

KILLARNEY CYCLING CLUB CONSTITUTION

Originally adopted at 2020-21 AGM held on 15/3/2022

The Club Constitution has been amended at the 2025 AGM held on 14/11/2025 for the inclusion of Equipment and Facilities, which were not in place at the time of initial publication.

1. Name

- a) Killarney Cycling Club.
- b) The name may be preceded by that of a sponsor, subject to Executive Committee approval.

2. Affiliations

- a) The club will be affiliated with Cycling Munster and Cycling Ireland.

3. Objectives

- a) The objective of the club shall be to promote, develop and foster the sport of cycling in the Killarney region.

4. Organization

- a) The business and affairs of the club shall be under the control and direction of an Executive Committee that shall be elected each year at an Annual or Extraordinary General Meeting.
- b) The Executive Committee shall consist of a minimum of five Mandatory positions consisting of Chairperson, Secretary, Treasurer, PRO, and Safeguarding Officer; and an additional four Discretionary positions consisting of Road Competition Officer, Leisure Officer, MTB Officer and Youth Officer.
- c) Each AGM must elect the five Mandatory positions and must invite nominations for the election to elect all four Discretionary positions and elect them if nominations are received. If the Discretionary positions are not filled at the AGM the Executive Committee has the option to co-opt members to these positions.
- d) An Executive Committee member may not hold more than one Mandatory office at the same time.
- e) The role of the Safeguarding Officer is to ensure that all Club activities involving Youth conform to Cycling Ireland Youth Protection Guidelines and the guidelines of relevant Government agencies.
- f) Quorum for the transaction of the business at the Executive Committee meetings shall be three and must include either the Chairperson or Secretary.
- g) In the absence of a Chairperson, the Committee shall agree an Acting Chairperson.
- h) All decisions of the Executive Committee shall be determined by the majority of the members present and voting. The Chairperson or Acting Chairperson will have the casting vote if a vote is tied.
- i) In the event of a vacancy occurring, the Executive Committee shall have the power to co-opt another member to replace him/her.
- j) A member of the Executive Committee who without satisfactory explanation absents him/herself from three (3) consecutive meetings shall be deemed to have resigned from the Executive Committee.

- k) Each member of the Executive Committee shall receive a minimum of three (3) days' notice of any Executive Committee meeting. The Executive Committee shall give not less than fourteen (14) days' notice of the AGM to Members.
- l) The AGM shall be held within the relevant calendar year each year, not less than nine (9) months after the previous one, and on a date to be decided by the Executive Committee.
- m) A majority vote is required by the membership present at the AGM/EGM to pass any resolutions or motions.
- n) The Executive Committee is responsible for appointing delegates and encouraging their attendance to represent the club at Cycling Ireland/Munster AGM/EGMs and any other Cycling Ireland/Munster organized events deemed relevant to the interests of the club.
- o) In the case of any dispute arising from to the interpretation of the rules of the club, the decision of the Executive Committee shall in all cases be final subject to the appeal process set out below.

5. Extraordinary General Meeting

- a) In order for an Extraordinary General Meeting (EGM) to be called a written request must be lodged with the club Chairperson hand-signed by at least 15% of club adult members. Such a meeting must be called within seven (7) days of being requested. This shall not debar the Executive Committee from calling an EGM any time they deem it necessary.

6. Membership

- a) Membership of the club shall be open to all persons interested in the aims of the club, and who agree to abide by this Constitution and the Club Rules. This does not debar the Executive Committee's right of refusal of membership. Membership is renewed annually.
- b) All Club members must hold their Cycling Ireland License with Killarney Cycling Club. Before being admitted as a member, a person must pay in advance a fee that shall be decided by the Club and Cycling Ireland.
- c) A member shall cease to be a member when their period of membership expires or when he/she submits in writing their resignation, or a transfer request is approved by the Club. Such persons shall not be entitled to a refund in whole or part of their fee. Members wishing to transfer to another club require clearance to do so from the club.
- d) Membership categories will be in line with Cycling Ireland Membership categories.
- e) All Members must obey any rules, regulations and Codes of Conduct of the club that are in place.

7 Club Owned Equipment

- a) All equipment purchased by Killarney Cycling Club or donated to Killarney Cycling Club is the property of the Club and is to be used primarily for the benefit of its members in accordance with the Club's objectives.
- b) Equipment may only be loaned to current members of the Club with prior written approval using the Club Equipment loan form, from the Committee or designated Equipment Officer. Equipment is to be used solely for activities directly related to the Club's objectives.
- c) Members borrowing equipment are responsible for its proper use, care, and *timely return*, and may be held financially liable for the repair or replacement of any damaged or lost equipment.
- d) The Committee reserves the right to deny or revoke borrowing privileges at its discretion.

- e) Committee members must ensure that all Club equipment is accessed and allocated in fair, democratic, and transparent manner. Using their position to approve or facilitate access to equipment for non-members or external clubs without proper approval undermines these values. The matter may be referred to the Membership/Disciplinary Subcommittee under Section 10

8. Facilities

- a) Facilities managed, rented, or maintained by the Club are reserved for official Club activities and member use. Use by non-members, external clubs, or third parties (including but not limited to other community sports clubs) must be approved in writing by the Committee.
- b) The Cycling Club retains priority for all bookings and access to shared facilities. Subletting transferring access to other clubs or individuals without Committee approval is strictly prohibited.
- c) Committee members must ensure that all Club facilities are used and allocated fairly, democratically, and transparently. Any attempt to use their role to grant preferential access to individuals or groups without proper Committee approval may be treated as misconduct and referred to the Membership/Disciplinary Sub-Committee as outlined in Section 10.
- c) d) Any disputes or conflicts over the use of Club facilities will be resolved by the Committee. Their decision shall be final.

9. Voting Rights

- a) The rights to vote at any General Meeting shall be afforded to Active members recorded on the club members' register on a date preceding said General Meeting. Such members must be aged 18 and upward at the time of any vote.

10. Discipline and Disputes

- a) Complaints against a Member(s) should be lodged with the Club Secretary or Chairperson who have the authority to deal with it when it is of a minor nature and can be resolved to the satisfaction of the complainant and the Member(s) against whom the complaint is made.
- b) If escalation is necessary, the Chairperson or Secretary will invoke the workings of the Membership/ Disciplinary Committee for resolution.
- c) The Executive Committee also has the right to ask the Membership/Disciplinary Committee to adjudicate in any matter where it sees that a member has acted in a manner derogatory to the interest or welfare of the club or fellow members of the club.
- d) A Membership/Disciplinary Sub-Committee shall be set up at the discretion of the Chairperson or Secretary, and/or the Executive Committee in the case of disciplinary, dispute and/or membership issues arising. It will be chaired by the club Chairperson, or an Acting Chairperson nominated by the Executive Committee if the Chairperson is the subject of the complaint and is to further contain as its members two Mandatory Officers and one Discretionary Officer.
- e) The Membership/Disciplinary sub-committee shall deal with such disputes in relation to membership and discipline including the granting of new or the renewal of existing memberships. It shall also deal with all disputes and complaints within the club that are referred for adjudication by the Executive Committee or Chairperson or Secretary.
- f) The Membership/Disciplinary Committee shall have power to suspend or remove from the list of members, any member whom they consider to have acted in a manner derogatory to

the interest or welfare of the club or fellow members of the club, or behave in a manner that brings the club into disrepute.

- g) Decisions taken by the Membership/Disciplinary sub-committee involving sanction against or removal of an existing member require a majority decision.
- h) In relation to new memberships or associate membership applications, the Chairperson or Acting Chairperson shall have the casting vote in the event of a tie.
- i) In the event of a member appealing a decision of the Membership/Disciplinary Subcommittee, an Appeals Committee will be set up consisting of a Mandatory Officer of the Executive Committee, a former Chairperson of the Executive Committee who is no longer on the Committee and who may or may not be a club member, and a Cycling Ireland Commissar who is not a club member.
- j) Any accused party has the right to address the Membership/Disciplinary committee in his/her defence.
- k) The role of the Appeals Committee is to adjudicate whether the Membership/Disciplinary Committee decision(s) was/were made within the rules, regulations and/or Constitution of the club and in accordance with natural due process.
- l) The Appeals Committee's decision is final.

11. Finances

- a) The Executive Committee has sole and full responsibility for the income and expenditure of the club. It is responsible for the collection of and accounting of all funds raised through Membership, sponsorship, donations, revenue from races /events, flag days or fundraisers, grants or income generated from any other sources.
- b) The Executive Committee has sole responsibility for expenditure of club funds and the power to grant or decline any applications for funds from within the club membership, or its subcommittees.
- c) The Treasurer shall cause true accounts to be kept of all sums of money received and expended by the club.
- d) At the AGM the Executive Committee shall present a statement of income and expenditure, covering the preceding year and a balance sheet.
- e) A current account shall be kept under the name of the club.
- f) Accounts shall not be paid except as authorised by procedures agreed by the Executive at any given time.
- g) The signature of two (2) of the following is required to withdraw monies by cheque from the current account: Chairperson, Treasurer and Secretary.
- h) Chairperson and Secretary must have digital access to view all digital financial transactions relating to the club's finances but are not authorized to make payments unless the Treasurer is indisposed and approved to do so by the Executive Committee.
- i) A summary report of monthly expenditure must be given by the Treasurer to each Executive Committee.

12. Amendments to the Constitution

- a) A General Meeting (AGM/EGM) of the club may amend the Constitution by a majority of two thirds of the members present and voting.

13. Club Clothing and Sponsorship

- a)** The Executive Committee must approve clothing or advertising carrying the Killarney Cycling Club name or Logo, and any such material may not be manufactured, used or distributed in a way unless approved by the Executive Committee.
- b)** Negotiations or contracts with prospective sponsors, who wish to be affiliated or associated with the club, and/or a club event, or use the Club name, can only be undertaken with the approval of the Executive Committee.