

## Leicester Spokes Constitution 2026

1. Leicester Spokes (hereinafter "the club") is a cycling club based in the City of Leicester that aims to promote cycling by providing a range of led rides and social events for members.
2. Full membership of the club is open to individuals aged 18 and over.
3. The club shall have the following membership categories – Full, Joint, or Life member.
4. The club shall charge an annual membership fee set at the Annual General Meeting (AGM). The fee covers administration costs, promotional and member activities. The membership year starts from 1<sup>st</sup> of April. Members joining in the first 6 months must pay the full applicable membership fee. Anyone joining in the remaining months may have their membership fee reduced or waived at the discretion of the Treasurer. Any existing member not paying/ renewing their membership fee by July 1<sup>st</sup>, will be deemed to have lapsed and no longer a member.
5. The club will be administered by a committee comprised of a Chairperson, Secretary, Treasurer, and whatever other officers are appointed at the AGM. Any member may serve on the committee as an Ordinary member – candidates submitted as for officers below. There will be written definitions of the key responsibilities of each committee role to enable members to decide whether to stand as a committee member.
6. Committee members will be elected at the AGM, normally for a one-year term. Should a position become vacant between AGMs, an interim appointment until the next AGM may be made by a simple majority vote at a committee meeting.
7. Committee members should attend at least one committee meeting during the year, give apologies for and absence and in between meetings be prepared to contribute to discussions via email.
8. The AGM will normally be held in May and will be organised by the Secretary after consultation with at least 3 other committee members. The meeting will be quorate with 15% of the fully paid-up membership present.
9. There shall be at least three committee meetings per year, at the discretion of the Chair. A quorum for the committee meetings is 4 including the Chairperson.
10. A statement of the most recent financial year's annual club accounts will be presented to the AGM by the Treasurer. The club's financial year ends on 31<sup>st</sup> March. All club monies will be banked in an account held in the name of the club.
11. Notification of the AGM and requests for nominations for candidates for committee positions will be sent to all paid-up members at least 4 weeks prior. Self-nominations for the committee need to be received at least two weeks before the AGM and those nominations circulated to members with the agenda at least 2 weeks before the AGM.
12. Any proposed amendments to the constitution must be received by the Secretary three weeks prior to the meeting and then circulated to the members at least two weeks prior to the meeting.
13. All decisions made by the club, including those at the AGM, shall be by a simple majority vote by fully paid-up members.
14. There shall be no spending/ or agreement to spend by any committee member unless agreed by at least two other committee members and fully documented.
15. Complaints regarding the behaviour of members should be submitted in writing to the Secretary. The committee will hear complaints within 21 days of a complaint being lodged. The committee will investigate and recommend appropriate action which may include the cancellation of membership. The outcome of the investigation should be notified in writing to the complainant and the member against whom the complaint was made within 7 days of the decision being made. There will be the right of appeal to the committee following notification of the decision. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.
16. Dissolution: A resolution to dissolve the club can only be passed at an AGM or an Extraordinary General Meeting (EGM) through a 2/3<sup>rd</sup> majority vote of the membership. In the event of dissolution, any assets of the club that remain will be distributed as determined by the majority wishes of members at the time.

Agreed at AGM: May 2026