

# Cycling UK Sample Constitution for Affiliated Groups p1

This is the Constitution of (insert club name) agreed at (date of meeting).

1. The group will be called: (insert club name)
2. The purposes of the group are to promote cycling in the \_\_\_\_\_ area (and/or \_\_\_\_\_ group of people).
3. The group will be administered by a Committee consisting of at least three individuals acting as:
  - Chair
  - Secretary
  - Treasurer
4. Other roles performed by the Committee may include:
  - Membership Secretary
  - Welfare Officer
  - Safeguarding officer
  - Publicity Officer
  - Rides Secretary
  - (add further roles as required)
5. Membership of the group shall be determined by age/location/ability/interest (delete as required).
6. Members will pay an annual subscription, the amount to be determined at an AGM.
7. Membership may be refused or removed for conduct or character likely to bring the group into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of group members, however the committee's decision on such matters will be final.
8. The committee will hold meetings monthly/weekly/bi-annually (delete as required).
9. The committee will hold an Annual General Meeting every \_\_\_\_\_, which will be open to all members of the group.
10. All members of the group may be permitted to submit a motion to the AGM in writing at least 21 days in advance.

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10. At the AGM, members will elect a new Committee.
11. Any member may stand for election to the Committee.
12. Committee members may perform more than one role, with the exception of Chair, Secretary and Treasurer who must be separate individuals. It is not advisable for the Safeguarding Officer or Welfare Officer to also be the Secretary.
13. All fully paid-up members of the group may vote at any General Meeting. In the event of a tie, the Chair of the group will have the casting vote. Members must attend in person to vote and may not appoint a proxy.
14. The quorum for all general meetings is **(insert number of people)** members present or **(insert percentage)** of the total membership, whichever is greater.
15. Special General Meetings of the group may be held if a written request is received by the Secretary at least 21 days in advance.
16. The Committee will appoint an Honorary Auditor to preside over the accounts, which will be produced by the Treasurer for scrutiny by the Committee at least once a year. The Honorary Auditor may not be a member of the Committee.
17. The property and funds of the group cannot be used for the direct or indirect private benefit of members.
18. The Committee may wind up the group if it is deemed appropriate due to lack of sufficient members to be viable and/or there are insufficient funds to run the group effectively.
19. On dissolution, all assets of the group will be divided among its members or donated to **(insert name)** charity (delete as required) decided by the Committee.

Constitution adopted at a meeting held at:

On:

Signed by: