



# KPCC

## CONSTITUTION

### **Name**

The name of the club will be **Kings Park Cycling Club** (hereinafter referred to as the Club)

### **Status**

The club is a voluntary non-profit, non-professional sport organisation that belongs to the members.

### **Colours**

The colours of the club will be the standard KPCC colours.

### **Affiliation**

The Club will be affiliated to KZN cycling.

### **Membership**

Any interested persons will be eligible for membership of the club.

Membership will be split into three classes, Ordinary, Junior and associate. Terms and conditions for each class will be approved annually at the AGM.

The Executive Committee has the power to approve or terminate a person's membership. The Executive Committee will provide reasons in the event that approval is not granted or a termination is made.

### **Voting Rights**

All ordinary paid up members will have the right to vote at the Annual General Meetings (AGM), in the election of the Club and to participate in the running of the Club.

Junior and Associate members may not vote at meetings.

### **Executive Committee**

The club will be controlled by an Executive Committee which shall be elected at the AGM and will consist of between three and six members. It will include the following officers:

- Chairperson
- Club Captain
- Club Secretary

The Executive Committee may co-opt additional members as they see fit.

The Committee will serve for two years and will be elected at the AGM. Interim vacancies can be filled by the Executive Committee.

Members of Executive Committee will not be entitled to claim payment for services.

### **Duties and Power of Executive Committee**

#### **Committee Meetings**

The Executive Committee in meeting will have the authority and duty to administer the Club for the benefit of the members and its constituent community.

The Executive Committee will develop and implement a modus operandi for running the Club. As such the Executive Committee shall be competent to handle any business of an executive nature that is typical of a cycling club, save those matters that materially affect the viability and sustainability of the Club or which are specifically excluded in this constitution.

The Executive Committee will report regularly to the members at general meetings.

The Executive Committee may publish a code of conduct for the members. This code of Conduct will be binding on all members.

The Executive Committee will be competent to deal with all disciplinary matters pertaining to the Club and its members.

The Executive Committee shall hear, consider and rule upon protests or reports submitted by members.

The Executive Committee will be able to open and maintain banking facilities but will not be able to raise loan or debt facilities for the club without prior approval of its members in general meetings.

The Executive Committee may appoint sub-committees as the need arises.

### **Chairperson**

The Chairperson will convene meetings.

The Chairperson will officiate at the meetings of the Executive Committee and of the Club.

The chairperson has a casting vote at General and Executive meetings in the event of a deadlock.

The Chairperson will represent the Club.

The Chairperson will not be Chairman of the Club should he/she be Chairman of KZN Cycling.

### **Club Captain**

The Club Captain will be responsible for leading the club including among the other things:

- Co-ordinating the different portfolios
- Co-ordinating Club activities
- Co-ordinating ride marshals for Club Rides

In these tasks, he may be assisted by other members.

### **Secretary**

The Secretary will run the administration of the club and may delegate the completion of any of their tasks to other members of the club.

The Secretary will minuate the proceedings of the Executive Committee and General meetings.

The Secretary will maintain the membership records as well as records of the activities of the club.

### **Additional Members**

Any other elected or co-opted member's duties will be determined by the Executive Committee from time to time.

### **General Duties and Benefits of Members**

The members will be entitled to attend all general and special meetings of the club. If a member cannot attend a meeting, he/she may tender an apology to any member of the Executive Committee before the meeting.

In the event of a vote being required, members in good standing will be given the opportunity to vote by proxy.

If a member complains to the Committee, he/she may be present at the discussion thereof but without the right to vote.

The members will be entitled to notification of and attendance at any Club-sanctioned events including amongst other events, social rides, sponsored races and social gatherings.

Members will be entitled to purchase and use any Club sponsored gear, cycling or otherwise.

If a member wishes to resign as a member of the club, he/she should notify the Executive Committee in writing.

Membership shall run from 1<sup>st</sup> October to 30<sup>th</sup> September the following year.

### **Meetings**

#### **Executive Meetings**

The committee will meet on a quarterly basis. Additional meetings may be called when necessary.

Three (3) members will constitute a quorum for a meeting.

#### **Annual General Meeting**

An AGM will be held each year within four months of the year end which is the 30th November.

Notice of an AGM must be given at least 21 (Twenty One) days prior to the meeting date. The agenda must accompany the notice.

Copy of the minutes, annual report and financial report must be handed to the Chairperson.

If a quorum is not present at the time of the duly convened AGM the meeting will be postponed until such time as a quorum can be present.

Resolutions taken at the AGM are only binding if they are adopted by a majority vote within the scope of the constitution of the club.

A quorum at the AGM or any general meeting is constituted by lesser of 10 people or 20% of the total members.

#### **General Meetings**

The club will hold at least One (1) general meeting during the course of the year, to inform members of activities.

Notice of General Meetings must be given 14 (Fourteen) days prior to the meeting date. The agenda must accompany the notice.

#### **Extra Ordinary General Meeting**

At the written request of Five (5) members an extra-ordinary meeting may be called.

Notice of such meeting must be given Twenty One (21) days prior to the meeting date. The agenda must accompany the notice.

### **Finance**

Financial administration must be in accordance with physical prudence and the laws ruling in the Republic of South Africa.

Satisfactory separation of duties will be enforced in the administration of the finances of the Club.

No individual member may bind the Club to any obligation without the authority of the Executive Committee. Without the prior approval of the members in a General meeting, the Executive Committee may not bind the Club

to any obligation exceeding R 5,000 (Five Thousand Rand) or to any other such amount as approved by a duly constituted meeting of the members.

The Executive Committee will call annually for an independent review of the Finances of the Club.

### **Sponsors**

The Executive Committee is authorised to raise sponsorships for the Club and to commit the Club to supporting and displaying the sponsors Logo/Brand within reason.

### **Colours and Awards**

Members who have performed exceptionally during the year will be nominated for various awards to be presented by the Club.

### **Constitutional Amendments**

The constitution may be amended only at the AGM. An amendment will be adopted only if at least two-thirds of the members present at the meeting vote in favour of such amendment.

Suggestions with the regard to any changes, amendments, deletions or additions to the Constitution must be handed to the Secretary Thirty (30) days before the relevant meeting date.

Notice of the meeting and the suggestions for the amendment of the Constitution must be made available to members in a suitable manner at least Twenty One (21) days prior to the meeting date.

### **Dissolution of the Club**

The Club may only be dissolved by Two Thirds majority of the members present at an Unusual General Meeting.

Any Surplus funds remaining will be donated to KZN Cycling for development purposes. Members and office bearers may not participate in any distribution.