

## MANDURAH OVER 55 CYCLING CLUB BY-LAWS

1. Membership is open to all persons over the age of 55 years. Members' spouses who are younger than 55 years will be allowed membership. Other persons under 55 years of age wishing to become members will be allowed membership at the discretion of the management committee. The Secretary will place details of the applicant before the Management Committee at the next monthly meeting and his/her application for membership will be duly considered.

Membership is open to all competent riders of standard bicycles also E- Bikes, tricycles, tandems and recumbents, all conditional on their compliance with all relevant health and safety requirements.

- 2a. One of the duties of the Secretary will be to keep records of membership applicants and to maintain an up to date membership list which will be available at the 'ride desk', in March and October of each current cycling year.
- 2b. The Treasurer, in conjunction with the Vice President, will also keep an up to date register of the club's assets.
3. Club ride day is to be each Tuesday throughout the year, the starting point as nominated by the management committee and advised in the ride calendar. Should the forecast temperature be reported at 38° C then the rides will be cancelled for health and safety reasons.
4. The Ride Captain, or his nominee, is responsible for producing a ride calendar, which, after consideration and approval by the Management Committee, will be made available at the ride desk, on the Notice Board, and on the Club's website.
5. Annual membership fees will be set by the AGM as per the constitution. As of 1<sup>st</sup> January 2017 they will be \$50.00 PA per member. Social membership is \$20.00 PA. It should be noted that only life members and Financial Ordinary Members are entitled to vote at the AGM or any specially convened meetings.
6. Annual membership becomes due and payable from 1st Jan each year.
7. Should any member resign during the year no refund fees will be offered.
8. Nomination fee for a new member joining the club will be set by the management committee. This remains at \$10 for Ordinary Members. As of January 2019 there will be no nomination fee for Social Members
9. Members who do not renew annual membership within the first 2 months of any fee paying year will be regarded as non-financial. Should any such Member pay their fees in arrears after 1<sup>st</sup> March they will be deemed to be Financial again.
10. Nomination fees will be required to be paid again by any member whose membership has not been paid for a period in excess of twelve months. Such members may only avoid paying a second nomination fee by paying all due annual membership fees, thus bringing his/her membership up to date.

11. Media notices of condolence for members' bereavements shall be brief and sanctioned by the management committee and conform to a standard format, as nominated by the President and Secretary.
  - Obligatory bereavement notices will be placed in the West Australian Newspaper's electronic 'Guest Book' if the person is a current financial member and has been a member for more than 1 year.
  - The bereavement notice will be an acknowledgement of membership only.
  - A card citing appropriate detail on the member's contribution to the club will be sent to the member's partner or closest known family member.
  - Bereavement notices for people with less than 1 year's membership or who are only occasional participants in club activities will be discretionary, but a card should be sent if the person's family is known.
12. Should the Management Committee be notified of a member's long term illness or hospitalisation; every endeavour will be made to send a "get well" card from the management committee.
13. A candidate to be considered worthy of Life Membership will have had some Management Committee experience and will have provided exceptional service to the Club over at least 10 years of membership. This candidate will be nominated to the Management Committee who will decide by secret ballot. If successful, he will be advised and permission obtained to announce the appointment at the A G M.
14. Life members will enjoy all club membership benefits without the payment of annual membership fees and shall be entitled to vote at the AGM.

#### **2013 AGM amendment from original Special resolution 6**

*A Social Member is defined as being the partner or previous partner of an Ordinary or Life Member, or previously having been an Ordinary Member, who wishes to enjoy the privileges of the Club but who does not formally cycle. Social Members are ineligible to vote at Meetings of Members and are not entitled to hold office.*

*An Honorary Member is defined as being a person who sponsors the Club's activities in a tangible way but does not necessarily participate in its organised rides. They are non-fee-paying, do not have voting rights, but are encouraged to participate at 'invitation' rides.*

15. Members can be elected to any one Management Committee position for a maximum period of three consecutive terms.
16. An engraved membership badge will be presented to every new member. The club will also provide an In Case of Emergency (ICE) card free of charge to new members, to help identify their medical needs and provide next of kin details in case of an emergency.

## **Subsidies.**

### **17 Fellowship Functions, Away Rides and Tours**

The Management Committee will consider a subsidy for an activity that is open for participation to most club members. The subsidy will depend upon availability of funds and whether the amount requested is deemed reasonable in relation to the number of participants.

All activities considered for a subsidy, should appear on the Ride Calendar and be advertised on the notice board and web page to allow sufficient time for members' consideration.

### **18 Fellowship Functions**

The Management Committee will consider monetary subsidies for Christmas and Anniversary celebrations. Some "sausage sizzles" and special morning teas may also be considered for club subsidies.

Australia Day and Melbourne Cup functions should mostly be self-funded with either monetary or food supply participation by attendees.

### **19 Activities Involving the Chuck Wagon and Bicycle Trailer**

#### **19.1 Chuck Wagon Club ride days.**

The volunteer supplying the vehicle to tow the chuck wagon will be offered a fuel subsidy of \$15 without the need of producing a receipt.

Club members are requested to pay a nominal amount at the event towards the costs of this fuel and morning tea supplies.

#### **19.2 Away Rides (one day club rides)**

Fuel costs for club members towing either the bike trailer and/or the chuck wagon for these activities will be reimbursed by the club, upon presentation to the treasurer, of fuel receipts.

#### **19.3 Tours**

**19.3.1 Static Tours. (Where the members travel to accommodation and remain using it as a base for riding in that area)** These are to be considered for a fuel subsidy for towing the chuck Wagon and/or bicycle trailer. A claim will be estimated and presented to the Management Committee prior to the tour. This will be based on a figure of 10 cents per kilometre for the additional consumption for towing. This figure is based on current costs and it will be subject to review as required in the future. Payment will be made by the Treasurer after the tour on production of a fuel receipt. Reasonable printing and Stationery expenses for the tour will be considered for payment by the club by the Management Committee.

**19.3.2 Moving Tours. (Members ride from town to town without a base)** Due to the specialised capabilities required by the riders and the limited number of participants, moving tours will not normally be eligible for fuel subsidies.

## **20. Other Tour Expenses.**

### **20.1 Development expenses for New Tours.**

Expenses paid by the organisers to plan new tours should be considered for re-imburement by the Management Committee prior to being incurred. Payment will be made by the Treasurer on the approved expenditure upon presentation of receipts. For the same reasons mentioned in 19.3.2, moving tours will not attract this subsidy.

### **20.2 Incidental Tour Expenses. (Competition prizes, rewards [thank you], celebrations, common food purchases and support driver(s) accommodation assistance)**

These expenses are to be collected from the riders participating on the tour. They are usually nominal amounts which are spread equally between riders. In the planning stages, the tour organisers will estimate these costs, determine a realistic amount per rider and advertise it with the usual tour details on the notice board.

Collection will be made by the Club Treasurer or a person nominated by the tour's organiser prior to the tour. Other collection methods may be considered by the Committee. Funds will be made available to the tour organiser.

21. Storage of individual member's bikes or other equipment in the storage shed shall require approval of the Management Committee, noting the requirement of personal responsibility for insurance of the stored items.
22. Although not set down in the constitution, it is proposed that the chairman of the Annual General Meeting shall be the club's outgoing President, who will relinquish the chair to the new incoming President once the election results are known.
23. To assist the management committee in the conduct of the Annual General meeting and any Special General Meeting, at the same time as calling the nominated meeting, the Management Committee will appoint a Returning Officer (RO), to conduct the ballot for the election of officers in accordance with the constitution of the club.

The RO shall,

1. not be seeking election on the new committee nor be a member of the retiring committee.
2. have the power to appoint assistants who shall not be seeking election on the new committee nor be a member of the retiring committee.
3. in conjunction with the Secretary, issue nomination forms for all positions in accordance with the constitution of the club.
4. determine a potential voter's right to vote at the said meeting, from a current financial members' list at the date of calling the 'Annual General' or 'Special Meeting'.
5. should it be required, distribute ballot papers for the individual positions to all members present, or to those who are eligible to vote at the Annual General Meeting and have requested an absentee vote.

The RO will subsequently present a list of the successful candidates to the chairman of the Annual General Meeting.

#### 24. New Members

Persons wishing to become members of the Club are entitled to three rides with the Club without paying a fee to enable them to decide whether they wish to join the Club. After that they are expected to join the Club and pay the current fee as decided by the Committee.

24.1 Such potential new members or any other Non-Members may participate in ride with the Club at the discretion of the Committee. However, all are expected to read a copy of Schedule 1 of these Bye Laws – “Conditions of Participation by a Non-Member of the Mandurah Over 55 Cycling Club”.

And

24.2 Sign a copy of Schedule 2 of these Bye-Laws – “Declaration by Non-Members”

#### 25. **Banking Arrangements and reporting to the Management Committee.**

The Club will conduct three chequing accounts with a Bank:-

25.1 The main working account of the club will retain the bulk of the Club’s cash assets. In accordance with Constitution section 9.8.two signatories are required for payments. All monies such as membership fees, grant proceeds and fundraising profits will be deposited in this account.

25.2 A limited balance account will be styled “Mandurah over 55 Cycling Club Inc. Accounts Payable”. Signatories will be of three financial club members who can sign solely to make payments in terms of Constitution section 9.8.1. The Treasurer and Social co-ordinator will hold debit cards for this account and the Treasurer will have a Personal Identification Number (PIN) to allow internet transactions. A balance of \$800 will be usually maintained from transfers from the main cheque account. Additional funds for an increased balance will be approved by the Management Committee when there is need to pay large accounts.

25.3 The “Mandurah over 55 Cycling Club Inc. Special Activities Account” will hold funds for specific activities such as tours and functions. The funds deposited will not be used for general club expenses but held separately and belong to the participants/depositors of the special activity. In terms of Constitution Section 9.8.1., three Debit Cards could be issued to facilitate payment of costs associated with its activities. The Management Committee will approve sole signatories.

An amount of \$150 will be retained in cash by the Treasurer for Petty Cash Transactions.

**26. Report Requirements to the Management Committee.**

At each monthly Committee meeting the Treasurer will submit a report showing:-

1. The opening Balance (the closing balance of the previous month's report) for three of the accounts.
2. The transactions (payments and deposits) during the month and
3. The closing balance of the three accounts.