**CONSTITUTION OF DUNGARVAN CYCLING CLUB**

1. **Title**
   1. The name of the Club is Dungarvan Cycling Club
   2. This name may be preceded by that of a sponsor
2. **Aims**The aims of the club shall be
   1. To organise and foster cycling in all its aspects
   2. To co-operate with other clubs with organising of events
   3. To provide means whereby the members of the club shall be enabled to maintain social intercourse among themselves
3. **Organization**
   1. The business and affairs of the club shall be under the control of a Committee, which shall be elected each year at the Annual General Meeting (AGM)
   2. The position of the President is an honorary position. Committee shall consist of a Chairperson, Secretary, Treasurer, Child Protection Officer and PRO, and will be made up with the minimum of nine committee members.
   3. Quorum for the transaction of business at Committee Meetings shall be four members
   4. The officers and Committee elected at the AGM shall remain in Office until the AGM the following year. In the event of a vacancy occurring, the Committee shall have the power to co-opt amother member to replace him/her.
   5. All decisions of the Committee shall be determined by the majority of the members present voting. The Chairperson to have the casting vote in the event of a tie.
   6. A member of the Committee who, without satisfactory explanation, absents themselves from three (3) consecutive meetings shall be deemed to have resigned from the committee.
   7. Each member of the Committee shall receive at least three (3) days’ notice of any Committee meeting. The Committee shall give not less than fourteen (14) days’ notice of the AGM by posting notice of such meeting
   8. The AGM shall be held during the month of OCTOBER each year, on a date to be decided by the Committee
   9. The Secretary shall call all meetings, committee, and subcommittee. He/she shall correspond on all matters EXCEPTING TREASURER’S MATTERS
   10. The Club may be dissolved by a resolution passed by a General Meeting or Extraordinary General Meeting provided more than half of the members are present and that the resolution be confirmed by a majority of at least two thirds of the members present at a meeting specially convened for that purpose.
   11. Election of committee: Details of the number of vacancies on committee and the officer roles will be circulated to members approx one month in advance og the Annual General Meeting, and expressions of interest taken. The persons interested will be proposed and seconded individually. Existing committee members willing to continue will be proposed in bulk and seconded.

Should this happen the Committee shall accept this and meet to realise the club assets and to discharge all its liabilities. If there is a deficit the Committee shall proceed to collect from each member and each member shall pay a share of the deficit in proportion to the subscription payable by him / her at the time. No resignation shall be accepted after the resolution to dissolve the club.

1. **Membership of Club**
   1. Membership of the Club shall comprise
      1. Ordinary Members, who shall be racing cyclists, touring members, members of the general public, supporters of the club paying in advance annual membership.
      2. Honorary Members, Benefactors of the Club.
      3. Juvenile Members, those under eighteen (18) years of age and shall be charged a reduced fee.
   2. A Person becoming a member shall NOT cease to be a member unless he /she submits in writing their resignation
   3. Any member who decides to retire from the club, shall not be entitled to any refund whatever
   4. The Committee shall have the power to suspend and if necessary remove from the list of members any member whom they consider to have acted in a manner derogatory to the interest of the welfare of the club
   5. To take part in Club Events a current Cycling Ireland license is required
   6. Members of the Club shall obey the rules of the road at all times.
2. **Accounts and Banking Procedures**
   1. The Treasurer shall cause true accounts to be kept of all sums of money received and expended by the club.
   2. At the AGM the Committee shall present a statement of income and expenditure, covering the preceding year and a balance sheet.
   3. A Current Account shall be kept under the name of the Club
   4. Accounts shall not be paid except as authorised by Secretary or Chairman
   5. Application for Expenses will be submitted in writing to Club Secretary no later than the Committee Meeting prior to event for which expenses are being claimed. Application will be considered by Committee in context of aims and current financial position of club.
   6. The signature of two (2) of the following is required to withdraw monies from the account:  
      Chairperson  
      Treasurer, or   
      Secretary.
   7. Before the AGM each year, the account and Balance Sheet of the Club, for the preceding year, shall be examined and their correctness ascertained and certified by two members of the committee
   8. The Treasurer shall keep a register of all members, addresses, phone numbers etc.
   9. The Committee shall notincur debts greater than the assetsof the Club
3. **Subscriptions**
   1. Before being admitted as a member a person must pay in advance a fee which shall be decided by the AGM.
   2. Membership fee shall be paid NOT later than the end of JANUARY.
4. **Extraordinary General Meeting**

In order for an Extraordinary General Meeting to be called a written request must be lodged with the Club Chairperson by at least 25% of Club Members. Such a meeting must be called within seven (7) days of being requested. This shall debar the Committee from calling an Extraordinary General Meeting any time they deem it necessary

1. **Disputes**

It is anticipated that most issues can be resolved between the parties involved, ie between members themselves. This is the case also when a person feels they are being subject to repeated behaviour that is an affront to their dignity. However, where such an approach fails to address the matter satisfactorily, a formal complaints procedure may follow.

A formal complaint should be sent to the Club Secretary in writing setting out the issue and the relevant details. The complaint should identify any efforts that were made to try and resolve the matter. Any formal complaint will be considered by the Club Committee. A decision will be made and communicated to the complainant informing them of the outcome and reasons in as timely a fashion as possible.

In the case of any disputes arising as to the interpretation of the Constitution of the Club, the decision of the Committee shall, in all cases be final.

1. **Club Property**

Club property lost or damaged by a member shall be replaced or made good by that Member.

1. **Constitution**
   1. Constitution will be circulated to each member of the Club. Acceptance of the Constitution is a precondition of membership of the Club.
   2. A new rule shall not be made, or shall the rules herein contained in this Constitution or hereafter to be made, be amended, altered or rescinded unless the consent of the majority of at least two thirds of the members present at an AGM or at an Extraordinary meeting of the Club
   3. Before coming into force this Constitution must be ratified by an Annual General Meeting.