
Royal Marines Association Cycle Club

RMACC

Constitution and Club Rules



Royal Marines Association Cycle Club

Mission Statement

The role of the Royal Marines Association Cycle Club (RMACC) is to maintain and promote the esprit de corps and comradeship amongst all Royal Marines Cyclists and their families, past and present. The RMACC is a Specialist Branch of the RMA-TRMC covering the UK and overseas, which aims to raise funds for Royal Marines Charities and keep like-minded members in touch with one another; it is an integral part of the "Corps Family".

The aim of the RMACC is to provide members with the opportunity to enjoy the health, social and therapeutic benefits of cycling with liked-minded members. Furthermore, the RMACC will act in wider support of the RMA-TRMC through club rides or events and associated fund raising activities whilst also encouraging new, younger members of the Corps Family to join the RMA-TRMC by promoting the benefits of membership.

Dated May 2024

ROYAL MARINES ASSOCIATION CYCLE CLUB

CONSTITUTION AND CLUB RULES

2. TITLE

- 2.1. The name of the 'Club' shall be **ROYAL MARINES ASSOCIATION CYCLE CLUB** whose colours shall be mainly navy blue, with red, yellow and green detail, and will be registered with appropriate UK cycling organisations.

3. NATURE OF THE ASSOCIATION

- 3.1. The Club will be an unincorporated association of its members for the purposes of the object. The club rules will set out the agreed rules for management and operation of the club.

4. OBJECT

- 4.1. To promote and facilitate access to cycling as a sport and social or therapeutic activity. To assist in this, the club will aim to affiliate to the organisations set out in section 24.

5. CONSTITUTION

- 5.1. The Club will be constituted by its members.
- 5.2. The Club Constitution will govern who is a member at any given time.
- 5.3. Club Membership is open to any member of the RMA-TRMC by application to the Club Chairman/Secretary, who will determine which of the following membership categories is appropriate:
- 5.4. The Club shall have the following membership categories:
- 5.4.1. Ordinary Member (former or serving RM), which shall be first-claim memberships that last for a maximum period of twelve months before renewal action.
- 5.4.2. Associate Member (family and friends of Ordinary Members), which will last for a maximum period of twelve months before renewal action.
- 5.4.3. Committee Membership (see sections 5 - 7 below).
- 5.4.4. Honorary Membership may be conferred at the discretion of any two of the President, Chairman and Secretary at a reduced or nil fee, with fewer pre-requisites, as deemed appropriate.

6. MANAGEMENT

- 6.1. The Club will be managed on behalf of the members by a General Committee (“the Committee”), which will have responsibility for the management, and related decisions of the club in accordance with these rules. This includes the management of club activities, events and finances and all matters relating to the operation or business of the club.
- 6.2. With the exception of major policy changes to the Club Constitution, all decisions relating to the management of the club will require a simple majority of votes by the Committee.
- 6.3. Major policy changes to the Club Constitution will require a minimum 75% majority of voting Committee members
- 6.4. The Committee may also exercise management and disciplinary powers, where appropriate, in respect of any relevant matter, including those not obviously set out in these rules.
- 6.5. The Committee will take all necessary steps to take account of the views of the wider membership using appropriate means (e.g., meetings, public or private notices, ballots, surveys).

7. COMMITTEE MEMBERSHIP

- 7.1. The Committee shall consist of the following permanent positions: President; Chairman; Treasurer; Secretary; Welfare Officer; Media & Communications Officer; Events Co-ordinator.
- 7.2. The Committee may create additional temporary or permanent Committee Member positions, as and when deemed necessary.

8. ELECTION OF COMMITTEE MEMBERS

- 8.1. The Committee shall be elected for a 3 year period at a Club Annual General Meeting (AGM). The retiring members of the Committee shall be eligible for re-election; all positions are honorary only.
- 8.2. A Club President shall be elected by the Committee for a three-year term.
- 8.3. Nominations of candidates for election to the Committee must be made by a current Ordinary (non-Associate) Club Member, to the Secretary, prior to the Annual General Meeting and must be seconded by another Ordinary club member.
- 8.4. If a Committee position becomes vacant then the Committee may approve the appointment of an individual up to the date of the next AGM to enable the effective management and administration of the club.
- 8.5. The Committee shall have the power to appoint sub-committees to meet on its behalf in respect of special matters.

9. MEETINGS OF THE COMMITTEE

- 9.1. The Committee shall aim to meet on a quarterly basis or as notified by the Secretary.
- 9.2. Additional meetings may be called as necessary at the request of two or more members of the Committee.
- 9.3. Four members of the Committee shall constitute a quorum when making decisions and in voting. Either the Chairman or Treasurer must be present in order for a quorum to be constituted.
- 9.4. Any Committee Member who is absent from three consecutive Committee meetings, without providing good reason and advance notice, will be deemed to have resigned their position.

10. DUTIES OF SECRETARY

- 10.1. The Secretary will attend the meetings of the Committee and take notes or arrange for notes to be taken of the proceedings. The notes will be posted on the Club website and may be printed in newsletters.
- 10.2. The Secretary will maintain appropriate and secure records of the membership. All records will be maintained in accordance with the Data Protection Act and will not be passed on to external or third parties without the express permission of the member.
- 10.3. The Secretary will use the Club Facebook and SPOND and RMA Cycle Branch members group as the primary means for communication with members. E-mail correspondence will be used to communicate with external third party organisations.

11. FINANCE

- 11.1. The Club will require an annual member levy to be paid by the 7th of April. This levy will be subject to annual review at the Club AGM.
- 11.2. Accounting of all monies and the keeping of proper accounts shall be the responsibility of the Club Treasurer.
- 11.3. All monies received on behalf of the Club shall go into a Club funds bank account and no separate funds shall be created.
- 11.4. The management and decisions on use of funds shall be the responsibility of the Committee.
- 11.5. In addition to the Club Treasurer, a second Club account signatory will be provided by another Committee member.
- 11.6. All requests for funding or subsidies of club events are to be submitted in writing (e-mail preferred rmacyclechair@thermcharity.org), by the proposer, to the Club Chairman.

12. APPLICATION FOR MEMBERSHIP

- 12.1. Applications for membership or requests to join the Club can be made at any time by submission through the British Cycling Club management System. Applicants are not required to join British Cycling. Applicants must become members of the RMA-TRMC in the first instance
- 12.2. Membership will run from 1st April-31st March.
- 12.3. Once accepted, membership shall be effective from the date of acceptance or payment of any required membership fees. The Committee may agree to waive the membership fee for an individual applicant or prospective group of applicants.
- 12.4. Applications for membership shall be made to the Club Chairman/Secretary using electronic submission via the RMA-TRMC website.
- 12.5. The Committee has the right to issue warnings or to end the membership of individuals who behave in a way that is inconsistent with the rules or values of the Club.

13. DISCIPLINARY ACTIONS AND COMPLAINTS

- 13.1. Members must act in the best interests of the Club, observing the law and being courteous to other road users and other participants at any event attended.
- 13.2. Members are expected to follow any guidelines or rules that are published or advertised by organisers of rides, activities or events. This includes official club events, events organised by fellow club members, non-club members or organisations to which the club is affiliated.
- 13.3. Any complaints about a club member, including those by fellow Club Members, should be sent in writing in the first instance to the Club Secretary and Club Welfare Officer.
- 13.4. Complaints received in regard to any Club Members, which are deemed to require further investigation, shall require Club Members in question to provide a written explanation in response to the complaint.
- 13.5. The Committee may decide to take no further action, issue a warning, temporarily suspend or permanently exclude a member who is considered guilty of conduct detrimental to the Club or who has breached the club rules.
- 13.6. The Committee decision will be governed by the severity of the breach and the number of breaches. The Club Member in question will have 14 days to appeal the decision.
- 13.7. Both parties will be provided with a written summary of the Committee proceedings and outcome in regard to the complaint.

14. ASSOCIATE MEMBERS

- 14.1. Associate Members shall be subject to all rules of Ordinary Members and will be required to pay the annual fee.
- 14.2. Associate Members will not normally hold a Committee position within the club. However, exception can be made when a position becomes vacant and no volunteers are forthcoming from Ordinary members. The Committee shall not consist more than 1/3 of Associate Members.
- 14.3. Where an Associate Member holds a Committee position, they become eligible to vote. Otherwise, Associate Members are not eligible to vote or propose resolutions at Club meetings.
- 14.4. The Club Welfare Officer will act as the collective representative and resolution proposer for Associate Members.

15. SUBSCRIPTION

- 15.1. Subscription fees and conditions for the categories of membership will be reviewed annually by the Committee and Members at the Club AGM.
- 15.2. Membership fees will be published annually and may include an administration fee for new members or similar charges, as approved by the Committee.
- 15.3. Members are to pay their fees electronically via the [British Cycling membership portal](#).
- 15.4. Fees will not include the costs for individual licenses or affiliations, which are to be met by individual Club Members
- 15.5. Annual fees are payable at the beginning of each membership year and must be paid before 7th April.
- 15.6. New members joining prior to December 31st each calendar year are required to pay a fee for that year's membership. Members joining after December 31st each membership year will pay a single annual fee covering the remainder of that year and the following membership year.
- 15.7. Members failing to pay their annual fee will receive a final reminder notice on 31st March. If after a further 7 days they have not renewed, the membership will be cancelled and records deleted from the Club membership roll on the RMA-TRMC database and all other social media platforms, without any further reminder.
- 15.8. Permanent overseas members and members over the age of 65 at the time of renewal are not required to pay annual subscriptions.
- 15.9. Lapsed members may not represent the club in any form and cannot:
 - Participate in any activity promoted by the club or governed by the rules of a cycling body requiring club membership
 - Participate in any organised or officially sanctioned club rides,
 - Benefit from any commercial member benefits, such as discount schemes with local traders

16. ANNUAL GENERAL MEETING

- 16.1. An Annual General Meeting (AGM) of the club shall be held once each year not more than 12 months after the previous AGM. A minimum of 21 days' notice of this meeting shall be given to all members.
- 16.2. Items for discussion at the meeting and nominations for positions must be submitted to the Secretary at least seven days before the date of the meeting by a Club member.
- 16.3. The Annual General Meeting shall:
 - 16.3.1. Receive reports from all current or outgoing club officials on the club's performance and activity in their areas of responsibility over the last 12 months.
 - 16.3.2. Elect the Committee for the next 12 months.
 - 16.3.3. Decide upon any resolution, which has been submitted to the Secretary by any member at least 14 days prior to the meeting.
 - 16.3.4. Discuss any other business raised by Committee members.

17. EXTRAORDINARY GENERAL MEETING

- 17.1. On receiving a request from not less than 10% of the club membership, at least one of whom must be a current member of the Committee, the Secretary shall call an Extraordinary General Meeting (EGM), giving at least seven days' notice to club members.

18. VOTING AT ANNUAL OR EXTRAORDINARY GENERAL MEETINGS

- 18.1. All Ordinary Members, including all members of the Committee, shall have one vote. In the event of equality of votes then motions shall be deemed lost.
- 18.2. Single issue votes may be carried out without a meeting and can be decided by any appropriate means (e.g., post, electronic ballot, etc....).

19. CHANGES TO THE CLUB RULES

- 19.1. The Committee shall be empowered to make, alter or amend the club rules provided that:
 - The rules are approved by the Committee and a simple majority of the membership.
 - Club Members are notified of changes and no more than 10% of the membership object by notification to the Secretary within 21 days of notice being given.

20. OBSERVANCE AND INTERPRETATION OF RULES

- 20.1. Every member is bound to abide by the rules of the club, and to accept as final the decision of the Committee as to the interpretation thereof in any dispute and may otherwise have their membership terminated.

21. TROPHIES AND AWARDS

- 21.1. Trophies and awards shall be awarded irrespective of membership status at the time of the presentation.
- 21.2. If the qualifying recipient has since left the club, cannot be contacted, or is unable to collect the trophy, said trophy will remain in the possession of the club and a commemorative plaque or medal may be issued instead.

22. EXPENDITURE

- 22.1. Any financial commitment or payment using Club finances by a Club Member must be approved by the Club Treasurer and either the Club Chairman or Secretary.
- 22.2. No financial commitment will be allowed to exceed available unallocated funds that the Club holds within the Club bank account.
- 22.3. Club members cannot commit the club to any contract or expense, or have the respective necessary capacity to act, without the consent of the Treasurer and either the Chairman or Secretary.
- 22.4. Members acting without the necessary capacity to act or the above consent may be personally liable for any financial commitments or debts.
- 22.5. Funding for all proposed club expenditure will be set aside by the Club Treasurer prior to any financial commitments being made.

23. CLUB ASSETS AND PROPERTY

- 23.1. Club finances may be used to purchase property or assets for the purpose of the Club's object.
- 23.2. Any Club assets or property held by a Club Member will be held on trust for the benefit of all Club Members. They will be held by individuals on behalf of the club.
- 23.3. The Committee will be responsible for any management decisions relating to the acquisition, disposal or management of the asset.
- 23.4. Assets or property should always be in the possession and control of a current Club Member and, where possible, a member of the Committee or an appropriate delegate as approved by the Committee.
- 23.5. In the event that the club is dissolved then any necessary decisions about the management of club assets and property owned at that time will be made by the Committee. Any proceeds from the sale of any club assets or property would firstly be used to pay for any existing club debts and any remainder would be passed on to the RMA-TRMC at the time of the Club being dissolved.

24. SPONSORSHIP

- 24.1. The club is not sponsored and does not endorse any company or product other than receiving and acknowledging prize money and donations.
- 24.2. Applications to sponsor the club in the future will be decided by the Committee and approved by the RMA-TRMC.

25. AFFILIATIONS

- 25.1. The Club will affiliate to organisations as required to meet its objectives. Affiliations may include the following organisations:
 - Cycling UK
 - British Cycling (BC)
 - Cycling Time Trials (CTT)

26. COMMUNICATIONS AND SOCIAL MEDIA

- 26.1. Routine communications, announcements and messages to the membership will generally use electronic notification methods such as e-mail, text messaging and most commonly via the official club SPOND and Facebook page and official WhatsApp groups, which are private groups, but will be accessible to all of the Club membership (except members under the age of 18 years):
<https://www.facebook.com/groups/490392231115383/>
<https://group.spond.com/PYFTD>
- 26.2. All posts made into the official Club Facebook page and SPOND and WhatsApp may be subject to moderation or removal by the Committee, but every effort will be made to allow appropriate freedom of speech and the inclusion of 'military humour'.
- 26.3. The Committee may decide to delete any entry or comment that is deemed to be inappropriate, offensive, contrary to the Club objectives or potentially in violation of liability law. Decisions taken in this regard will be communicated with the Member responsible for making the post.
- 26.4. The Committee has no jurisdiction over Members' own Facebook pages or entries made therein but encourages Members to post relevant Club related entries into the official Facebook group. This is particularly the case when organising events, to ensure diary date conflicts are avoided.
- 26.5. No other Facebook (or other) social media group is recognised or sanctioned by the Committee for conducting Club related activities.
- 26.6. Applications to join the Facebook group prior to the applicant becoming a club member will be considered on a case by case basis, subject to the pre-set questions being answered appropriately. Facebook group only members will have 1 week to become full RMACC members. Individual exceptions may be made by the Committee on a case by case basis, but failure to become a full member will generally result in removal from the group,

26.7. The use of SPOND, WhatsApp, Facebook Messenger or other similar means of communication for any official club activity is subject to club rules and must not include inappropriate or offensive material.

27. ROYAL NAVY CYCLING (RNC)

27.1. The RMACC is not affiliated with the RNC.

27.2. The RNC is the exclusive administrator for cycling within the Royal Navy.

27.3. Serving RN/RM riders affiliated with the RMACC must represent the RNC to obtain duty status. These members must recognise that representative sport and duty status are granted only when competing or training under the RNC's auspices. This necessitates an independent membership with the RNC and the wearing of the RNC jersey.

27.4. RN/RM veterans who are members of the RMACC are permitted to participate in RNC training events at their own cost and are required to join the RNC.