

SEACROFT WHEELERS CONSTITUTION AND RULES

1. **Seacroft Wheelers** is a Community Amateur Sports Club (CASC) as defined by the Finance Act 2013 and Community Amateur Sports Club Regulations Act 2015.
2. **The Purpose of the Club** is to promote and encourage participation in amateur cycling in Leeds and the surrounding area.
3. **Membership**
 - a) Membership is open to anyone interested in cycling regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
 - b) Membership runs from 1st February to 31st January, except that new members joining from 1st November shall have membership privileges until 31st January the following year.
 - c) Subscriptions are agreed at the AGM and must be such as to not pose a significant obstacle to people participating in club activities.
 - d) Following stipulations 3e-k, are for administrative purposes to meet CASC regulations. Irrespective of degree of participation and administrative categorisation, all individuals, having paid a subscription or having been granted a waived subscription, are eligible to participate in all club activities within the membership year and future membership years where a subscription is paid or waived.
 - e) An underpinning regulation of being a community amateur sports club (CASC) is that individuals who join the club should do so with the intent to participate in club activities. At least 50% of members need to be definable as 'participating member's (see 3g).
 - f) An individual, having subscribed in application for membership, should intend to participate in a minimum of one activity per month (on average) in a given membership year.
 - g) To be eligible to compete in club competitions an individual will need to have participated in 12 activities in the club competition year. {For CASC administrative purposes such individuals are considered 'participating members'}.
 - h) Club activities which are considered towards participation include: attending club social rides (including club virtual rides), attending club organised coached rides, attending club organised equipment maintenance sessions, leading club activities, coaching on behalf of the club, marshalling at club organised events, serving as an officer of the club (committee membership, ride leadership, delegate), being a representative of the club to an affiliated body, representing the club at a competitive event (including virtual races) or attending a training course relevant to any of the above.
 - i) Individuals who race in events organised by club affiliated governing bodies, as a rider registered to the club as first claim, are considered social members during that membership year until they meet the threshold of participation. This stipulation also applies to individuals upon which lifetime membership has been conveyed.
 - j) Individuals who participate in club activities but do not meet the participation threshold (3e), will be considered for 'social membership' status. {social membership is the term used within the CASC framework to define members who have not met the participation threshold (3f)}.
 - k) Social membership status will be assumed on up to 100% more members than those meeting the participation threshold (3f) less those exempted through racing and lifetime membership

- stipulations (3h). Assumptions will be based on participation within the relevant membership year, and length of prior membership.
- l) Individuals meeting the test stipulated by 3f and mechanisms described in 3g-k are described as members for the purpose of the following constitutional notes.
 - m) For the purpose of club racing competitions, members who are registered to race through BC or CTT with the club are considered as 1st claim members. Those registered elsewhere, regardless of age group, are considered as 2nd claim members.
 - n) Members wishing to resign, to change from first to second claim or changing address must inform the Membership Secretary. Membership will terminate upon informing the Membership Secretary or when the membership subscription is unpaid for more than 3 months.
 - o) The default method of communicating club activities to members will be the Spond app, followed by general information on the club website (subject to it being maintained by a suitable person nominated by the committee).
 - p) The committee reserves the right to change the default method of communication should technical issues or unforeseen circumstances necessitate an alternative approach.
 - q) The committee may recognize long-standing service to the club by awarding Life Membership. However, there will be no more than three Life Members at any one time.
 - r) The club committee may refuse, remove, or temporarily suspend membership, because of conduct or character likely to bring the club into disrepute. The club has a code of conduct, and riding etiquette guide, that members are expected to follow at all times.
 - s) In the event that a member's behaviour is called into question, the club has a disciplinary process which can be used to make determinations of process relating to point 3r).

4. General Meetings

- a) Individuals, having paid club subscriptions or granted a subscription waiver, may attend general meetings of the club. Participating and social members (as defined in section 3) may vote.
- b) Meetings need 21 clear days' written notice to members and must be held at least half yearly.
- c) Special items for agendas must be forwarded to the General Secretary at least two weeks before the meeting.
- d) The quorum for all general meetings is the lesser of 10 members present or 25% of the total membership.
- e) The club Chair, or in his/her absence, another member chosen at the meeting, presides.
- f) Except as otherwise provided in these rules, proposals are decided by a simple majority of the votes cast on a show of hands.
- g) Formalities in connection with General Meetings (such as how to put down proposals) are decided by the committee and publicised to Club members.
- h) An AGM and a half yearly meeting are held every year, the General Secretary preparing an agenda for circulation in advance to all voting members.
- i) If 10% or more members request an EGM in writing, then the General Secretary is required to organise a meeting forthwith giving the same notice as required for an AGM unless the circumstances are so urgent that the General Secretary believes an earlier meeting is both appropriate and expeditious.

5. Club Officials and Committee

- a) The Committee is responsible for organising and evaluating all general activities.
- b) The AGM will elect, where possible, the Executive Chair, General Secretary, Treasurer, Membership Secretary, and up to eight other members to the Committee. The Committee may, at its discretion, co-opt additional members (with voting rights). The Committee will decide on and fill other roles as required.
- c) Under normal operation additional club roles include:
 - Kit officer
 - Women's officer
 - Welfare officer
 - Social officer
 - Communications officer
 - Racing Secretary
 - Competitions Secretary
- d) Committee meetings are quorate if four Committee members are present.
- e) Individuals can attend committee meetings by invitation by the club secretary. Members are welcome to contribute to discussions, and suggest proposals, but shall have no voting rights at these meetings.
- f) Formalities in connection with committee meetings (such as how to put forward proposals) are publicised to club members.
- g) The General Secretary and Chair will fix the meeting agenda and determine which proposals are to be put to the committee for consideration as part of the agenda (to allow business to be conducted in an orderly and timely fashion).

6. Club Accounts

- a) The financial year runs from 1st October to 30th September, after which the Treasurer prepares a balance sheet and an income and expenditure account which are then made available to all first claim members for acceptance at the AGM.
- b) The accounts are audited by two Honorary Auditors, appointed at the AGM, who must not be club officials.
- c) All surplus income or profits are to be re-invested in the club. No surpluses or assets are to be distributed to members or third parties.

7. Club Kit and Branding

- a) Club racing jerseys are primarily orange and powder blue, incorporating the windmill motif and the club name, as previously registered with British Cycling.
- b) The logo and branding of the club is considered intellectual property and is registered with British Cycling and CTT. Proposals for the creation of any custom club kit bearing the club name and logo must be agreed upon by the committee.

8. Winding Up of the Club

- a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that agenda proposal at a properly convened general meeting.
- b) The Committee is responsible for the orderly winding up of the Club's affairs.

- c) After settling all liabilities of the Club, the Committee will dispose of the net assets remaining to one or more of the following:
 - i. to another Club with similar sports purposes which is a CASC or charity
 - ii. to any cycling national or regional body for use by them for related community sports
 - iii. to any cycling related charity for use by them in the furtherance of their objectives

9. Club Competitions and Racing Rules

- a) In the event of a rider winning a perpetual trophy and leaving the club, or becoming 2nd claim, such an award will be at the committee's discretion.
- b) First claim members are eligible for Racing awards (see 3p).
- c) Qualifying events for time trialling awards are any open, semi-open, association and Seacroft Wheelers club events approved by CTT. For events not fulfilling this condition the committee may accept performances as qualifying if it is satisfied with the validity of the claim.
- d) The onus for claiming any annual award is on the member, who must make a claim to the Racing Secretary and provide supporting evidence if requested.
- e) The club makes several annual awards based on season long performances in racing. These are subject to change by the committee on agreement of proposals submitted to general meetings. Details of these awards can be found on the club website.
- f) The club makes additional individual awards for pre-designated non-racing events and activities in order to promote friendly competition amongst members (club competitions). Participating members are eligible for such awards.

10. Alterations to this Constitution

Any alterations to this constitution are to be proposed in advance of a General Meeting and can only be approved by a $\frac{2}{3}$ majority of the membership present at the meeting.

Constitution agreed following discussion at the January AGM and accepted as accurate at the February 2024 committee meeting.