
Constitution of the Lakeside Wheelers Mullingar Club

1. Name:

The club will be called Lakeside Wheelers Mullingar Club, referred to hereafter as 'The Club'.

2. Main Object:

2.1. The main objective of the club shall be to promote, develop and foster cycling, without discrimination. It shall be club policy to offer opportunities to participate in cycling to all sections of the community.

3. Powers:

3.1 In furtherance of the said objective but not otherwise the Club shall have the following powers -

- (i) Promote and hold, either alone or jointly with others, cycle races and events in accordance with the rules established by Cycling Ireland or other cycling bodies with whom the club is affiliated;
- (ii) Develop and implement appropriate protocols for organising sections within the club;
- (iii) Offer, give or contribute towards prizes, medals, and awards for cycle events promoted and held by the Club;
- (iv) Apply for grants from appropriate entities for the development of the sport of cycling;
- (v) Establish and promote, or assist any other association or entity having main objects similar to or complimentary to those of the Club;
- (vi) Collect and disseminate information on all matters relating to the sport of cycling, and exchange such information with other bodies having similar objectives, whether in Ireland or internationally;
- (vii) Buy, sell, and supply goods and services for the purposes of the Club;
- (viii) Raise funds and invite and receive contributions from any person or persons or organisations whatsoever by way of subscriptions and otherwise provided that the Club shall not undertake permanent trading activities in raising funds for the said objectives;
- (ix) Do all such other lawful things as are necessary for the attainment of the said objectives.

3.2. To operate a child protection policy that conforms to the requirements of the National Governing Cycling Body and other relevant agencies.

3.3. To promote drugs-free participation in cycling in accordance with the requirements of the National and the International Governing Cycling Body.

4. Club Colours:

The club colours shall be red, blue and yellow.

5. Affiliation:

The Club shall be affiliated to a recognized National Governing Cycling Body.

6. Membership and Subscription:

6.1. Membership of the Club shall be open to all persons interested in the aims of the Club, and who agree to abide by this Constitution. Membership is renewed periodically as prescribed by the committee, through the Membership Secretary. Club subscriptions, which shall include membership of the recognised National Governing Cycling Body, shall be fixed periodically by the committee. Notice of any proposed changes to the collection schedule and annual subscription shall be given at the Annual General Meeting. The normal period of annual membership shall run from January 1st to December 31st but may be changed at the discretion of the Committee.

6.2. All Annual Subscriptions shall become due on a date to be decided by the Committee in each year and must be paid within thirty days of that date

6.3. A member whose subscription is unpaid more than thirty days after the due date notified by the Club shall, subject to a contrary decision of the Committee, be suspended as a Member of the Club and cease to enjoy the rights and privileges of membership until such time as payment is made.

6.4. The Membership Secretary acting at the direction of the Committee may give notice in writing to a party who has been suspended from membership in accordance with clause 5.3.

7. Voting Rights:

The right to vote at any General Meeting shall be afforded to paid up Members recorded on the club members register on a date preceding said General Meeting by a period of one hundred and eighty days. Such members must be aged 18 and upwards at the time of any vote.

8. Club Officers:

The Club shall have the following Officers:

8.1. Chairperson, who is the chief executive officer, responsible for the effective management of the Club; the Chairperson shall preside over Committee meetings and Club General Meetings; the Chairperson shall be one of the three nominated signatories (two to sign) on the Club's bank account(s). The Chairperson will normally not be a voting officer; however in the event of an equality of votes the Chairperson shall cast the deciding vote.

8.2. Secretary, who is responsible for minute-taking at all meetings and for ensuring that information about all matters affecting the Club is communicated to members efficiently and expeditiously. All correspondence on behalf of the Club, except where authorised by the Committee, shall be conducted on its behalf by the Secretary.

8.3. Treasurer, who is responsible for overseeing the club finances; the Treasurer shall be one of the three nominated signatories (any two to sign) on the Club's bank account(s).

8.4. Membership Secretary, who is responsible for the maintenance of an accurate and up to date register of club members and record of membership subscription payments.

8.5. Public Relations Officer, who is responsible for all Public Relations activities on behalf of the Committee, this includes website content.

8.6. Events Officer, who is responsible for all issues relating to open and club races and leisure cycling events.

8.7. Limitations on Club Officer positions.

A club member may not hold more than one officer position at the same time.

9. Section Leaders:

The Club shall have sufficient Section Leaders to accommodate the Club policies and objectives, who will be familiar with and compliant with their section protocols.

10. The Club Committee:

10.1. Powers of the Committee:

The Committee shall exercise the following powers:

- (i) Shall manage the affairs of the Club;
- (ii) Shall exercise all such functions as may be exercised by the Club other than those functions that are required by this constitution to be exercised by the Club in a general meeting;
- (iii) Has the power to perform all such acts and do all such things, consistent with this constitution, as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
- (iv) Shall have power to establish and disband sub-committees as required;
- (v) Shall appoint Section Leaders and will co-opt a nominated section leader to the committee
- (vi) Shall also have the power to co-opt up to three further club members if so required;
- (vii) Shall appoint a member to position of Club President, who may be requested to represent the Club at official events

10.2. Committee members shall not unfairly gain directly or indirectly from Contracts entered into by or with the Club.

10.3. The Committee shall hold no less than five meetings per year.

10.4. Composition of Committee:

The Committee shall comprise

- (i) The Officers of the Club - The Chairperson, Secretary, Treasurer, Membership Secretary, Public Relations Officer, Events Officer;
- (ii) Two Elected Members from the body of the Club ²
- (iii) Nominated section leader. ^{Tosh}

10.5. Each committee member shall have one vote with a casting vote being carried by the Chairperson.

10.6. Term of Appointment:

- (i) Each Committee Member shall hold office until the conclusion of the Annual General Meeting following the date of the said officer's election, but is eligible for re-election subject to a maximum of seven consecutive years. An Officer of the Club can only serve for a maximum of three consecutive years in one capacity-at any one time.
- (ii) Outgoing section leaders and club officers until such time as they are relieved of their duties by the incoming committee.

10.7. Election of Committee Members:

- (i) To qualify for membership of the Committee a person must have completed one year as a full senior member of the club;
- (ii) Any Member may be nominated (or may nominate himself/herself, either in person or in writing) for election as an Officer or Elected Committee Member;
- (iii) The ballot for the election of Officers and Elected Committee Members shall be conducted at the Annual General Meeting in such manner as the Committee may direct;
- (iv) The election of Officers and Elected Committee Members shall be by simple majority:

10.8. Vacancies:

If a vacancy occurs in the membership of the Committee for any reason, the Committee members may appoint a member to fill the vacancy, and the member so appointed will hold office subject to the Rules. The person filling the vacancy shall retire at the next occurring Annual General Meeting.

10.9. Removal of Committee Members:

- (i) In order to remove any Committee members from office, a Special General Meeting shall be called;
- (ii) A proposal to remove the Committee Member shall be put forward, in writing with a valid reason, by no less than four senior club members duly qualified to vote at that meeting;

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- (iii) A minimum of fourteen days notice in writing shall be served on the said Committee member stating the date, time, and place of the Special General Meeting, the proposal and the grounds on which the proposal for removal is based, and informing the Committee Member that he/she may attend and speak at the Special General Meeting, and may also make written submission;
- (iv) Once due consideration of the matter has been given, the proposal for removal of the Committee member shall be put to a vote. A two-thirds majority of those present at the Special General Meeting is required to remove the Committee Member from office.

11. Special General Meetings:

11.1. All General Meetings of the Club other than Annual General Meetings shall be called “Special General Meeting” and all business transacted shall be deemed to be special business.

11.2. The Club Committee may call a Special General Meeting whenever they shall think fit or desirable.

11.3. The Club Committee shall call a Special General Meeting whenever a requisition in writing signed by no less than twenty five fully paid up senior members, stating fully the objects of the proposed meeting is delivered to the Club Secretary.

11.4. At least fourteen days notice of such Special General Meetings shall be given.

11.5. No Business shall be transacted at any Special General Meeting other than that for which it was convened and no business shall be transacted at any adjournment thereof other than that left unfinished at the meeting from which such adjournment took place.

11.6. The committee shall decide on the most appropriate way of gathering votes on any particular issue. The committee will also decide on the majority required.

12. Annual General Meeting of the Club (AGM):

The Committee shall hold an AGM on a date not less than one week and not more than four weeks from the date of affiliated recognised National Governing Cycling Body AGM.

The Annual General Meeting shall have the following duties:

- (i) To receive a report on the work of the Club in the preceding year:
- (ii) To receive accounts for the preceding year:
- (iii) To elect the Officers of the Club, and the ordinary Committee members:
- (iv) To consider any matter referred to them by the Committee:
- (v) To consider any motion submitted by any member in writing to the Secretary a minimum of ten days before the meeting, including any motion to amend the Club Constitution. No more than two motions to amend the Constitution may be brought before any single AGM.

Members will be advised seven days prior to the meeting of the notices of motion.

Communication summoning the Annual General Meeting will be released so as to reach members at least fourteen days before the meeting is due to take place.

13. Quorums for different club meetings:

A Committee meeting shall be quorate when at least five members of the Committee are present.

A sub-committee meeting shall be quorate when at least three members of the sub-committee are present

An Annual General meeting of the club shall be quorate when at least twenty five per cent of the senior membership is present.

A Special General meeting of the club shall be quorate when at least twenty per cent of the senior membership is present.

14. Discipline:

14.1 The Club may, by resolution, censure, suspend, or expel a member from the Club, if the member has

- (i) Persistently refused or neglected to comply with a provision of the Constitution; or
- (ii) Wilfully acted in a manner detrimental to the interests of the Club.

14.2 Any Member of Lakeside Wheelers, Mullingar accused of dishonest behavior or conduct, or who refuses to comply with the Rules or directions of the Officers of the Club, or who behaves in a manner prejudicial to the proper conduct of the Club Rules, will be subject to Club Disciplinary Protocol set out at Appendix A, hereto.

15. Voting and Decisions:

15.1. Issues arising at meetings of the Committee, sub-committees, or General Meetings of the Club, and which require a vote, shall be determined by a majority of the votes of the members present at the meeting and entitled to vote, unless otherwise specified in this constitution.

15.2. Each member present at a meeting of the Committee, sub-committees, or General Meetings of the Club (including the person presiding) shall be entitled to one vote. The Chairperson (who presides at meetings of the Committee and General Meetings of the Club) will normally not cast a vote; however in the event of an equality of votes, the Chairperson shall cast the deciding vote at meetings of the Committee and General Meetings of the Club.

16. Finance:

16.1 The Treasurer shall maintain correct accounts and books in accordance with the protocols for managing club finances as set out by the committee showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club.

16.2. The Club Treasurer shall give regular reports to the Committee on the financial standing of the Club and an annual report at the club AGM; covering the period

inclusive of the month of the previous AGM to the month preceding the AGM at which the report is being presented

16.3. Club Expenditure:

- (i) Cheques must be crossed and signed by two of the three nominated signatories; Chairperson, Treasurer and one other nominated Committee Member.
- (ii) The Treasurer may approve expenditure up to. €500.
- (iii) The Committee is required to approve expenditure over €500 and up to €5,000, subject to a simple majority if voting is required
- (iv) In cases where expenditure of more than €5,000 is planned a General Meeting of the Club must be called.

16.4. Auditing accounts:

- (i) An audit may be carried out once every two years.
- (ii) An independent audit of the club's annual accounts is not required unless a petition in writing, signed by not less than 10% by number of the senior club members, requesting that such an audit and stating the reason for same, is delivered to the committee within three calendar months of the end of the financial year in question. On receipt of such a petition, the committee shall, without undue delay, appoint independent, suitably qualified auditors to examine the accounts of the club and to report to the members on the truth and fairness of same. Copies of the audited financial statements shall be made available to senior club members upon request.

17. Banking

17.1. The Committee shall cause to be opened with such bank as the Committee selects, a bank account or bank accounts in the name of the Club, into which all monies received shall be paid within ten working days of receipt.

17.2. All withdrawals, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the three nominated signatories; Chairperson, Treasurer and one other nominated Committee Member.

18. Cycling Events:

18.1. The Club shall promote cycling events for all its members. The committee will produce a calendar of events for each year. The calendar will be made available using all accessible media.

18.2. Competitive events will be organized and run under the rules of the governing bodies.

18.3. Any amendments to competition rules will be made available in a supplementary document for the relevant event.

19. Amendments to the Constitution:

19.1. A Special General Meeting of the Club may amend the Constitution by a majority of two-thirds of the members present and voting, provided the meeting has a quorum as prescribed in section 13, and that notice of the amendment proposed has been made available to all members not less than fourteen days before the General Meeting. This may be the only agenda item for such a SGM.

19.2. The constitution may also be amended at an AGM, in accordance with the provisions of section 12.

19.3 No addition, alteration or amendment shall be made to or in the provisions of the main object clause, the income and property clause, the winding-up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

20. Dissolution:

The Club may be dissolved by the agreement of not less than three-quarters of those senior members present at a General Meeting specially summoned for this purpose. If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 22 hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object

21. Policy on Membership:

Membership of the Club is operated on the basis of non-discrimination on the grounds of gender, race, religion, age, marital or parental status, disability, sexual orientation, or being a member of a minority group of society.

22. Income and Property

The income and property of the Club, shall be applied solely towards the promotion of its main object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

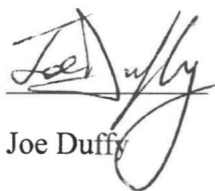
- a) reasonable and proper remuneration to any member of the body (not being an Officer) for any services rendered to the body;
- b) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the body to the body;
- c) reasonable and proper rent for premises demised and let by any member of the body (including any Officer) to the body;
- d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the body;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

23. Keeping of Accounts

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

Signed

Signature:



Name in Print:

Joe Duffy

Position:

Chairperson

Date:

03/11/15



Jerry Waugh

Secretary

03/NOV/15.



Liz Hctor

Treasurer

18/11/15