



Bournemouth BMX Club Constitution

1 Bournemouth BMX club

The Club will be called Bournemouth BMX Club (Hereinafter will be referred to as the Club), and may also be known as Bournemouth BMX Club. Bournemouth BMX Club will be affiliated to British Cycling and will use the [British Cycling Handbook](#) as the basis for all Club policies.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in BMX
- To promote the club within the local community and BMX
- To manage the Bournemouth BMX track facilities
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3 Membership

a. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in BMX, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

b. The membership shall consist of the following categories:

- 18+ (Adult) member
- 17+ under (Youth) member

Discounts may be offered for Student and Family membership packages.

c. All members and those attending any Club-organised event will be subject to the regulations of the constitution, and by joining the Club or participating in Club organised activities, will be deemed to accept these regulations and codes of practice that the Club has adopted. The Executive Committee (see Paragraph 5 for details) reserves the right to deny or remove membership or deny attendance of anyone they deem to have not adhered to the Club's or British Cycling's policies including this constitution.

d. Members in each category will pay membership fees and coaching fees as determined at the Annual General Meeting.

e. 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 unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

4 Sports Equity

- a. This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- b. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. The Club will not tolerate any intimidation, harassment or abuse of riders, parents/carers or committee members.
- d. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures. If necessary, British Cycling will be informed of any incidence and will deal with it accordingly, in line with their policies.

5 Committee

- a. The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Club Lead Welfare Officers¹; the remainder of the Committee shall consist of the Catering Manager, First Aid lead, Track Manager, Equipment Manager, Social lead, and Website/SM lead, all of whom shall be elected at the Annual General Meeting (AGM).
- b. All Executive Committee and Committee members must be members of the Club.
- c. The term of office shall be for one year, from the date of that year's AGM to the following year's AGM and members shall be eligible for re-election. It is acknowledged that this may be slightly longer or shorter than a year depending on date availability for the AGM.
- d. All those who wish to be members of the Committee must be proposed by a serving member of the Committee, before the upcoming AGM. Those who wish to be Chair or Vice Chair of the Club must be proposed by a serving member of

¹ If there is a split vote on Club matters, then the Chair will have the deciding vote.

the Executive Committee. The incumbent Executive Committee reserve the right to decline the proposal of any future member of the Committee if it is deemed that the selection would not be in the best interests of the Club.

- e. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- f. Members of the Committee must act in the best of interests of the Club at all times.
- g. Members of the Committee that require DBS, such as Welfare, First Aid and Coaches, have one calendar month from the AGM to begin their DBS application. If they are declined or do not start the DBS process within one calendar month² of the AGM then they will be removed from the Committee. It is the lead Welfare Officer's responsibility to ensure that those who require a DBS are in date.
- h. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club in accordance with guidance and policies issued in the [British Cycling Handbook](#).
- i. The Committee will have powers to appoint any advisers or consultants to the Committee as necessary to fulfil its business.
- j. The Executive Committee will be responsible for disciplinary hearings of members who infringe the club's rules, regulations and/or the constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- k. The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- l. Only the posts listed above will have the right to vote at committee meetings.
- m. The quorum required for business to be agreed at Management Committee meetings will be at least four members of the Committee including one member of the Executive Committee.

6 Finances

- a. The Club Treasurer will be responsible for the finances of the club.
- b. The financial year of the Club will run from January 1st and end on December 31st of each year.
- c. All Club monies will be banked in an account held in the name of the Club.

² Unless there is a legitimate reason that has been approved by the Executive Committee.

- d. A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e. Any cheques drawn against club funds should hold the signatures of the treasurer.
- f. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- a. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b. The Club shall hold the Annual General Meeting (AGM) in the month of March, April or May to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the Committee.
 - Agree the membership and other fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- c. Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all Club members.
- d. Nominations for officers of the Committee will be sent to the Secretary prior to the AGM. The conditions articulated in paragraph 5d of this document are to be followed.
- e. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- f. All members have the right to vote at the AGM.
- g. The AGM will be publicised, and all Club members will be invited to attend.
- h. The Chairman of the Club shall hold a deliberative as well as a casting vote at General and Committee meetings.
- i. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- j. All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

Amendments can be made to this constitution by the Executive Committee as required and as necessary in accordance with current operating policies. The most up to date constitution will be published on the website, www.bournemouthbmx.co.uk under 'Membership'.

9 Discipline and appeals

- a. All concerns, allegations or reports of poor practice or abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures which are in line with those in the [British Cycling Handbook](#). The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns. If deemed necessary by the Club welfare team, they can elevate any issue to the South Region Welfare Team or directly to British Cycling who will then lead on the issue.
- b. Bournemouth BMX Club will have a Code of Conduct. The aim of the Code of Conduct is to provide a framework that Bournemouth BMX Club may use to maintain satisfactory standards of conduct, to encourage improvement where necessary, and to offer a framework for disciplinary action.
- c. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary and Chairman at the official email addresses that are available through the Club website at www.bournemouthbmx.co.uk.
- d. The Executive Committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- e. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.
- f. There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary and Chairman receiving the appeal.

10 Dissolution

- a. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, all debts should be cleared with any Clubs funds. Any assets of the Club that remain following this will become the property of South Region BMX.

11 Declaration

Bournemouth BMX Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and those who attend Club organised activities.

Name	Michael Whittaker	Position	Chair
Sign		Date	

Name	John Twitchen	Position	Vice Chair
Sign		Date	

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