

1. Name of organisation and status
  - 1.1. The organization will be called MK BMX Racing Club CIO (the "Charity").
  - 1.2. The Charity is established as a Charitable Incorporated Organisation (CIO) in the United Kingdom.
  - 1.3. The organisation may also operate in non-legal settings as MK BMX Club / MK BMX
  - 1.4. Within this document the organisation may be referred to "the Club"
  - 1.5. The aims and objectives of the Club will be:
    - 1.5.1. The Charity mission statement is as follows

"The object of the CIO is the advancement of the amateur sport of BMX racing for the public benefit by the provision of facilities for participation in the sport of BMX racing."
    - 1.5.2. Within this the club aims to:
      - 1.5.2.1. Promote community participation in healthy recreation by providing facilities for BMX racing, coaching, and competitive opportunities.
      - 1.5.2.2. To promote the Club within the local community.
      - 1.5.2.3. To assist land/facility owners with the management and maintenance of Pineham BMX Track (Hereinafter will be referred to as the track).
      - 1.5.2.4. To ensure a duty of care to all members of the Club.
      - 1.5.2.5. To provide all its services in a way that is fair to everyone.
      - 1.5.2.6. To strive to continually develop the Club and facilities to ensure a long-lasting legacy for future generations to be involved with the Club and the sport.
      - 1.5.2.7. To provide a safe and inclusive environment for all to enjoy sport.
2. Governance Structure
  - 2.1. The Board of Trustees: The legal "members" and directors of the charity. They hold ultimate responsibility for the charity's assets and strategic direction.
  - 2.2. The Committee: A body delegated by the Trustees to manage the day-to-day operations, sporting events, and member relations.
3. Scheme of Delegation
  - 3.1. This section outlines the specific powers delegated by the Trustees to the Management Committee.
    - 3.1.1. Delegated to the Management Committee
      - 3.1.1.1. Sporting Operations: Organizing race calendars, coaching sessions, and regional events.
      - 3.1.1.2. Member Discipline: Investigating complaints and conducting disciplinary hearings within 14 days.
      - 3.1.1.3. Facility Maintenance: Routine repairs and maintenance of track facilities.
      - 3.1.1.4. Community Engagement: Promoting the club locally and managing social media.
      - 3.1.1.5. Policy Adoption: Creating operational codes of conduct and safety rules.
  - 3.2. Reserved for the Board of Trustees
    - 3.3. Strategic Direction: Approval of the 3-5 year development plan.
    - 3.4. Legal Compliance: Filing annual returns with the Charity Commission.
    - 3.5. Significant Expenditure: in-line with the tiered spending authority section.
    - 3.6. Asset Management: Any legal decisions regarding the lease or ownership of facilities.
    - 3.7. Final Appeals: Acting as the final stage for any member appeals following a Committee disciplinary decision.

4. The Board of Trustees
  - 4.1. There shall be a minimum of three Trustees.
  - 4.2. Trustees shall meet at least twice per year.
  - 4.3. All Trustees shall have full access to all financial records, bank accounts, and digital systems of the Club at all times.
  - 4.4. Trustees are responsible for ensuring the Club remains compliant with UK Charity Commission regulations.
5. Committee
  - 5.1. The affairs of the Club shall be conducted by a Committee which shall consist of the following roles as a minimum:
    - 5.1.1. Chair
    - 5.1.2. Treasurer
    - 5.1.3. Secretary
  - 5.2. Other committee roles may be created to assist with the successful running of the Club and these will be determined and voted formally during AGM/EGM meetings.
    - 5.2.1. If required, the committee shall elect a Vice Chair from among its members. The vice chair shall take the full powers of the chair in case of absence such as a casting vote.
  - 5.3. All committee members must be:
    - 5.3.1. Fully paid adult members of the Club.
    - 5.3.2. The parent or guardian of a fully paid junior member
  - 5.4. The term of office shall be for one year, and members shall be eligible for re-election.
  - 5.5. If any committee post should fall vacant after an election, the remaining Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting. Equally, positions may be terminated, altered or created should that be deemed necessary for the successful running of the Club. This can happen by way of majority vote in an AGM/EGM.
  - 5.6. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
  - 5.7. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
    - 5.7.1. Whilst advisors and volunteers may be invited to committee meetings, only official committee posts will have the right to vote at committee meetings.
  - 5.8. The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
  - 5.9. The committee meetings will be convened by the Secretary of the Club and be held no less than 3 times per year.
  - 5.10. The quorum required for business to be agreed at Committee meetings will be 4 committee members.
  - 5.11. Sub-committees may be formed to help with conducting club business.
    - 5.11.1. Sub-committees may be made up with volunteers and advisors, but must have a minimum of 3 committee members as part of group.
    - 5.11.2. Only committee members will be able to vote on topics.
    - 5.11.3. Sub-committees may spend club funds in accordance with other policies, but the limit of spend and terms of reference must be formalised by the full committee.

6. Financial Management
  - 6.1. The Club treasurer will be responsible for the finances of the Club day-to-day.
  - 6.2. The financial year runs from October 1st to September 30th.
  - 6.3. Dual Signatories: All payments and bank transfers require the authorization of two registered signatories.
7. Tiered Spending Authority:
  - 7.1. Up to £250: Authorized by the Treasurer or a delegated Committee lead.
  - 7.2. £251 – £1,000: Requires a majority vote of the Management Committee.
  - 7.3. £1,001 – £5,000: Requires Committee approval plus written sign-off from at least one Trustee.
  - 7.4. Over £5,000: Requires a formal resolution and approval by the Board of Trustees.
8. Club Membership
  - 8.1. Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
  - 8.2. The membership shall consist of the following categories:
    - 8.2.1. Adult membership (18+)
    - 8.2.2. Junior membership
    - 8.2.3. Family membership
  - 8.3. 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 including but not limited to the rider code of conduct, volunteering policy and safeguarding policy.
  - 8.4. Members in each category will pay membership fees, as determined at the Annual General Meeting.
  - 8.5. 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 membership subscription has been paid by the due date and/or membership has been agreed by the Club committee (see voting rights).
9. Sports Equity
  - 9.1. This 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:
    - 9.1.1. Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
    - 9.1.2. 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.
    - 9.1.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
    - 9.1.4. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

9.1.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

10. Annual General Meetings, Extraordinary General Meetings and Committee Meetings

- 10.1. Committee Meetings are the means whereby the members of the committee exercise their democratic rights in conducting the Club's affairs.
- 10.2. Extra General Meetings are open to all Club members to attend for the purpose of voting for changes to the Club or committee where it is deemed inappropriate to wait until the next AGM.
- 10.3. The Annual General Meeting is open to all members and will be held annually to conduct business on behalf of the Club and will allow members to vote on Club business.
- 10.4. All meetings to have minutes recorded and distributed to committee members within 14 days for approval. These will be available to club members online.
- 10.5. Other than the AGM/EGM, committee meetings may be held face to face OR via online meeting, however all procedures remain in place for any such meetings.
- 10.6. Committee meetings will be minuted however these will only be made visible to members if explicitly required on a reasonable basis where the minute sharing is not likely to cause disruption in anyway due to the nature of the topic or have any form of confidential item such as safeguarding.
- 10.7. Voting rights at AGM/EGM or any other meeting whereby the committee invites members and volunteers.
  - 10.7.1. All adult members may vote on committee positions and other Club matters where it is an item for member voting at the discretion of the committee.
  - 10.7.2. Junior members may cast a vote toward any junior committee roles if they are created such as junior representatives – junior votes are consolidated and count as a single 'youth' vote.
  - 10.7.3. In the case of junior membership, the parent or guardian of any such member will have the same voting rights as a fully paid adult member.
  - 10.7.4. The Chairman of the Club shall hold a casting vote at AGM, EGM and committee meetings where no majority for a decision is voted.
  - 10.7.5. All voting must be done in person and not by proxy unless expressly requested and approved by the committee in exceptional circumstances such as long-term illness or injury.

11. Annual General Meeting

- 11.1. The Club shall hold an Annual General Meeting (AGM) in the month of which can be no less than 12 months, or no more than 14 months, from the previous.
  - 11.1.1. The AGM will as a minimum:
    - 11.1.1.1. Approve the minutes of the previous year's AGM.
    - 11.1.1.2. Receive reports from the Chairman and Secretary.
    - 11.1.1.3. Receive a report from the Treasurer and approve the Annual Accounts.
    - 11.1.1.4. Elect the officers on the committee for the next year
    - 11.1.1.5. Agree the membership fees for the following year.
    - 11.1.1.6. Consider any proposed changes to the Constitution.
      - 11.1.1.6.1. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

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- 11.1.1.6.2. Deal with other relevant business.
- 11.2. Notice of the AGM will be given by the Club secretary with at least 14 days' notice to be given to all members.
- 11.3. The election of the committee at the AGM will follow a blind anonymous voting process (see point 10).
- 11.4. The quorum for AGMs will be a minimum of 25% of the adult membership.
- 12. Extraordinary General Meeting (EGM)
  - 12.1. May be called by any application in writing to the Secretary supported by at least 20% of members of the Club.
  - 12.2. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
  - 12.3. All procedures shall follow those outlined above for AGMs.
- 13. Committee Voting Procedure
  - 13.1. Unless filling a vacancy for a committee role after the AGM, voting for the committee roles at the AGM or EGM, will be held as far as possible as an anonymous blind vote with the outline process being as follows:
    - 13.1.1. Nominations and self-nominations sent to the secretary at least 5 days prior to the event.
    - 13.1.2. Those wishing to stand for a position to confirm to the secretary their acceptance of the nomination.
    - 13.1.3. Nominees will be listed for members to view.
    - 13.1.4. Nominees will vote anonymously by way of a voting card listing roles and nominees.
    - 13.1.5. Votes will be counted and verified by at least the secretary plus one committee member.
    - 13.1.6. Any nominee being elected for more than one position may take on more than one, or may select their preference and the other position be given to the next highest voted nominee.
    - 13.1.7. If there is a tie in the number of votes, the chair does not have a casting vote in the case of AGM committee voting, therefore the following procedure should occur
      - 13.1.7.1. If neither nominee wishes to withdraw, the role may be decided by a majority show of hands vote by the membership present between the highest voted (tied) nominees only.
    - 13.1.8. Any role which receives no nominations may be left vacant, or may be offered to the membership present and this be accepted by a majority show of hands vote.
- 14. Amendments to the constitution
  - 14.1. The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 15. Discipline, complaints and appeals
  - 15.1. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
  - 15.2. A representative of a minimum of 4 members of the Committee will meet to hear complaints within 14 DAYS of a complaint being lodged. If the complaint is regarding a member of the Committee, they will not be included in the process.

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15.3. In determining the appropriate action to take, the Committee will follow the following process:

15.3.1. The Respondent should be notified of the Complaint against them and provided with an opportunity to provide a written response. Where the Committee consider it appropriate, the Respondent may be invited to attend the Committee meeting in person.

15.3.2. The Committee shall meet to review the complaint and the evidence submitted. Should they consider they need further evidence to conclude the matter, they may request this prior to issuing a decision.

15.3.3. Within 14 DAYS of the hearing, the Committee will issue their decision to the Complainant and Respondent.

15.3.4. The Committee has the power to take appropriate disciplinary action, including the termination of membership.

15.3.4.1. In any case where membership is terminated, membership fees paid will not be refundable.

15.3.4.2. In any case where there is termination as part of a 'family' membership, it may be that the whole membership is voided depending on who is part of the family group.

15.3.5. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

15.3.6. There will be the right of appeal to the Club Committee following disciplinary action being announced. The Committee should consider the appeal within 14 DAYS of the Secretary receiving the appeal.

16. Dissolution

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

16.2. In the event of dissolution, all debts should be cleared with any Clubs funds.

16.3. Upon dissolution, assets must be transferred to the regional board or another charitable organization; assets cannot be distributed to members.

17. Declaration

17.1. The Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

17.2.

Name: A Kamm

Position: Chair / Trustee

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Date: 18/01/2026

Ratified by Trustees / Committee 18/01/2026

Signature:

