

Club Rules



1. Name

Sikh Cycling Club (referenced below as the 'Club') is bound by the constitution. The 'Rules' of the club to which all members abide with and will be reviewed and updated annually.

2. Main Purpose

The Sikh Cycling (SCC) is an inclusive club that exists to promote and develop cycling across disciplines for riders within the United Kingdom

3. Aims and Objectives

These are listed in the club's constitution.

4. Membership

4.1 Classes of membership

4.1.1 Full Member

There are two classes of Full Member based on age:

- Juvenile Member – Aged between 14 and 18 on the 1st January. NB. The minimum age for attending a club event is 14 years from the date of the event.
- Senior Member – Aged 18 and over on 1st January.

Full Members are entitled to all the benefits of Club membership.

4.1.2 Family Member

Defined as the wife, husband and/or regular partner and any child under 18 living at the same address as a Full Member. Family Members are entitled to all the benefits of Club membership.

4.1.3 Second Claim Member

Defined as any member, who is a First Claim Member of another cycling club. Second Claim Members are entitled to all the benefits of Club membership except as limited by Rule 8.1.1.

4.2 Subscriptions

4.2.1 Subscriptions for membership are due annually for the 'Membership period'. The Membership period begins on June 1st and run through to the 31st May of the following calendar year. New members applying after the 1st of January will automatically be renewed for the following membership period.

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4.2.2 The annual subscription for each class of membership shall be set at the AGM and shall take effect from the following Membership period.

4.2.3 New riders may undertake trial rides with the club, but this is limited to a maximum of 3 rides (within a reasonable period), after which they must join before riding with the club.

4.2.4 The subscriptions of new members joining after January 1st shall be valid until May 31st of the following year.

4.2.5 Members who have not paid their subscriptions by 15th June, shall be deemed to have resigned from the club and all benefits of membership shall cease.

4.3 Application for Membership

4.3.1 Applications, renewals and payment shall be made using via the club bank account that is managed by the Treasurer, chair and vice chair

4.3.2 The benefits and responsibilities of membership shall commence from the acceptance of the membership subscription by the Secretary.

4.3.3 The Committee reserves the right to refuse an application for membership, in which case the subscription monies shall be returned.

4.3.4 All members of the club are deemed to have accepted these rules and have agreed to be bound by them.

4.4 Responsibilities of Membership

4.4.1 Members are required to conduct themselves in accordance with the appropriate club ride etiquette, abide by current legislation, always behave in a manner conducive to safety and to uphold the good name of the Club when engaged in club related activities.

4.4.2 Members are required to obey the instructions of Club Officials (or their deputies) and ride leaders regarding their conduct while participating in Club activities.

4.4.3 All Members are expected to volunteer to assist with events and/or make a positive contribution to the club.

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4.4.4 Membership does not include insurance of any kind for members, and they are therefore strongly advised to seriously consider the appropriate 3rd party/public liability insurance to ensure they, other members and the general public are adequately protected in the event of an incident.

4.4.5 A Parent Consent Form for the age group between 14 and 18 years, must be completed by the Child's Parent or Guardian before the event as provided under the Important Documents section of the SCC's website.

5. Management

5.1 Roles within the Club

5.1.2 The Committee of the Club

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Ladies/ Welfare officer
- Ride Officer
- Resource Officer

5.1.3 Other Roles

There shall be several other volunteer roles within the club, as deemed necessary throughout the year.

5.1.4 All Committee members shall be elected annually at the AGM, will retain their role for a 2-year period. The first AGM committee members will be elected roles will serve for a period of 2 years.

A Chairperson may only be nominated if they have previously served in some capacity on the Committee (in order that they may have a good working knowledge of the club).

5.1.5 The Club should maintain written Job Descriptions for all elected roles. These will be reviewed by the Committee from time to time, and updated as deemed necessary, prior to each AGM.

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5.1.6 In the event of any Committee member resigning, the Committee may agree to appoint a replacement.

5.1.7 Committee members of the club are entitled to full membership for the associated year. However, should Committee member then resign midway through the year then the committee will determine the appropriate way forward in regard to any membership subscriptions due.

5.2 Membership of the Committee

5.2.1 The members of the Committee shall be as listed in Rule 5.1.2.

5.2.2 The Committee should meet not fewer than once every 3 months. Committee members shall receive not fewer than 14 days' notice of the meeting.

5.2.3 Four members of the Committee shall form a quorum.

5.2.4 If any member of the Committee is absent, without reason, from three consecutive meetings the remaining members have the power to declare his office vacant and appoint another member in his place.

5.2.5 Committee Members representing Sub-Committees may, if unable to attend a meeting of the Committee, arrange for their place to be taken by another member of the appropriate Sub-Committee who shall have full voting powers.

5.3 Duties of the Committee

5.3.1 To assist the committee and help direct the activities of the Club, organise Club events and consider any incentives to encourage participation in running the club events.

5.3.2 To assist the Treasurer and help manage and control the financial expenditure of the Club.

5.3.3 To formulate the terms of reference and budgets for the Committee members.

5.3.4 To assist the Committee in consideration of issues regarding the expulsion or otherwise discipline any Member of the Club upon due cause being shown.

5.3.5 To follow procedures laid down in the constitution in respect of possible suspension of any member of the Club upon due cause being shown.

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5.3.6 To support the call by Committee for a Special Meeting of the Club for a purpose deemed to be significant enough to merit the action.

5.3.7 To carry out all other such acts, as they deem necessary, in consultation with the Committee in the interests of the Club.

5.3.8 In every case, the decision of the committee in accordance with the constitution and shall be final except where a grievance has been lodged with the chairperson whose remit is to ensure that any decisions reached by the committee are fair and within the agreed/published rules of the club.

5.4 Sub-Committees

5.4.1 Sub-Committees shall be formed of club members co-opted by the relevant activity co-ordinator listed in Rule 5.1.1.

5.4.2 Captains and Co-ordinators should ideally ensure that their Sub-Committees include members who are not elected to the Committee.

5.4.3 The Captain (associated with the relevant sub-committee) will be responsible for managing the sub-committee budget and ensuring the appropriate financial records are kept, as directed by the Treasurer.

5.4.4 Co-ordinators shall present their recommendations for co-optees for ratification by the first Committee meeting and notify any changes to subsequent Committee meetings.

6. Meetings

6.1 Meetings

6.1.1 Members shall receive notice not less than 21 days before a Meeting (which may be either an Annual Meeting (AGM) or a Special Meeting (SGM)). Such notice is deemed to be given by publishing on the SCC web site and/or via general email.

6.1.2 Propositions for consideration to be included as AOB should reach the club Secretary in writing no later than 14 days before the meeting.

6.1.3 The agenda of a Meeting shall be made available to members on the SCC web site, no fewer than 3 days before a meeting.

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6.1.4 A quorum at a meeting shall be the least one quarter of the Club membership as at 21 days before the date of the Meeting.

6.1.5 Minutes from all Meetings should be made available for public review (online), ideally no longer than 30 days after the meeting.

6.1.6 Only current members of the club may vote at a Meeting.

6.2 Annual Meeting (AGM)

6.2.1 The AGM should be held not later than December 30th each year.

6.2.2 The business to be conducted at the AGM shall consist of the following as a minimum:

- A brief review of the current year and an overview of any plans for the year to come.
- Presentation of the annual accounts.
- Setting of the annual subscription.
- Election of the committee of the Club and proposed committee members.
- The making, altering and rescinding of Club Rules as deemed necessary.

6.2.3 Copies of the annual accounts shall be available to members at the AGM.

6.2.4 Only current members may stand for election to office.

6.3 Special Meetings (otherwise referred to as SGMs)

6.3.1 An SGM may be called by the committee at any time for a purpose deemed to significant enough to merit the action.

6.3.2 An SGM may be called on a requisition signed by the Committee and agreed with the committee from not less than three committee or club members, and the requisition to state clearly the nature of the intended business.

6.4 Alterations to the Club Rules

6.4.1 Club Rules may only be made, altered, or rescinded at a Meeting.

7. Finance

7.1 Financial

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7.1.1 The financial year shall run from January 1st

7.2 Bank account

7.2.1 A Club bank account (or accounts) shall be opened and maintained.

7.2.2 An appropriate payment system will be maintained which employs an appropriate level of control, such as the joint signatures of the Treasurer and another member of the Club agreed with the Committee.

7.3 Club expenditure

7.3.1 All expenditure will be undertaken with approval of the committee

7.3.2 It is not within the club's remit to provide general and comprehensive funding for individuals who wish to race but the club would welcome the opportunity to provide 'some' funding for certain young riders to whom it will make all the difference. A small amount could be allocated within the annual budget but with a caveat that it will only be used for expenditure in line with the requirement and reviewed on a case by case basis. A similar funding principle would be followed for more senior riders who wish to race, but the funding in those cases would specifically be on a 'contribution only' basis and only in very exceptional circumstances.

7.3.4 No club member can approve their own expenses, nor make a payment to themselves or interested party.

7.3.5 Dual signatory on all payments over £300, inc electronic banking.

7.4 Accounts for Club Events

7.4.1 Organisers of Club Events and other sources of income shall pass an account, and any monies due to the Club, to the Treasurer within 28 days of the event unless agreed otherwise by the Treasurer. In addition, the appropriate receipts or invoices should be made available to the Treasurer as deemed appropriate by the Treasurer.

8. Trophies and prizes

8.1 Eligibility for holding Club Trophies

8.1.1 Only First Claim Members, riding in the name of the Club, shall be eligible to hold Club Trophies and Club Records.

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8.1.2 The Committee shall have the power to waive Rule 8.1.1 and allow Second Claim Members to hold Club Trophies and Club Records if, in their opinion, there are special circumstances which make this desirable.

8.2 Claiming prizes

8.2.1 Any prize not claimed before the end of the Club Financial Year in which it is issued shall be forfeited.

9. Other rules

9.1 Application of the Rules

9.1.1 In these Rules the words 'he' (and derivatives thereof) shall be deemed to apply to both sexes, except where stated otherwise.

9.2 Club Colours

9.2.1 The Club colours shall include blue and yellow