



Buckinghamshire Mountain Biking

BucksMTB.co.uk Mountain Bike Club/Organisation

Club Constitution

V1.05



Buckinghamshire Mountain Biking BucksMTB.co.uk Mountain Bike Club/Organisation

Club Constitution:

1. Name:

- 1.1. The name of the organisation shall "Bucks MTB Club" (Bucks MTB / Buckinghamshire Mountain Biking), herein after referred to as the 'Club'.
- 1.2. For financial and funding terms the organisation shall be listed as "Bucks MTB Club"
- 1.3. Bucks MTB Club may also, as required, for text or advertising issues be referred to as Buckinghamshire Mountain Biking, Buckinghamshire Mountain Bike Club, Bucks MTB Mountain Bike Club, Bucks Mountain Biking, Bucks MTB Bike Club, Bucks MTB Cycling Club, Bucks Mountain Bike Club, BMTB, BMTB Bike Club or similar as arranged.

2. Objectives:

The aims and objectives of Bucks MTB shall be:

- 2.1 To promote mountain biking and fitness to its members, new members, temporary members and visitor riders.
- 2.2 To have fun mountain biking
- 2.3 To promote mountain biking as a sport and recreational activity
- 2.4 To promote a positive image of young people who engage in these activities
- 2.5 To promote mountain biking to the following groups;
 - 2.5.1 To help promote mountain biking to juniors and young people
 - 2.5.2 To help promote mountain biking to females
 - 2.5.3 To help promote mountain bike to families
- 2.6 To involve parents and guardians in activities shared with young people
- 2.7 To promote participation in the sport of mountain biking, hereinafter referred to as the 'sport'
- 2.8 To promote the organisation, management and development of mountain biking and/or other cycling events for all members of the Club.
- 2.9 To offer provision of training and racing facilities for its members, if required.
- 2.10 To actively promote and maintain the highest standards of technical competence and safety in the sport.
- 2.11 To provide equal opportunities for successful participation by all sections of the community.
- 2.12 To act as a forum for mountain bikers
- 2.13 To represent the views of members on all aspects of off-road cycling in the area

3. Affiliation:

- 3.1. Bucks MTB will be affiliated to 'BikeClub' and the 'CTC'
- 3.2. Bucks MTB hold the right to add to, or alter, affiliated Organisations and/or Sponsor Organisations as required.

4. Management:

- 4.1. The management of the Club shall be an organised Committee consisting of the Club Officials, plus a selection of committee members as required. Committee members shall be selected annually.
- 4.2. The Club Officials will be the "Executive Committee" and such members shall be the Chairman, Secretary and Treasurer plus any other special roles required. These other roles may be decided as required on an annual basis. If the post of any officer or other committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy.
- 4.3. Committee members may include any volunteer staff or any Club members interested in acting as part of the Club Committee.
- 4.4. Committee members must abide by the rules and procedures of the Club Constitution and the Club Rules and Conditions of Membership.
- 4.5. Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be binding on all parties. If required a new Constitution document or separate document will produced, approved and distributed amongst all Club Officials and Club members.
- 4.6. The Organisation Club Committee shall meet no less frequently than quarterly, to transact the Organisations business. Any member of the Committee absent from three consecutive meetings, without affording reasonable explanation, and obtaining leave of absence, shall be deemed to have resigned, and the Committee shall fill the vacancy.

5. Membership:

- 5.1. All members are subject to the Constitution of the Club and the regulations of the BikeClub/CTC.
- 5.2. Bucks MTB Mountain Bike Club holds the right to provide annual memberships for its users. These memberships may be free or may incur a membership fee (annual and/or short term temporary) as decided by the Committee and as advertised.
- 5.3. Membership of the Club is open to all individuals.
- 5.4. Senior and Junior memberships shall be available.
- 5.5. Junior membership is available for those under the age of 18, their parents/carer and other adults who wish to assist the club in the delivery of its activities provided they comply with this Constitution.
- 5.6. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- 5.7. All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand. Late fees will result in cancelled Club membership.
- 5.8. Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- 5.9. Fully paid up members may be elected and serve on the Club Management Committee.
- 5.10. All persons interested to become a member will have attended a Club Group Ride Event or have been recommended by an existing BucksMTB Club member.
- 5.11. All persons must complete the relevant membership application form and get a parental/guardian consent form completed if under the age of 18.
- 5.12. All members shall receive a membership welcome pack, Certificate of membership, a club membership card and list of club member benefits and club discounts etc, along with any other relevant information.
- 5.13. Members will need to abide by the Club Constitution and Club Rules/Codes of Conduct.
- 5.14. All members will have access to copies of the Club Constitution, relevant Code of Conduct documents, and a copy of the Club's Child Protection where required. Instead of being specifically distributed to all members these documents may be

available via the Club website for open viewing, or may be contained in a member's only section of the website.

- 5.15. There shall be a category of Honorary Life membership, awarded by a majority decision at an Annual or Extraordinary General Meeting.
- 5.16. The original founders of Bucks MTB shall receive Honorary Life membership.
- 5.17. Persons acting as members of the Executive Committee (only) shall get free life membership (excluding CTC affiliate membership fee) as long as they fill that role. If such a person leaves that Executive Committee role then the membership ceases.
- 5.18. No member shall be entitled to ride in the Club's name unless they are clear to do so in the Club's books and such an individual is approved by the Executive Committee.
- 5.19. Club members must not promote themselves as an employee, staff member, volunteer or club website race team member without seeking approval and written permission from the Club Chairman.
- 5.20. Riders may register as 'temporary members' by pre-registering for/attending our group ride events, registering to our monthly email newsletter and/or registering for our forum or Facebook page. Temporary membership may incur a one off membership fee. No formal membership need exist, need nor exist whilst Bucks MTB acts as an Organisation or Club, however as per item 5.2 Bucks MTB hold the right to introduce or remove official memberships (including paid memberships) as required.
- 5.21. CTC affiliation membership fee is not mandatory but is highly recommended and will be offered to, and organised for, joining members subject to the joining member paying the required CTC affiliation fee(s).
- 5.22. The Club Secretary will be responsible for registering joining and renewing members for CTC Affiliate Membership and will distribute membership packs to club members directly.
- 5.23. Where a joining or renewing member already holds CTC Affiliate Membership from another source they need not apply for it again.
- 5.24. Where a joining member or renewing member pays for CTC Affiliate Membership but already holds such membership (e.g. from Aston Hill membership) then the CTC Affiliate Membership fee shall be refunded. Proof of such existing membership would be required before a refund.

6. Suspension, refusal and termination of Membership(s):

- 6.1. The Management Committee shall be entitled to:
 - 6.1.1. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club or the Sport as set out in Rule 2 of this constitution.
 - 6.1.2. For good and sufficient reason be able to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by two thirds of the management committee before a final decision is made.
- 6.2. The member may apply for reinstatement at the next general meeting.
- 6.3. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
- 6.4. Any member under suspension shall be barred from taking part in any group ride, session or event under the control of the Club.
- 6.5. The Executive Committee shall inform the member in writing of any decision to terminate their membership.
- 6.6. Notification of the termination of a membership will be forwarded to the Executive Committee.

7. General meetings:

- 7.1. An Annual General Meeting (AGM) shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:
 - 7.1.1. Receive and confirm the minutes of the previous AGM.
 - 7.1.2. Presentation of the Clubs financial accounts for the year.
 - 7.1.3. Presentation of Clubs projected financial situation for the forthcoming year(s), and the setting of all fees.
 - 7.1.4. Presentation of Chair persons report.
 - 7.1.5. Election of officers to the Management/Executive committee and selection of any other Committee or member roles required by the Club.
 - 7.1.6. Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson
 - 7.1.7. Any other business not brought to the attention of the Committee not less than seven days prior to the AGM may be discussed at the discretion of the Chair person (or acting Chair person) or may be left and postponed to a future meeting or discussion.
 - 7.1.8. The Organisation Committee shall meet no less frequently than quarterly, to transact the Organisations business. Any member of the Committee absent from three consecutive meetings, without affording reasonable explanation, and obtaining leave of absence, shall be deemed to have resigned, and the Committee shall fill the vacancy.
 - 7.1.9. The AGM will generally be held in the month of February each annum
 - 7.1.10. The date of the AGM must be published with a minimum of 21 days notice (unless agreed otherwise by the Executive Committee) and shall be sent to members enclosing a copy of the Agenda.
 - 7.1.11. A General Meeting may be called by any member of the Executive Committee at any time. In this instance the meeting must be held within three months of the request.
 - 7.1.12. A quorum for an AGM shall ideally include five members, two of which can include junior members. If this is not possible then an AGM shall be attended by at least the minimum of the Chairman, Treasurer and the Secretary along with one witness member.
- 7.2. An Extraordinary General Meeting (EGM) An EGM may be called upon the written demand of:
 - 7.2.1. 33% of the membership.
 - 7.2.2. The Chairperson.
 - 7.2.3. 2/3 majority of the Executive Management Committee.
- 7.3 Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

8. Rules for General Meetings:

- 8.1. A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- 8.2. The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- 8.3. All members shall register with the Secretary prior to the start of the meeting.
- 8.4. Committee members unable to attend must in writing inform the Club Secretary of their leave of absence.
- 8.5. Each member shall have one vote.
- 8.6. All votes shall be determined by a simple majority. In the event of a tied vote, the Chairman (or acting Chair person) may exercise a casting vote.

- 8.7. The quorum shall be one quarter of those eligible to vote plus or including two committee members, or five such members (or minimum of Chairman, Secretary, Treasurer and one witness), which ever is the smaller.
- 8.8. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
- 8.9. Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be binding on all parties.

9. **Finances:**

- 9.1. The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Rule 2, of this constitution.
- 9.2. The Club shall have the power to raise money by means of yearly membership fees, training and event/race fees, fundraising, and advertising fees as determined by the Executive Committee at the Annual General Meeting or subsequent General Meeting.
- 9.3. All monies shall be lodged in a bank account in the name of the Club.
- 9.4. Monies held by the Organisation and/or Executive Committee members shall be deposited in an account in the Organisation/Club name, or other such accounts as may be determined by the Committee. The Organisation/Club may use a personal bank account belonging to a Committee member, but this must be decided and disclosed at the Annual General Meeting. Money held in a personal account must be transferred to the Club account within 12 months.
- 9.5. If possible the Club account should be an interest bearing account.
- 9.6. At least the Chairman and Treasurer will be authorised as a signatory to sign cheques on behalf of the Club. Ideally if possible the Chairperson, Treasurer and Secretary should all be authorised signatories to sign cheques on behalf of the Club.
- 9.7. The financial year of the Club shall run from February to February – 1st February until 1st February each annum (as to match the opening month and website renewal dates).
 - 9.7.1. After which date an appointed Treasurer (or Chairman acting as Treasurer) shall prepare the Balance Sheet and subsidiary accounts, which shall be audited by the Committee at the next Annual General Meeting.

10. **Amendments to the Constitution:**

- 10.1. The Club aims, objectives, membership, Club rules and finances information of this Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.
- 10.2. No alteration or addition to the Constitution shall be made except with the consent of at least two-thirds of the members present at the Annual General Meeting.
- 10.3. Minor alterations to the Constitution that do not affect the items mentioned in 10.1 of the Club may be suggested for alteration via email or post to the Club Executive Committee members, and if approved may be amended as long as all members of the Executive committee have read, agreed and returned a signed copy (or written email of approval) of any amendments. These alterations discussed outside an AGM or EGM must be approved by all the members of the Executive Committee otherwise the items must be discussed and agreed at an AGM or EGM and must meet all other points of Section 10 of this document. Examples of minor alterations include such items such as wording/phrase changes, sponsors and affiliation organisation information.
- 10.4. After changes to the constitution have been approved and the amendments have been included in a new copy of the constitution then a new up to date copy of the constitution must be sent to all Committee members and Club members with an

appropriate cover letter listing amendments made. New copies may be sent by email, post or given out by hand at events or general meetings. Alternatively new copies of the constitution can be available to the Committee and Club Members to download from the website or forum.

10.5. Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be binding on all parties.

10.6. Items not related to the Constitution may be listed in a separate document, as agreed and approved by the Executive Committee.

11. Dissolution of the Club:

11.1. Any resolution to dissolve the Club may be passed at any General Meeting or Extraordinary Meeting provided that:

11.1.1. The terms of the proposed resolution are received by the Secretary at least three calendar months before the meeting at which the resolution is to be brought forward, and that;

11.1.2. At least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that;

11.1.3. Such a resolution shall receive the assent of two thirds of those present and entitled to vote.

11.2. Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be assessed and organised. The owners of the Club/Website may, with proof of expenditure, recoup any expenses incurred personally for setup fees etc from the remaining monies. Any further remaining monies shall be given or transferred to a local Mountain Bike Club/League, or to the CTC or BikeClub, as determined by the meeting, to be employed for the development of the sport.

11.3. Items such as the website may be discussed and decided upon as separate matters as they are not directly linked to the Club as such. The website, if required, may continue to operate after the dissolution of the Club.

12. Data Protection Act and storage of personal data:

12.1. The names and addresses and other relevant details of Club members (including temporary members and visitor riders) shall be held confidentially by the Club, and may be stored by electronic means. These details may be stored by the Chairman, Secretary or Treasurer for the purpose of confirming paid-up membership, which entitles each member to their discount scheme.

12.2. Names and Club membership numbers only may be provided to supporting local businesses and bike shops supplying members with discounts and special promotions. These details will be used purely to confirm identity of Bucks MTB Club members for the entitlement of said discounts etc.

13. Club and Rider insurance:

13.1. All riders and members of Bucks MTB ride at their own risk as per the ride disclaimer contained in the membership forms and/or the disclaimer used via the pre-registration forms (online and hard copies on the day) at a Club Group Ride Event.

13.2. Bucks MTB can offer members and visiting non members (as per the insurance terms and conditions) liability insurance through our BikeClub/CTC affiliation (CTC insurance organised through CTC by BikeClub) to cover them for Bucks MTB Club Rides Events, riding/racing events and training events. This covers events only and those persons taking part in the "**Event**", it does not therefore cover individuals outside of an organised "Event" – for this the said member needs to

hold personal CTC affiliate membership (as per 13.3) or equivalent (British Cycling etc). For full details see the appropriate CTC insurance documents, available upon request.

- 13.3. Members joining Bucks MTB will have the option of taking out CTC Affiliate Membership during the initial membership joining process or membership renewal process (subject to payment of the required fees) so said named person holds their own liability insurance. This will not be required where a joining member already holds CTC affiliate membership/insurance (or British Cycling equivalent).
- 13.4. If Bucks MTB loses insurance cover or withdraws from holding Club insurance then all members shall be liable for their own conduct and they ride at their own risk and without any insurance provided from us, the Club. The Executive Committee (or acting staff at a group ride) shall have the power to refuse attendance to a ride if a member refuses to ride under these rights and/or refuses to sign our ride disclaimer(s)
- 13.5. Without insurance Bucks MTB will default back to working with ride disclaimers with all riders attending and riding at their own risk.
- 13.6. If working in partnership or in association with another Club, Organisation or Company for the provision of Mountain Bike Rides or Events then either the Bucks MTB Club insurance may be used or the other Club/Organisation/Company may provide their own insurance. This would be approved between said third party company and the Bucks MTB Club Executive Committee, or between the two different insurance companies if required.

14. **Staff, Volunteers, Ride Leaders, Assistant Leaders, Instructors and Coaches:**

- 14.1. "Staff" includes all acting members of staff including; the Executive Committee, ride staff, volunteers, ride leaders, assistant ride leaders, instructors and coaches, and where applicable Committee members also.
- 14.2. Bucks MTB Staff will be decided by the Executive Committee
- 14.3. An up to date list of acting Staff will be kept by the Executive Committee
- 14.4. An up to date list of all acting Staff's qualifications (Leader, Coach, CRB, First Aid etc) will be kept on file by the Executive Committee.
- 14.5. It is the individual Staff members responsibility to maintain in date qualifications, training, certificates, licences and where relevant personal insurance cover. This however shall be monitored by the Club and Executive Committee when possible.
- 14.6. Staff Trail Leaders, Leader Instructors, Assistant Leaders and Coaches will all be required to be qualified for that said role (CTC, British Cycling, MIAS, or Scottish MTB Qualification etc).
- 14.7. Staff Trail Leaders, Leader Instructors, Assistant Leaders and Coaches will plan and conduct all Club Events, Group Rides, Led Rides, Club Rides and Other Events in accordance with their licence and qualification rules (CTC, British Cycling, MIAS, Scottish MTB etc)
- 14.8. Staff Trail Leaders, Leader Instructors, Assistant Leaders and Coaches will also plan and conduct all Club Events, Group Rides, Led Rides, Club Rides and Other Events in accordance with the Bucks MTB '*Club Constitution*', the Bucks MTB '*Club Rules and Codes of Conduct*', The Bucks MTB Club '*Child and Vulnerable Adult Protection Policy*', the Bucks MTB Club '*Code of Conduct for Working with Minors*' document, the Bucks MTB Club '*Risk Assessments*' and the Bucks MTB Club '*Ride Leader Standard Operating Procedures*'
- 14.9. All qualified Staff Leaders, Instructors, Assistant Leaders and Coaches will be required to have a valid First Aid Certificate to conduct and lead Club Events, Rides and other Activities. Preferably the first aid training should have been conducted on an outside activity style First Aid course. The only exception to the requirement for a first aid certificate may be Assistant Trail Leaders who are under the age of 18 years old.
- 14.10. Where qualified Staff (e.g. Trail Leader) may need to ask assistance from unqualified attending rider(s) (volunteer riders) to aid with group management at

an Event, Led Ride, Club Ride or Group Ride (or similar) then the Staff member shall pick an individual(s) who is suitably mature and sensible to help and who is also of a good Mountain Biking experience and fitness to successfully and safely help with the group management.

- 14.11. The Club and Staff will maintain an up to date main Club Risk Assessment Policy document for use with all Events, Group Rides, Led Rides, Club Rides, General Rides and Other Events. This will be kept up to date and regularly edited and audited as required. This document will be kept on file and will be distributed to all Staff and will be distributed again upon every updated version produced.
- 14.12. The Club and Staff will maintain an up to date use of Pre-Ride and Group Ride/Event Risk Assessment forms for use with all Events and Rides. These forms will be kept on file by the Staff member in question, the Club Chairman and Club Secretary.
- 14.13. The Club and Staff will utilise Standard Operating Procedures for use at all Events, Group Rides, Led Rides and Club Rides.
- 14.14. All documentation for Events, Group Rides, Led Rides, Club Rides and Other Events must be kept on file for a minimum of 3 years, either in hard copy or electronic copy. Such items include; ride disclaimers, pre-registration forms, temporary membership forms, membership forms, risk assessment documents, risk assessment and pre-ride documentation, route cards, accident and incident report forms, base contact forms, standard operating procedure documents and any other relevant documentation deemed important.
- 14.15. All Staff, if working with young people and/or vulnerable adults, must be CRB checked. If an individual Staff member is not CRB checked then this member of Staff must remain supervised by another CRB check qualified member of staff at all times.
- 14.16. Both the 'Club' and 'Staff' working with young people and/or vulnerable adults must abide to the 'Bucks MTB Code of Conduct for Working with Minors' and the 'Bucks MTB Child and Vulnerable Adult Protection Policy'. Abiding to these documents is mandatory.

15. Declaration:

- 15.1. It is hereby certified that this document represents a true and most up to date version of the Constitution of Bucks MTB Club.

SIGNATURES:

Club Chairman:
(Name and Signature) Date:

Club Secretary:
(Name and Signature) Date:

The original signed copy of this Constitution shall be held by the Chairman or Secretary. Copies of this signed document may be held by all Executive Committee members.

Buckinghamshire Mountain Biking / BucksMTB Mountain Bike Club
Version 1.05 dated January 2011 [09.06.2011]
Club Constitution created by S.Camber

Previous version of the Constitution was produced and dated February 2002 and was last amended during the AGM of February 2010 and subsequently again after BucksMTB reached Club Status level in January of 2011.

Version 1.05 of the Constitution was edited and dated June 2011 and was amended after the General Meeting in May 2011.