

## **MB Swindon Club Constitution Proposed Changes in 2016**

Below are the proposed changes to the MB Swindon Club Constitution for consultation with the members at the 2016 Annual General Meeting (AGM) on Sunday 28 February 2016.

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3. The management of the Club shall be an annually elected Committee.

***to be amended to***

3. The management of the Club shall be a committee of elected members. A maximum of two committee positions will be up for automatic re-election at each AGM, details of which will be made available in advance to club members. Applications for election to be received seven days in advance of the AGM.

Committee positions vacated during the year to be filled by consultation with Club members and agreed by all members of the committee, and to be formally elected at the next AGM.

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4. The Committee shall consist of six members, comprising of a Chairman, Treasurer, Club Secretary, Membership Secretary, Ladies Officer and Social Events Officer.

***to be amended to***

4. The Committee shall consist of six members, comprising of a Chairperson, Treasurer, Club/Membership Secretary, Events Officer, Ladies Officer and Social Events Officer.

4.1. The Chairperson is responsible for ensuring the Committee fulfils its role, holding regular Committee meetings, ensuring an annual strategy is agreed and progress tracked, implementing and maintaining a communications strategy, maintaining relationship with suppliers, sponsors and other relevant agencies on behalf of the Club.

4.2. The Treasurer is responsible for the preparation of the end of year statement of accounts, management of the bank accounts, management and banking of income raised through membership, donation and fundraising, payment of bills, reporting financial position to Committee meetings and AGM, and ensuring expenditure is authorised by the committee.

4.3. The Club and Membership Secretary is responsible for organising Committee meetings and the AGM including the agenda and keeping minutes, management of club membership process and membership database.

4.4. The Events Officer is responsible for promoting and managing a calendar of riding events for the club, leading and recruiting team of ride leaders, ensuring all necessary procedures in place to safeguard leaders and club members on rides, and holding regular meetings with ride leaders as necessary.

4.5. The Ladies Officer is responsible for promoting and managing a calendar of ladies riding events, leading and recruiting team of ladies ride leaders and holding regular meetings with ride leaders as necessary.

4.6. The Social Events Officer is responsible for organising, promoting and managing a calendar of regular social events as agreed with the committee.

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6. Any cheques drawn against club funds should hold the signatures of The Treasurer plus one other Club Officer.

***to be amended to***

6. Any payment drawn against club funds shall be undertaken by The Treasurer or Club/Membership Secretary. Expenditure over the value of £100 to be approved by a quorum of three Committee members plus the Treasurer.

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9. The Committee shall meet no less frequently than quarterly to transact the Club's business. Five persons, including at least one Club Official, shall form a quorum. Any member of the Committee absent from three consecutive meetings, without affording reasonable explanation, and obtaining leave of absence, shall be deemed to have resigned, and the Committee shall fill the vacancy.

***to be amended to***

9. The Committee shall meet no less frequently than quarterly to transact the Club's business. Four committee members shall form a quorum. Any member of the Committee absent from three consecutive meetings, without affording reasonable explanation, and obtaining leave of absence, shall be deemed to have resigned, and the Committee shall fill the vacancy in accordance with point 3.
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13. The Clubs financial year shall commence on the 1st January and end on the 31st December of that year. The treasurer shall prepare the balance sheet and subsidiary accounts at the end of each financial year. The Chairman and the Secretary will audit the accounts. The Clubs books and accounts shall be open to inspection by any member upon request.

***to be amended to***

13. The Clubs financial year shall commence on the 1st January and end on the 31st December of that year. The treasurer shall prepare the balance sheet and subsidiary accounts at the end of each financial year. The accounts shall be externally verified. The Clubs books and accounts shall be open to inspection by any member upon request.