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EVOLVE

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THE CYCLING NETWORK FOR MUSLIM WOMEN

# CONSTITUTION

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## 1 Name of Club

The club will be called *Evolve - The Cycling Network for Muslim Women* (Hereinafter will be referred to as The Club), and may also be known as *Evolve*. *Evolve* will be affiliated to the *British Cycling*.

## 2 Aims and Objectives

The aims and objectives of the club will be:

- ☐ To offer coaching and competitive opportunities in *Cycling for Muslim Girls and Women not limited to but initially in the Harrow, Watford and the surrounding areas*.
- ☐ To promote cycling as a healthy lifestyle choice for Muslim women.
- ☐ To facilitate Muslim women in building their confidence to ride alone or in competitive events.
- ☐ To empower Muslim women to be confident riders and thus foster a greater level of family cycling.
- ☐ To ensure a duty of care to all members of the club
- ☐ To provide all its services in a fair and equitable way to all.

## 3 Membership

- (a) Membership of the club is open to all Muslim women interested in promoting, coaching, volunteering or participating in *cycling*, regardless of age, disability, ethnicity, nationality.
- (b) The membership shall consist of the following categories:
  - ☐ Full member
  - ☐ Junior member *Under the age of 16*
  - ☐ Student member *16-25 Year old's*
- (c) 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.
- (d) Members will be charged a membership fee to give them priority bookings and discounted prices for certain events. Fees will be levied for services such as coaching, mechanics training and Go Ride coaching, however Breeze rides will be arranged and led for free. Fees will be reviewed annually.

## 4. Sports Equity

- (a) 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:

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*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.*

- (b) 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, or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- (f) All club riders and participants are humbly requested to dress modestly
- (g) No Alcohol consumption is permitted on site, as a group or whilst wearing the Evolve Jersey

## 5 Committee

- (a) The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Chair, Deputy Chair, Treasurer, Welfare Officer and Secretary, who shall be elected at the Annual General Meeting.
- (b) All Executive Committee members must be members of the Club.
- (c) The term of office shall be for two years, and members shall be eligible for re-election.
- (d) If the post of any officer should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (e) The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (f) The Executive Committee will have the authority to appoint any advisers to the Executive Committee as it deems fit in order to fulfil its obligations to the Club and its responsibilities as the Executive Committee.

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- (g) The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) The Executive committee meetings will be convened by the Secretary of the Club and be held no less than *six* times per year.
- (i) Only the posts listed above will have the right to vote at committee meetings.
- (j) The quorum required for business to be agreed at Executive Committee meetings will be *NUMBER [ACCORDING TO NUMBER OF OFFICERS IN POST, 40% AS A GUIDE]*.

## 6 Finances

- (a) The club treasurer will be responsible for managing and reporting on the finances of the club.
- (b) The financial year of the club will run from *1 November* and end on 31 October
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer and deputy chair or in absence the welfare officer.
- (f) All executive members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## 7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the ordinary members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of *December* to:
  - ☐ Approve the minutes of the previous year's AGM.
  - ☐ Receive reports from the Chairman and Secretary.
  - ☐ Receive a report from the Treasurer and approve the Annual Accounts.
  - ☐ Receive a report from those responsible for certifying the Club's accounts.
  - ☐ Elect the officers on the Executive committee if their term has expired.
  - ☐ Agree the membership fees for the following year.
  - ☐ Consider any proposed changes to the Constitution.
  - ☐ Deal with other relevant business.

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Notice of the AGM will be given by the club secretary with at least **14** days' notice to be given to all members.

- (c) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (d) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 14 days before an AGM.
- (e) All members have the right to vote at the AGM.
- (f) The quorum for AGMs will be *NUMBER [USUALLY 25% OF THE MEMBERSHIP]*.
- (g) The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (h) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (i) All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **9 Discipline and appeals**

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Executive Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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 **SEVEN** days of the hearing.

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- (e) There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within *NUMBER* days of the Secretary receiving the appeal.


## 10 Dissolution


- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a 75% vote of the whole membership.
- (b) In the event of dissolution, all debts should be cleared with any club's funds. Any assets of the club that remain following this will become the property of *ANOTHER CLUB WITH SIMILAR OBJECTIVES or THE NAME OF GOVERNING BODY*


## 11 Declaration


*EVOLVE* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Iffat Tejani	<b>Position</b>	Chair
<b>Sign</b>	 <small>Iffat Tejani (Nov 17, 2020 11:18 GMT)</small>	<b>Date</b>	17/11/2020

<b>Name</b>	Sadiya Harji	<b>Position</b>	Deputy Chair
<b>Sign</b>	 <small>Sadiya Harji (Nov 17, 2020 15:35 GMT)</small>	<b>Date</b>	17/11/2020

<b>Name</b>	Aliya Merali	<b>Position</b>	Welfare Officer
<b>Sign</b>	 <small>Aliya (Nov 17, 2020 18:17 GMT)</small>	<b>Date</b>	17/11/2020

<b>Name</b>	Soraya Janmohamed	<b>Position</b>	Treasurer
<b>Sign</b>	 <small>Soraya Janmohamed (Nov 17, 2020 12:39 GMT)</small>	<b>Date</b>	17/11/2020

<b>Name</b>	Zahra Husain	<b>Position</b>	Secretary.
<b>Sign</b>	 <small>Zahra Husain (Nov 17, 2020 14:56 GMT)</small>	<b>Date</b>	17/11/2020