



Ipswich BMX Club Constitution

1. Name

- 1.1 The name of the Club shall be ***Ipswich BMX Club***, hereafter referred to as the Club.

2. Membership

- 2.2 Membership of the club is open to anyone interested in promoting, coaching, volunteering, or participating in Ipswich BMX Club, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
- 2.3 The Club shall have at least 5 members. All members are required to pay a membership fee for the year. The Chairperson will set a minimum requirement.
- 2.4 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 2.5 Members in each category will pay membership fees, as determined at the Annual General Meeting.
- 2.6 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.

3. Aims and Objectives

The aims and objectives of the Club shall be:

- 3.2 To offer coaching and competitive opportunities in Ipswich BMX Club
- 3.3 To promote the club within the local community and Ipswich BMX Club
- 3.4 To manage the Ipswich BMX Club
- 3.5 To ensure a duty of care to all members of the club.
- 3.6 To provide all its services in a way that is fair to everyone.

4. Sports Equity

- 4.2 The 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 this culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- 4.3 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.

- 4.4 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- 4.5 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.6 The Club will deal with an incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Committee

- 5.1 The affairs of the Club shall be conducted by a Committee which shall consist of:
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) Club Secretary
 - (d) Treasurer
 - (e) Head Coach
 - (f) Maintenance Co-ordinator
 - (g) Membership secretary
 - (h) Race and Track Co-ordinator
 - (i) Funding & PR Co-ordinator
 - (j) Any other elected at the AGM or EGM

- 5.2 The role of the committee is to manage all aspects of the Club's administration. The committee shall not work autonomously. Planning activities, buying equipment, and administering other Club matters must satisfy all members.

- 5.3 All committee members must be members of the club.
- 5.4 If required, the committee shall elect a Vice Chair from among its members.
- 5.5 The term of office shall be for one year, and members shall be eligible for re-election.
- 5.6 If the post of any office 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.
- 5.7 The Committee will be responsible for adopting the new policy, codes of practice and rules that affect the organisation of the club.
- 5.8 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- 5.9 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.10 The Committee meetings will be convened by the Secretary of the Club

and be held no less than 4 times per year.

- 5.11 Only the posts listed above will have the right to vote at committee meetings.
- 5.12 Any members voted into one of the main positions will have been a club member for a period of a minimum of 1 year.

6 Sub-committee

- 6.1 The committee may appoint sub-committees for special purposes.
- 6.2 When setting up sub committees the Committee shall determine its terms of reference, compositions, and powers.
- 6.3 Sub-committees shall have a co-ordinator and a recorder.
- 6.4 Sub-committees shall have the power to co-opt additional persons as and when required.

7. Annual General meetings (AGM)

- 7.1 General meetings are the means whereby the members of the Club exercise their democratic rights in conducting the club's affairs.
- 7.2 The committee shall be given not less than 21 days notice in writing of the AGM (normally set date 1 year prior at end of AGM)
- 7.3 The AGM shall be publicised at least *seven* days in advance by email/social media.
- 7.4 At the AGM the ordinary members shall elect a Committee including a chair, vice chair, secretary, treasurer and minute secretary and any other honorary officers as the committee will decide.
- 7.5 The chair, officers and honorary officers of the committee shall hold office until the conclusion of the AGM.

8 Rules of Procedure

- 8.1 QUORUM: a minimum of *three* committee members shall form a quorum at committee meetings and a minimum of all committee members and *five* ordinary members shall form a quorum at AGM.
- 8.2 VOTING: every matter, except where this constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the chair of the meeting shall have the casting vote.
- 8.3 The committee has the power to investigate changing the club's legal status if it is in the best interests of the club to do so but will revert to the committee before proceeding.

9. Finance

- 9.1 The Club treasurer will be responsible for the finances of the club.
- 9.2 The financial year of the club will run from 1st of April to 31st March Annually.
- 9.3 All Club monies will be banked in an account held in the name of the club.
- 9.4 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 9.5 Any cheques drawn against the club funds should hold the signatures of the treasurer plus up to two other officers, with no two signatories being from the same household.

9.6 Dual Authorisation will take place on both online and cheque transactions.

10. Alterations to the constitution

10.1 Any alterations to this constitution shall receive the assent of no less than two-thirds of the members present and voting at an AGM or special meeting. Provided that the secretary has received such notice of any alteration in writing no less than 21 clear days before the meeting at which the alteration is proposed.

11. Conflict of Interest

11.1 A conflict of interest arises when an individual, who is able to influence a decision within an organisation, has the potential to exploit!

that position to benefit personally, for a friend, family member or another connection, at the expense of the organisation's best interests. A committee member would have a conflict of interest if they (or their family) would be set to benefit personally from a committee decision.

11.2 It's worth noting that having conflicts of interest does not mean that your committee members have done something wrong. It is often inevitable that conflicts of interest arise; what is important is that they are recognised and handled appropriately, so as not to risk our club's integrity or reputation.

11.3 Committee members to disclose any conflicts of interests, this will manage them and make sure committee members only act in the best interests of the club.

11.4 Committee members who have disclosed conflicts of interest, to add this to the Register of Interests.

12. Dissolution

12.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

13.2 Any assets remaining after the settling of any debts and liabilities shall be donated to BMX East Anglia or the other clubs within the sport, which have similar aims to those of the committee.

We certify that this is a current copy of the constitution of Ipswich BMX club Committee, which was adopted at a meeting held at:

Signed: Chairperson:
Print Name:
Date:

Signed: Club Secretary:
Print Name:
Date: