



Masters and Ladies Cycling Club

Document Date:
June 2007

Constitution

Document Status:
Approved June 2007 AGM

Amendments made to Constitution

June 2007: (Approved 2007 AGM)

- Point 3 Eastern Province Cycling Association changed to Eastern Province Cycling (EPC)
South African Cycling Federation changed to Cycling South Africa (CSA)
- Point 7.1 Changed from, any aged lady, to, female from the age of 10 (ten) years
- Point 9.6 building societies removed
- Point 13.3 web surveys / e-mail responses added
- Point 16 building society removed
- Point 16.4 Internet banking by the Treasurer is permissible. Added

June 2006: (Approved 2006 AGM)

- Point 8.1.6 Web Master added

Constitution

1. NAME

The name of the Club shall be:

MASTERS & LADIES CYCLING CLUB, PORT ELIZABETH (previously known as THE EASTERN PROVINCE VETERANS AND LADIES CYCLING ASSOCIATION - EPVLC).

2. COLOURS

The colours of the Club shall be such as may be determined by the Committee from time to time.

3. OBJECTIVES

The objectives of the Club shall be to encourage and facilitate cycling among veterans and ladies. The Club is, and shall remain, affiliated to Eastern Province Cycling (EPC) and shall abide by the rules and regulations of Cycling South Africa (CSA).

4. HEADQUARTERS

The headquarters of the Club shall be in Port Elizabeth.

5. STATUS

Membership of the Club confers upon the Members the right only to the privileges of Membership and without any claim to a share in any of the monies, property or assets of the Club.

6. MEMBERS' LIABILITY

Members' liability is limited to the amount of unpaid subscriptions or any other monies owing by them to the Club.

7. MEMBERSHIP

- 7.1. Any male from the age of 30 (thirty) years (as determined on the 30th June following the end of the season) and any female from the age of 10 (ten) years (as determined on the 30th June following the end of the season) may apply for Membership of the Club.
- 7.2. However, the Club, through its Committee, shall have the right at its sole discretion to either refuse Membership to any applicant, or to withdraw the Membership of any Member without stating the grounds therefor.
- 7.3. The Membership fees shall be such as may from time to time be determined by the Committee and on such terms and conditions as the Committee may deem fit.
- 7.4. The Constitution and/or rules of the Club will be binding upon the Members upon them being accepted as such by the Committee.

8. COMMITTEE

- 8.1. The management and control of the Club shall be vested in a Committee consisting of the following:
 - 8.1.1. Chairman
 - 8.1.2. Vice-Chairman
 - 8.1.3. Secretary
 - 8.1.4. Treasurer
 - 8.1.5. Editor

8.1.6. Web Master

8.1.7. Seven (7) Members.

- 8.2. In addition, a Patron may be appointed. The office of Patron shall be elected by the above Committee. A Patron shall be in office for life, or until resignation, or until such time as his/her appointment is withdrawn by a decision taken by a full Committee meeting. The Chairman, Vice-Chairman, Treasurer, Secretary and additional seven Members shall be elected at the Annual General Meeting of the Club from nominations proposed and seconded at the Annual General Meeting. Should the office of any one of the Committee for any reason not be filled at the Annual General Meeting, or fall vacant during the year, the remaining Members of the Committee may elect a substitute to occupy that office until the next Annual General Meeting. The Committee of the Club shall consist of at least the Chairman, Secretary, Treasurer and two Members, and a Committee not complying with the aforementioned requirement shall only have the power to elect a substitute to occupy any vacant office.

9. POWERS AND DUTIES OF THE COMMITTEE.

The powers and duties of the Committee shall be:

- 9.1. The management of the business and the control of the Club.
- 9.2. The Committee may delegate any of its powers to sub-Committees consisting of such Member or Members of the Club as it thinks fit.
- 9.3. To appoint, discuss and fix honoraria or emoluments of officials.
- 9.4. To authorize expenditure.
- 9.5. To make, amend or rescind rules for the regulation of the Club.
- 9.6. To open and operate such banking or savings bank accounts with such banks or other financial institutions as may be determined and to draw, make, sign, accept, endorse, discount and issue bills of exchange, promissory notes, cheques and other negotiable or transferable instruments.
- 9.7. To organise and control such cycling events as it may deem fit.
- 9.8. To deal with applications for Membership of this Club.

10. NOTICE OF MEETINGS

All meetings of the Club shall be convened by notice in writing by the secretary, giving not less than 7 (seven) days prior to meetings. Such notices of meetings shall set forth the items to be discussed at the meeting. Written notice and/or the minimum of seven days may be dispensed with in respect of a Committee meeting, at the discretion of the secretary.

11. SPECIAL GENERAL MEETINGS.

The Committee may, whenever it deems fit and the secretary shall, on the written request of a minimum of three (3) Members, forthwith call a Special General Meeting. Such request shall set forth fully the objectives of the meeting. Representation and voting powers at such meetings shall be the same as at an Annual General Meeting.

12. VOTING

- 12.1. All decisions made at a meeting, except where otherwise provided, shall be made by way of a show of hands, unless at least one-quarter of those present and entitled to vote demand that a secret ballot be taken, when the vote shall be by way of a secret ballot. The vote of the majority shall be decisive and, in the case of an equal number of votes at a meeting, the Chairman shall, in addition to his ordinary vote, have a casting vote.
- 12.2. Subsequent to the first Annual General Meeting, no Member who is in default with dues owing to the Club may be entitled to vote at meetings.

13. CONDUCT OF MEETINGS.

- 13.1. The Chairman shall preside at all meetings and, in the absence of the chairman, the Vice-Chairman being present; the Members shall for the purposes of that meeting elect a chairman.
- 13.2. The Secretary shall keep minutes, which shall consist of a proper record of all proceedings and discussions at such meetings, and such minutes shall be available at every meeting.
- 13.3. The Committee may from time to time as it deems fit put matters to the vote by Members by way of postal ballot / web surveys / e-mail responses. The provisions regarding such ballot in general, and in particular as far as notice and the returns of the ballot are concerned, shall be determined from time to time by the Committee.

14. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held at such time and place as the Committee may from time to time decide, but shall not be held more than fourteen (14) months apart.

15. QUORUM

A quorum for any meeting, other than a Committee meeting, of the Club shall be one-quarter ($\frac{1}{4}$) of the Members entitled to vote. Should there not be a quorum at any meeting, then such meeting shall be adjourned and reconvened within ten (10) days. The Members present at such reconvened meeting shall constitute a quorum.

16. FINANCIAL YEAR AND BOOKS OF ACCOUNT.

- 16.1. The financial year shall be from the first day of April to the thirty-first day of March of the following year.
- 16.2. The Treasurer shall keep a true and correct record and account in the proper books, deposit to the credit of the Club in any approved bank all monies received, and annually lay before the Club a revenue and expenditure account and balance sheet which shall be duly audited by a qualified auditor.

- 16.3. All cheques or withdrawals from the Club's bank account shall be on the joint signature of the Treasurer and the chairman or Vice-Chairman.
- 16.4. Internet banking by the Treasurer is permissible.
- 16.5. The Treasurer shall from time to time report to the Committee with regard to the finances of the Club.
- 16.6. The Treasurer shall hold such amount of petty cash as authorised by the Committee from time to time.
- 16.7. The Treasurer shall deposit all monies received by the Club not later than seven (7) days following the date of receipt thereof.

17. INTERPRETATION OF THE RULES

Should any doubt arise or exist as to the interpretation of any portion of this Constitution or the rules and regulations of the Club, the interpretation placed thereon by the Committee of the Club shall be final and binding.

18. ALTERATION TO CONSTITUTION

No alteration to the Constitution shall be made except by a two-thirds majority of Members at an Annual General Meeting, duly entitled, or a majority at a Special General Meeting convened for that purpose.

19. INJURIES

The Club does not accept any responsibility for injuries which may be sustained by a participant as a result of cycle racing, or training, being practised under the auspices of the Club, or injury sustained while travelling to or from such racing or training events, or any medical or other expenses arising therefrom.

20. DISSOLUTION OF THE CLUB

- 20.1. The Club may be dissolved on the recommendation of the Committee, provided that the recommendation is confirmed by a majority of Members.
- 20.2. Should it be decided to dissolve the Club, the funds available to the Club at that stage shall be transferred to a national body to which the Club may be affiliated, or in the event of no such body existing, to registered charitable institutions.

21. PRIZES

- 21.1. No prizes gained in Club competitions shall be handed to Members who are in default with respect to Club dues until such time as the liabilities are fully settled.
- 21.2. No floating trophies of the Club shall be taken outside the Eastern Province.
- 21.3. All Club trophies must be signed for on a prescribed form before possession is taken of them.

22. GENERAL

The Committee shall have the power to take a decision on any matter not provided for in the Constitution, provided that it is submitted to the following Special General Meeting or Annual General Meeting for confirmation.