

BERKS ON BIKES MOUNTAIN BIKE CLUB

THE CONSTITUTION

As agreed September 2016

1. TITLE

The Club will be known as 'BERKS ON BIKES'

2. AIMS

To promote and encourage the sport of mountain biking in the local community, in a safe, positive and responsible manner, whilst also offering regular organised rides and social activities.

3. MEMBERSHIP

- a) Membership will be open to all.
- b) Potential new members must have completed a BoB ride either as a members guest on one of the regular BoB rides or at the regular Introduction Ride.
- c) Refusal of membership will be at the discretion of the committee.
- d) Honorary memberships must be approved by the members at the AGM and renewed annually.
- e) Members aged 14 to 17 may ride with the Club unaccompanied only at the discretion of the Committee. The Club's (BOB/CTC) "Parental Consent Form" outlines the Club's policy and must be signed by the Parent and younger member.
- f) All members must agree to abide by the Conditions of Membership that are published on the club web site and accepted when joining the club or renewing membership.
- g) All club members shall conduct themselves in a manner to preserve the good reputation of the club. In particular, sexism, inappropriate behaviour, racism and unsafe or inconsiderate riding are unacceptable. The committee will look into any matters brought to its attention in accordance with the Complaints Procedure.

4. MANAGEMENT

The management will consist of Committee Members drawn from the membership of the Club:

- a) The Committee posts will be: The Chairman, The Secretary, The Treasurer and other positions as necessary.
- b) The Committee Members will be authorised to set charges or subscription for the club.
- c) Should the Committee strength be reduced prior to an AGM then it may co-opt further Members as required from the wider membership of the Club.
- d) The Committee will have the right to appoint sub-Committees which report to the Committee.

- e) Any changes to the constitution must be agreed by club members, through a show of hands, in an Extraordinary General Meeting or Annual General Meeting

5. THE ANNUAL GENERAL MEETING

- a) The A.G.M. will be held on the second Monday in April to receive a report on the year's activities from the Chairman, a statement of accounts from the Treasurer and to elect the Committee.
- b) All incumbent committee members automatically stand down from their roles at the AGM.
- c) Nominees for committee roles must be received by the President 2 weeks prior to the AGM. The names of the nominees will be made available to all members 1 week prior to the AGM on either the club forum, Facebook or the prevailing generally accepted means of communication.
- d) The A.G.M. shall elect proposed and seconded Committee Members by a show of hands.

6. EXTRAORDINARY GENERAL MEETING

- a) An Extraordinary General Meeting can be called by the committee at anytime throughout the year to discuss important club matters or to seek input from the wider club membership
- b) EGMs can be held during a monthly club meeting
- c) EGMs will be publicised through the club forum and Facebook pages

7. ROLES OF THE COMMITTEE MEMBERS

(a) The Chairman.

- Plan and run the meetings, arbitrating with differences of opinion and ensure the Club, as a whole, maintains its priorities and policies.
- After each AGM, recommend and with committee agreement, set priorities for the coming year.
- Liaise with other organisations whose aims affect the club.

(b) The Secretary.

- Prepare meeting agendas and minutes in conjunction with the Chairman.
- Accept notices to the Club and respond in co-operation with the Committee.
- Respond as appropriate to correspondence to the Club.

(c) The Treasurer.

- Management of the monies of the Club, ensuring it is deposited in the Club's authorised Bank account.
- Maintain records of all financial transactions made by the club and any financial commitments entered into, and to compile annual accounts for member's approval summarising these transactions. These accounts will be checked and approved by the Secretary of the Club prior to submission to the AGM.
- All payment cheques are to be signed by two of either the Chairman, Secretary or Treasurer.

(d) Other Committee roles will include:

- **The Membership Secretary**

- Maintain a database of the membership in a secure fashion and issue members with membership documents and a membership card.
- Provide addresses for mailings and generate up-to-date telephone contact lists.
- **Access:**
 - Co-ordination with land owners and organise trail building and maintenance.
- **Social Secretary**
 - Organise regular social events and activities for the membership.
- **Nine BOB Note Editor:**
 - Obtain information/stories and edit and publish the Club's newsletter quarterly.
- **Communications and Social Media:**
 - Supervise, maintain and update the Club's website, Forum and social media groups.
- **Quartermaster:**
 - Maintain the Club's equipment and make it available as required.
- **Spares:**
 - Obtain and maintain a stock of spare parts and lubricants for members.
- **Clothing:**
 - Obtain and maintain a stock of Club clothing for members.

8. COMPLAINTS PROCEDURE:

- a) If any club member is unhappy with another member's conduct, they should contact the Chairman or any member of the Committee either verbally or in writing at either the published club or any committee member's email address stating the nature of the complaint.
- b) It is recognised that in some instances the member may wish to remain anonymous, which will be respected by the committee throughout the process.
- c) All complaints will be reviewed by the committee. The nature of the complaint will be made available by the committee to the person who has been complained about, who shall be entitled to make any representations to the committee in respect of the complaint.
- d) The committee will take the necessary steps to establish, as far as reasonably possible, the facts of the complaint.
- e) Having considered the available facts of the complaint, the committee will decide by majority vote on one of the following courses of action:
 - a) To dismiss the complaint
 - b) To warn the member that further breaches of the club constitution may result in expulsion from the club
 - c) Expulsion from the club

In the exceptional circumstance where a member is expelled from the club there will be no refund of membership fees.

9. E Bikes

E-Bikes are allowed to be used on rides if the rider has a medical or age related condition which means they find it difficult to keep up with regular rides.

If riders of e-bikes are disruptive to the running of regular rides by accelerating past conventionally powered riders or putting other rides into dangerous positions on the trail they will be asked to stop attending rides.

E-Bikes must have a power limitation of less than 250w and motor assistance must stop at 15.5mph. Off road switches that allow performance above this level are not acceptable. law. (for full details visit <https://www.gov.uk/electric-bike-rules>

As the range of e-bikes varies according to model and usage the normal trail etiquette of waiting for riders will not be required. Riders should be self-sufficient in terms maintaining their e-bike and take responsibility for ensuring sufficient range to cover the ride.

For official away rides published on the forum e-bike riders should contact the ride leader to let them know that they want to attend. The ride leader can choose not to accept e-bikes on the ride and does not have to explain their reasoning.

As with all other riders e-bike riders should ride within the law and also follow usual trail etiquette in the event of a complaint the normal complaints procedure will be followed.