduced by the Club Committee

9.0 Club Assets

The Club shall at the instruction of its Officers acquire assets for the exclusive usage of The Club.

1. All assets purchased or acquired by The Club shall remain the property of The Club
2. All domain names and social media accounts registered for the purpose of club promotion under the club name shall remain the sole property of the Club

10.0 Code of Conduct

It is compulsory that all members of the Club will act in a way which will promote, safeguard and protect the welfare of everyone, including children, young people, coaches, volunteers, parents, members, participants and guests at all times. All of our activities will be carried out in a spirit of fair play.

1. "Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence either verbal or physical, exploitation, unequal opportunities, excessive commercialism and corruption."

11.0 Disciplining Members

The Club Committee may, censure, suspend or expel a member from the Club:

1. If the member has persistently refused or neglected to comply with a provision of the Constitution, or wilfully acted in a manner detrimental to the interests of the Club;
2. Where the Committee is of the opinion that a Member has acted in such a way so as to merit disciplinary action, the Committee must notify the member and convene a disciplinary hearing.
3. The disciplinary hearing shall be conducted by at least two members of the Club Committee
4. Where the Committee passes a resolution convening a disciplinary hearing, the Committee must serve written notice on the member in question, stating the date, time, and place of the disciplinary hearing, setting out the resolution of the Committee and the grounds on which it is based, and informing the member that he/she may attend and speak at the disciplinary hearing, and may also make written submission.
5. Once the disciplinary hearing has taken place, and due consideration of the matter has been given, the Committee shall propose what action (if any) is to be taken. The member in question shall be written to, communicating the Committee's decision.

12.0 Voting and Decisions

1. Issues arising at meetings of the Committee, sub-committees, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the members present at the meeting and entitled to vote.
2. Each member present at a meeting of the Committee, subcommittees, or General Meetings of the Club (including the person presiding) shall be entitled to one vote. The Chair (who presides at meetings of the Committee and General Meetings of the Club) will normally not be a voting officer; however in the event of an equality of votes, the Chair shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

13.0 Accounts and Banking

13.1 Accounts

The Treasurer shall maintain appropriate accounting records of the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club. The Treasurer shall provide a financial report and statements to the Annual General Meeting, and at General Meetings at the request of the Committee.

13.2 Banking

The Treasurer shall open an account in the name of the Club, into which all monies received shall be paid in a timely manner. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer, the Chair or the Secretary (any two to sign).

13.3 Funds management

1. The funds of the Club, however derived, shall be applied towards the objects of the Club, under the management of the Treasurer, and (where appropriate) with the approval of the membership of the Club.
2. Expenditure in excess of €250 shall be subject to prior approval by the committee.
3. Officers' expenditure shall be re-imbursed to elected Officers if they are incurred on the Club's official business.

13.4 Financial Year

The financial year of the Club shall run from 1st January to 31st December each year.

14.0 Annual General Meeting of the Club

The Club shall hold an Annual General Meeting on a suitable date in January or February, to be decided by the committee.

The Annual General Meeting shall have the following duties:

1. Quorums.
2. Minutes of last AGM.
3. Chairpersons Report.

4. Secretary's Report.
5. Treasurers Report.
6. To elect the Officers of the Club.
7. To consider any matter referred to them by the Committee.
8. To consider any motion submitted by any member in writing to the Secretary before the meeting.
9. Proposed programme for next season.
10. Subscription fee for next season.
11. Any other business duly notified at the start of the meeting.

Any member may request the Club Secretary to call a General Meeting.

1. Such a request must be supported in writing by at least the lesser of one third of the members or 15 members and must be received by the Club Secretary one month before the proposed date of the meeting and must give reasons for the request.
2. All officials shall receive 14 days' notice of the meeting and an agenda, which will be restricted to matters pertaining to the request.
3. Communications summoning a General Meeting must be released so as to reach members at least 14 days before the meeting is due to take place.

15.0 Amendments to the Constitution

The General Meeting of the Club may amend the Constitution by a majority of two-thirds of the members present and voting, provided that a quorum of fifteen members are present, and that written notice of the amendment proposed has been given to all members not less than one month before the General Meeting.

16.0 Dissolution

The Club may be dissolved by the agreement of not less than three quarters of those members present at a Special General Meeting summoned for this purpose. Any funds existing at the time of dissolution shall not become the property of any member or members but shall be donated to a charity or other cycling club nominated by the Club Committee.

17.0 Syls CC Policy On Insurance

It is a condition of club membership that any member wishing to participate in club spins, however organised, must have appropriate Cycling Ireland insurance in place.

All club members are required to have annual Cycling Ireland Leisure Member Insurance and provide confirmation of same to the Club Secretary. The Club has made the process of membership renewal and taking out of insurance easy and all steps can now be completed on the Cycling Ireland website. Cycling Ireland Insurance is based on the calendar year and prior to 1st of January each year, club members need to renew. The club operates a strict policy of "no insurance, no spin".

All club members must observe the following guidance:

1. Renew Cycling Ireland Leisure Membership Insurance prior to 1st January of each calendar year.
2. Do not participate in any club spin without Cycling Ireland Insurance being in place. This applies equally to normal scheduled club spins and adhoc club spins organised via the Club's What's App group.

For prospective Syls CC members the club follows a 'three spin' rule and allows potential new members to participate in a set of trial club spins. The maximum number of spins is three and these must be taken within a two month window. The three spins are covered on the Club's Cycling Insurance. Prior approval from a committee member is required and the potential new member needs to provide key information and complete the associated actions in advance of approval. The prospective member is also required to adhere to the spin leader's guidance on the day of the trial spins.