



This is the **Constitution of Cycle Seahaven** agreed on 11.02.2023.

1. The Club will be called: *Cycle Seahaven*, and is a non-profit making club.
2. The purposes of the Club are to promote cycling in Seahaven, which encompasses Seaford, Newhaven and Peacehaven, and encourage community cycling participation in the same area. In addition, the Club will support and raise funds for local causes reviewed annually at the Club AGM.
3. The Club will be administered by a committee consisting of at least three individuals to a maximum of ten members acting as:
 - Chair
 - Secretary
 - Treasurer
4. Other roles performed by the Committee may include:
 - Vice Chair
 - Membership Secretary
 - Wellbeing Team Lead
 - Webmaster
 - Ride Leader Co-ordinator
 - Dr Bike Lead
 - Any other role as agreed by the Committee to assist in the running of the Club.
5. The Committee may delegate specific functions to sub-committees who will have a clearly defined scope of its activity and powers, and who will report regularly back to the Committee. Ideally, a committee member will be part of any sub-committee, but this is not a requisite. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.
6. Membership of the Club shall be open to any individual interested in cycling, on a non-discriminatory basis.
7. All members will be subject to the Rules and by joining the Club will be deemed to accept the Rules.
8. Members will pay an annual subscription, which will be determined at the AGM.

9. Membership may be refused or removed for conduct or character likely to bring the Club into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of Club members. However, the Committee's decision on such matters will be final.
10. The Committee will hold meetings at a frequency agreed by a majority vote of the Committee.
 - a. The quorum for a committee meeting is to have at least 50% of the Committee members present.
 - b. In the event of a tied vote at a committee meeting, the motion may be carried over to the next meeting for re-evaluation, except for matters of urgency where the Chair/Vice-Chair will have the casting vote. A matter of urgency will be defined by that causing detriment without immediate resolution.
 - c. Committee meetings can be held face to face or by video conferencing, or a mixture of both.
 - d. Committee meetings will be open to members of the Club, and committee meeting dates are shown in the Club calendar.
 - e. Committee decisions will be recorded in the minutes and available to the membership.
 - f. Members who wish to attend a committee meeting may do so by invitation and submit a motion for discussion (if appropriate) at least 7 days prior to the meeting.
11. The Committee will hold an Annual General Meeting (AGM) every year which will be open to all members of the Club.
 - a. The quorum for an AGM is 5% of the total membership.
 - b. Any AGM may be held face-to-face or video conferencing of any kind, or be held as a mixture of both.
 - c. All members of the Club are permitted to submit a motion to the AGM in writing at least 21 days in advance.
 - d. At the AGM members will elect a new Committee.
 - e. Any member may stand for election to the Committee.
 - f. Should a vacancy on the Committee occur, or a Club member offer his/her services to the Committee, that person may be co-opted with Committee approval and hold full voting rights until the next AGM, to a maximum of 10 committee members.
 - g. Committee members may perform more than one role except for the Chair, Secretary and Treasurer who must be separate individuals. The Secretary will not normally lead the Wellbeing Team.
 - h. Any Committee member who leaves the Committee must at the Committee's request return or delete any data, material or property used by the Committee including passwords or login details.
 - i. All fully paid-up members of the Club may vote at any General Meeting.
 - j. In the event of a tie, the Chair will have the casting vote.
 - k. Members must attend in person to vote and may not appoint a proxy.
 - l. Minutes taken for the AGM will be available for viewing on the Club website.
12. Extraordinary General Meetings of the Club may be held if a written request signed by at least 5% of the membership is received by the Secretary at least 21 days in advance. The same rules for the AGM will apply to the EGM.

13. 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 will not be a member of the Committee.
14. The property and funds of the Club cannot be used for the direct or indirect private benefit of members, except for the trailer whose use must be approved by the Committee beforehand.
15. Any business offer, where the Club is either the customer or the provider, shall be advertised in the first instance to the membership of the club.
16. The Club bank account(s) may only be used for payment of committee authorised club business and cannot be used for direct employment payments by outside bodies to individual Club members.
17. Any proposed spending of over £200 should be referred to the Committee and be the subject of a decision by majority vote of the Committee and recorded in the minutes of the meeting. All such expenditure will be recorded and reported in the Club accounts at the next AGM.
18. A resolution to dissolve the Club can be passed only at an AGM or EGM and through a majority vote of 75% of the membership present. The Committee is responsible for the orderly winding up of the affairs of the Club.
19. On dissolution, the Committee shall dispose of the net assets remaining to either or both of the following:
 - a. To another Club with similar sports activities.
 - b. To the Club's national governing body for use by them for a related community project.

Constitution adopted at a meeting held at the Seaford Baptist Church, on 11th February 2023.
Signed by the present committee consisting of:

Chair - DB
Secretary - LS
Treasurer - VM
Membership Secretary - GP
Ride Leader Coordinator - GJ