



Rainbow Riders Cycling Club Constitution

Name

The name of the organisation is “Rainbow Riders Cycling Club” here after referred to as “The Club”. The term “Member(s)” refers to members of the organisation who have paid the annual subscription.

Objectives

The Club is to set up a spirit of unity and comradeship among the members of The Club with a common aim of pursuing the interests of cycling within the LGBTQIA+ community. The Club is a local group based in the North West of the UK predominantly Manchester and the surrounding areas. The Club is dedicated to providing a regular variety of cycle rides, social events and joining in community (Pride) events throughout the year.

The secondary objective that The Club undertakes is the proactive building of positive relationships, partnerships and joint ventures with other cycling, local community and LGBTQ+ groups and organisations. The aim being to promote support for inclusion for all in cycling.

Rainbow Riders Governance

The Committee/Steering Group

The committee/Steering Group will aim where possible to include the following primary positions that are important for the essential running of the club:

- Chairperson,
- Secretary,
- Treasurer

A number of secondary roles that support the running of the club include:

- Inclusivity and Safeguarding Officer's,
- Ride and Events Coordinator,
- Social media/Publicity Officer,
- Merchandise Sales team lead,
- External group coordinator and
- General committee type positions.

A committee/steering group member may take on a number of roles and positions as required, until these can be filled by others, The exception to this is the safeguarding officers which will aim to be a number of persons filling this important role alongside other roles.

Any member of The Club can join the committee and take on any role, provided that they have paid the annual subscription to the club. Members of the club can vote on who takes on what positions and tasks in the committee at the AGM. A copy of the organisation structure is available upon request.

Election of the Committee

The committee shall retire each year at the AGM and a new committee shall be elected at the same AGM, retiring committee members shall be eligible for re-election. The secretary or their nominee shall be responsible for the admin of all elections.

Nomination details for committee positions shall be available one month prior to the AGM where ever practicable. No nominations shall be accepted once the names of all candidates for a particular post have been announced at the AGM.

All nominees must be a full member of The Club and remain so for the duration of their tenure.

A Nominee for a committee position need not be present at the AGM at which they are elected, but if not present must provide written confirmation to be presented at the AGM that they agree to be nominated for a particular position.

The committee shall be elected by a show of hands of those present at the AGM.

Roles and responsibilities of the Committee roles

The Committee will work together as a team, assisting each other where required in all tasks, however the primary roles and responsibilities are broken down as follows:

Primary Roles

Chairperson – The Chairperson is there to provide advice and guidance to the committee by providing a sounding board for ideas that are inline with The Clubs aims, Objectives and core values. The Chairperson can also provide the deciding vote right in case of a vote deadlock at meetings.

Secretary – The Secretary is responsible for overseeing the running of the club, this includes ensuring paperwork is up to date and relevant, organising committee, Ride Leader and other meetings, dealing with event forms and details, membership enquiries, sourcing marketing materials, and any other relevant job. The secretary also arranges all the admin work for meetings and voting forms for committee positions at the AGM, including any persons who wish to take on the secretary role.

Treasurer – The Treasurer is responsible for looking after and managing the accounts to ensure that the organisation spends money carefully so as to not put it into financial difficulty, also coordinates with the Secretary on collection of membership fees. The end of Year Accounts may be audited separately for HMRC purposes.

Secondary Roles – These roles are less important to the running of the club, as such may not always be filled but the roles and responsibilities are:

Inclusivity and Safeguarding Officer's – The Inclusivity and safeguarding officer's will look to ensure that where ever possible The Club remains fully inclusive to all and provides the necessary safeguarding support to any member of the club as independent figurehead's for any issues and support that members may require. Several committee and general club members can take on the safe guarding role provided a safeguarding course certificate has been obtained. The position is there to look after the well-being of all members in the club. A safeguarding policy is in place that will be followed as and when required.

Ride and Events Coordinator – The Rides and Events Coordinator looks after the arrangement and running of the usual rides as well as larger events such as attendances at Pride and other cycling events where the club has a presence. Additionally, will also look after Ride Leaders arranging their rides.

Social Media/Publicity Officer – The Social Media /Publicity Officer will look after the online and in print promotion of the club this includes the marketing of membership, Rides and events, as well as interviews and other relevant details.

Merchandise Sales Team Leader – Looks after and organises the merch sales both online and in person at events, generally will work with the treasurer, social media officer and the events coordinator for the various arrangements that are required for this position. Tasks will include creating and getting hold of suitable related merch that can also be branded where suitable.

External group Coordinator – Helps to form good connections with other LGBTQ+ cycling and sports groups, to aid in arranging joint events and general networking and connectivity.

General Committee Positions – Helps and supports other committee members with tasks as required and acts as sounding board for ideas.

Stepping down from the committee

Any member of the committee who wishes to step down during their tenure may do so. By firstly informing the committee, verbally and in writing. They may be asked to assist in helping their replacement fit into the role they are leaving. Depending on the position left vacant a temporary replacement for the role must be found as soon as is possible. This will initially be an individual already on the committee, and will voted into the position by the remaining committee, prior to being officially elected into position at either an AGM or EGM by the wider membership (whichever comes first or is more applicable at the time).

Amendments to the Constitution

The Committee reserves the right to amend and vote on any amendments to the constitution it deems necessary in line with the requirements of The Club at the time. Any significant changes to the constitution will require an EGM.

Committee Voting Rights and Resolution

Initial Committee decisions will be cast by vote of the committee members present, the committee will try where possible to have an odd number in attendance, in the case of a deadlock the Chairperson shall have the final decision. A minimum of two 3rds of the current committee must be present for any vote to take place.

Voting rights – Members

Fully paid members will be allowed to vote for the (re)election of the committee specific task positions at the AGM. Any full member of the club can be part of the committee/Steering Group.

Membership Conflict Resolution

Membership may be refused or removed for misconduct or behaviour likely to bring The Club into disrepute. Appeal against refusal or removal may be made in writing to the committee. However, the committee's decision on such matters is final.

Membership Complaint/Grievance Procedure

Any paid member may bring a complaint/grievance against any other member, Ride Leader or Committee member. Only if they genuinely feel that that member has not acted or behaved in an appropriate manner on any subject while in attendance at a ride, social event or other event that the organisation has organised or is attending. Any complaints/grievances can be made in full confidence to any Ride Leader, Committee Member or safe guarding officer under the safeguarding policy.

The results of the complaint/grievance by the committee will be final.

Safe Guarding of membership

Any Paid member of the club can become a safeguarding officer, upon successful completion of a safeguarding course. The well being of the club's membership is of paramount importance given mental health issues in the LGBTQ+ community is generally higher than those outside the community. Safeguarding is not just about children (persons under 18) it is also about the welfare of adults in need.

A full safe guarding policy is available and in place to help and support any member of the club that needs it, along with a list of current qualified safe guarding members.

Meetings

General Meetings

Any discussions between committee members outside normal committee meetings are informal and are not recorded. These meetings are for general discussion, clarification of details or for the suggestion of ideas and items to be added to an agenda. This may happen in person or via the WhatsApp committee group chat.

Committee/Steering Group Meetings

The Committee will where possible meet a minimum of 4 times a year either online via Zoom or in person, The secretary will minute the meeting and allow it to be available to any paid member of the Club that wishes to see the minutes. At least 1 meeting each year will be set aside for forward planning purposes.

Ride Leader Meetings

There will where possible be a minimum of 2 Ride Leader meetings each year, this will predominantly be online but may also be in person. These meetings are to allow the committee to gain feedback on the rides, ideas for changes and events to do as well as to fill the calendar for future rides and events. These are informal meetings but important notes on feedback and future ride dates etc will be noted.

Annual General Meeting

The AGM will be open to all paid Members. It will be arranged and organised by the committee for either in person or online in *MONTH*

The AGM Objectives are:

1. To receive reports from: The Chairperson and The Secretary to review the previous 12 months activities of the organisation
2. To receive a financial report from the Treasurer, supported by examined accounts for the year end, and to agree upon membership fees for the coming year.
3. To appoint an external examiner for the accounts for submission to HMRC as required. The examiner shall have full unrestricted access to the organisation's books, receipts, invoices, bank account statements and any other financial paper work required.
4. To elect a management committee for the following year, all committee posts become vacant immediately prior to that election taking place.
5. To confirm the continuing co-option of any previously co-opted committee members to serve the following year.
6. To discuss and vote on any rule changes or amendments to the constitution of the organisation as detailed on the agenda.

No other item's will be discussed at the AGM unless details of that item have been given to the secretary at least 28 days prior to the date of the AGM so the item can be included in the agenda.

Extraordinary General Meetings

Should an EGM be required a minimum of 14 days' notice will be provided to all paid members. The meeting will be online.

An EGM may ONLY be called by the secretary upon the instructions of either:

- The committee
- The AGM
- Upon a Requisition signed by no less than ONE THIRD of the total full membership rounded down to the nearest whole number as necessary.

The notice for any EGM shall state clearly the subject to be brought forward before such a meeting. Any business brought before an EGM must be formally proposed, seconded and voted upon and shall require THREE Quarters of those paid members present rounded down to the nearest whole number as necessary.

Finances; Expenditure, Income and Membership Fee's

Finances

The Treasurer will primarily be responsible for the Club's finances with at least one other committee member also having access to the funds, the remaining committee also being made aware of transactions out of the normal day to day activities. The treasurer will be responsible for the financial affairs of the club and will preside over the accounts, produce accurate records and produce reports. The rest of the committee may also audit the financial accounts if required. Any paid member of the club by request is allowed to see the current financial balance sheet of the club at any time.

The Treasurer will work with an independent financial examiner at the financial year end for submission of the clubs accounts to HMRC if required.

The Funds and any property of the club cannot be used for the direct or indirect benefit of any member. Any Member discovered to be misappropriating the clubs funds will be forced to repay the owed funds (if required by court order including any costs) additionally they will be expelled from the club with immediate effect, no exceptions.

Dissolution of the club

The committee may wind up the Club following an EGM if it is deemed that the organisation is no longer viable due to lack of funds and/or memberships. On dissolution the assets of the club will be used to clear any fees owed before being donated to an appropriate charity decided by the club membership.

Income

The Club generates income from a small number of sources, the most predominant of these is the membership fee's which are paid on an annual basis. Additional income comes through the sale of branded and unbranded merchandise, Sponsorships and donations.

Membership and Fee's

Membership to the organisation is open to all adults wishing to join, irrespective of that person's gender, age, race, sexuality, residency, religious beliefs, cycling ability, disabilities etc, and who agrees to abide by the clubs Code of conduct, constitution and terms.

Under 18's are welcome but must be accompanied by a supervising adult at all times with prior agreement of the committee.

The membership shall consist of the following categories:

- Full member (Anyone aged 18+ that's working and not in full time education)
- Student member (must be in full time college/university education or on state benefits, such as JSA)
- Concessionary member (aged 65+)

Members in each category will pay membership fees as determined at the Annual General Meeting, these are none refundable.

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 or leadership role unless the applicable subscription has been paid by the due date and/or membership has been agreed by the club committee.

Membership may be removed or refused for conduct and behaviour that may bring the club into disrepute, goes against the clubs policies and values or any other reason deemed unacceptable. Appeal of refusal or removal of membership may be made in writing to the committee whose decision on the matter will be final.

Sponsorships and Donations

The club is welcome to individual and corporate donations and committed sponsorships. The club has a separate policy for joint ventures and sponsorship donations from other organisations and businesses, which includes various requirements that the club expects as a minimum.

Expenditure:

The treasurer will produce a budget for the year, with allowances made for typical expenditure such as: insurance, event entry fees, merchandise and any marketing costs. Otherwise:

Expenditure of Club Funds will be regulated as follows:

- Up to £50 – Any Elected member of the committee, but regulated for urgently required items. No elected member of the committee should solely authorise more than £75.00 in any calendar month
- Up to £1000 – The Treasurer plus at least two other elected committee members
- Up to £5000 – A full committee meeting is required or at the AGM.
- Over £5000 – ONLY at an EGM with good reason.

Expenses:

Any Member of the Club is eligible for reasonable expenses where the purchase will directly be seen as a benefit to the club. The claim must be made with an appropriate receipt for the goods/services used and the claim will be agreed upon either in full or a nominal % in advance (where possible) by the Treasurer and either the Secretary, Chairperson or other committee member.

Items excluded from expenses include: Food & Drink, Bicycle Components/Repairs, Fuel, Taxi or Train Tickets to/from a ride the claimant is not leading or attending (all except in exceptional circumstances).

Additional information

Ride Leader’s

Members may apply to become a Ride Leader once they have completed a minimum of 3 rides with the club. This allows us to assess the rider’s suitability and feel confident that they can successfully and safely lead rides. Rides can be organised and lead by any paid-up member of the club. Where possible it is preferred that the club member has undertaken, or is working towards a Ride Leader Qualification Course with either British Cycling or NCA, but this is not currently a requirement.

For those who wish to have Ride Leader training, this can be provided once a suitable number of candidates have come forward. Ride Leaders are expected where possible as a minimum to lead 4 rides in a 12 month period, with at least one ride being a more “entry level” type ride of no more than 30 miles in length. The Ride Leader Guide Book has further details.

Ride leaders may step down as a Ride Leader by notifying the committee of their reasons, and are welcome to return to ride leader status again, when they feel they are able to do so.

The Committee may suspend or remove a Ride Leader from their position with a notification in writing, if found to be causing misconduct or behaviour that’s deemed inappropriate and/or likely to bring the club into disrepute. Appeal against suspension or removal may be made in writing to the committee. However, the committee’s decision on such matters is final.

General Powers

The Committee shall have the power to decide on any matter not provided for in this constitution and/or other rules adopted by the club.

This constitution has hereby been approved by the steering group during September 2023

Signed: Kevin Colley (Acting secretary)

Signed:

Signed: