

The BHPC Constitution

Purposes and Principles

1. Name

This body shall be called the British Human Power Club, hereinafter referred to as BHPC.

2. Objects

The Objects of BHPC shall be:

2.1 To promote the riding and construction of human powered vehicles on land, water and in air for competition, recreation and utility purposes.

2.2 To stimulate innovation in design and development in all spheres of human powered vehicles.

2.3 To promote and to advertise the use of human powered vehicles in a wide range of activities.

2.4 To organise and promote events and competitions. The BHPC shall organise an annual series of British championship HPV races and periodically organise and host the HPV World Championships sanctioned by the World Human Powered Vehicle Association.

2.5 To serve as a source of information for human powered vehicles, including publishing a newsletter, guidebooks and manuals, and maintaining a web site.

2.6 To sanction races, events and performance records for human powered vehicles under the rules of the BHPC and/or the World Human Powered Vehicle Association.

2.7 To manage the funds raised through membership subscriptions, activities or through donations or grants received.

3. Organisation

BHPC shall comprise Members who shall provide, and may vote for, elected Officers who shall serve on the Committee.

4. Membership Fees

Fees are paid annually and are determined by the Committee and approved at the AGM.

5. Conduct

BHPC shall operate in a fair and democratic manner with one person one vote. Group membership of two adults plus their children age 15 and under shall be limited to two votes. Membership shall be open to any interested person regardless of race, sex, religion or culture. Junior members may vote and stand for office.

6. Complaints

Any Member dissatisfied with the conduct or dealings of the Committee or any of its individual Officers may make a complaint in writing. This will be reviewed by the Committee and responded to within 28 days.

Definitions

7. Membership

7.1 Members are those people with current paid up status. Membership will be annual from 1st March each year.

7.2 Honorary Membership may be awarded for outstanding contributions to the club, by decision of the Members at a General Meeting. Honorary Members will receive free annual membership of the club for life.

There shall be a maximum of 8 honorary members at any time, and membership will lapse if those members do not attend either an event or the AGM for a period of 5 years.

7.3 Membership Categories:

- a. Adult Members who receive a newsletter and reduced racing fees.
- b. Overseas Members who pay an increased annual fee and receive a newsletter and reduced racing fees.
- c. Junior Members age 15 and under who pay a reduced annual fee and receive a newsletter and reduced racing fees.
- d. Group Members to include up to two adults and their children age 15 and under. They pay the group rate and receive one newsletter per group and reduced racing fees.
- e. Student/Senior age 60 and older who pay a reduced annual fee and receive a newsletter and reduced racing fees.
- f. Honorary Members who pay no annual fee and receive a newsletter and reduced racing fees.

Constitutional Procedures

8. Changes to the Constitution

8.1 No alteration shall be made to any part of this Constitution without the approval of Members at a General Meeting.

8.2 Proposed changes must be notified to Members by post or newsletter at least 28 days in advance of a General Meeting.

The Committee

9. Terms of Reference

The Committee:

9.1 Shall, collectively and through its individual Officers, further the Objects of

the BHPC. Accordingly, it shall have the power to appoint sub-committees, recording the fact in the Minutes.

9.2 Shall have the authority to administer the funds of the BHPC in accordance with the Objects and Conduct of BHPC. No money belonging to BHPC may be allocated without the prior authorisation of a majority of the Committee. If deemed necessary, the Committee may refer a decision on any financial matter to a General Meeting.

9.2.1 Payments shall be authorised by the Committee and cheques signed by one out of three signatories.

9.2.2 Signatories shall be Treasurer, Membership Secretary and Secretary.

9.3 Shall have the authority to affiliate BHPC to external organisations in accordance with the Objects of the BHPC.

9.4 Shall, by a majority vote, have the power to co-opt up to two Members to fill vacant positions on the Committee. Any such co-option is to be recorded in the Minutes and ratified at the next General Meeting. Co-opted members of the Committee have normal voting rights.

9.5. Shall have the authority to manage the domain-name 'bhpc.org.uk', any other domains it shall register and any sub-domains thereof.

9.5.1. Changes to the domain name account, contacts or to the registrar shall require a majority vote of the Committee.

9.5.2. Passwords and other authorisation information required to administer the domain name shall be held by the Chairperson, Vice-Chairperson, Secretary and Website Administrator (the 'Password Holders'). Changes to the authorisation details may only be made by unanimous decision of the Password Holders, except as provided for by Section 9.5.4.

9.5.3. The Password Holders may, by unanimous decision, disclose the authorisation details to other Committee members for the purposes of registration administration.

9.5.4. The passwords shall be changed if anyone who knows it leaves the Committee.

10. Officers

The Committee shall comprise up to the following Officers:

10.1 To be elected at the AGM each year and to hold office for one year:

10.1.1 A Chairperson, who is responsible for compliance with this Constitution and is normally to chair all Committee and General Meetings.

10.1.2 A Vice-Chairperson to be appointed from within the existing Committee, to act as chair when the Chairperson is absent.

10.1.3 A Competition Secretary, responsible for arranging venues for races each year, and for liaising with the Treasurer regarding payments for circuit hire.

10.1.4 A Treasurer, responsible for the preparation of the annual accounts and annual budget of the income and expenditure of BHPC, to be audited by an independent auditor and published in the newsletter as soon as is practical and no later than the second newsletter edition after the calendar year for which accounts have been prepared. The Treasurer shall also prepare interim accounts and annual budget of the income and expenditure of BHPC for presentation to the Annual General Meeting.

10.1.5 A Secretary, responsible for general business arrangements and keeping and circulating minutes of meetings.

10.1.6 A Newsletter Editor

10.1.7 A Membership Secretary

10.1.8 A Website Administrator

10.2 For the avoidance of doubt there shall be no paid elected office in BHPC.

10.3

There shall also be the following club officers who are not members of the committee:

10.3.1 A Technical Officer

10.3.2 A Librarian

10.3.3 A Press and Promotion Officer

11. Resignation

11.1 Individual

Individual Officers may voluntarily resign during their term of office, having given their reasons to the Committee. Individual Officers are obliged to resign following a vote of no confidence at either a General or Extraordinary General Meeting, with 28 days prior notice by post or newsletter to Members of a motion to this effect. Should the Chairperson's resignation be on the Agenda, the Vice-Chairperson shall chair that meeting and, if resignation is accepted, shall succeed the Chairperson until a bye-election can be held.

11.2 Whole Committee

The whole Committee may voluntarily resign at either a General or Extraordinary General Meeting. The whole Committee is obliged to resign following a vote of no confidence at such a meeting, with 28 days prior notice by post or newsletter to Members of a motion to this effect. In the event of the resignation of the whole Committee, Members will decide whether to appoint a new Committee or to wind up the club.

11.3 Co-opting of officers

Following any voluntary or compulsory resignation the post may be filled by co-opting a new officer at the Chairperson's discretion in consultation with the Committee.

Election Procedures

12. Principles

12.1 Elections must be announced to Members at least 60 days in advance of the date of the General Meeting where voting will take place.

12.1.1 Nominations must be seconded and made in writing to the Secretary at least 45 days prior to the date of the election.

12.1.2 Nominations must be announced to Members by post or newsletter no later than 28 days prior to the election. The announcement may carry a short statement by each nominee in support of their election.

12.2 Nominees may make a short statement to the meeting in support of their election.

12.3 Each post must be ratified by vote.

12.4 The voting shall be by ballot in which all Members are entitled to vote.

12.5 Candidates for Committee posts should be willing to serve the entirety of the period for which they were elected, namely one full year.

13. Procedure

13.1 Votes shall be cast by a simple majority vote system, with those Members present at the meeting casting their votes.

13.2 The Secretary (unless standing for re-election to the Committee) shall act as Returning Officer for the election and shall announce the results upon completion.

13.2.1 If the Secretary is standing for re-election, a member of the BHPC not on the Committee nor standing for election shall serve as Returning Officer.

13.3 The candidate with the most votes will be appointed.

Meetings

14. Notices of meetings

14.1 Notices, Agendas and Minutes of Committee Meetings shall be posted on the BHPC Committee Forum. Copies of Agendas and Minutes shall be available to Members on request. Reports on Committee Meetings will be published or inserted in the newsletter.

14.2 Notices of all General and Extraordinary General Meetings, and elections, and Minutes there from, shall be posted in the newsletter and on the BHPC web site.

14.3 Committee members shall receive their own copies of the above through the e-mail or post (where the member does not have access to e-mail).

15. Committee Meetings

15.1 The Committee shall meet as necessary and committee members are required to attend the AGM.

15.2 Four members of the Committee shall constitute a quorum.

15.3 Decisions shall be made by simple majority of those present at the meeting.

15.4 In the exceptional circumstance that no agreement can be found amongst the committee then a casting vote may be used by the chairperson.

16. General Meetings

16.1 BHPC will meet at an Annual General Meeting at least once per year. Notice of the Meeting shall be displayed in the previous newsletter published at least 28 days prior to meeting. Minutes shall be displayed in the subsequent newsletter.

16.2 Thirty Members or Ten per cent of Members, whichever is the greater, as of the date when the meeting is publicised, shall constitute a quorum and motions and resolutions shall be decided by a majority vote of those present and eligible to vote at the Meeting. A Meeting must be quorate in order to conduct binding decisions.

16.3 General Meetings are open to Members of BHPC.

16.4 Visitors may be invited at the discretion of the Committee.

17. Extraordinary General Meetings

17.1 Upon a majority decision of the Committee, or if requested in writing by 12 Members of BHPC, the Chairperson shall call an Extraordinary General Meeting, at any time in the year, provided that at least 28 days notice has been given to Members by post or in the newsletter. The notice announcing the Meeting shall state the business proposed for discussion, and no other business shall be transacted.

17.2 The quorum requirement, voting procedure and Minutes distribution shall be as for General Meetings.

18. Motions

18.1 Motions for General Meetings (and Amendments thereto) may either be submitted in writing to the Secretary at least 30 days in advance, stating the names of the Proposer and Seconder, and shall be placed on the Agenda; or may be taken from the floor by the Chairperson at his or her absolute discretion under Any Other Business. Only Members may propose or second a Motion (or Amendment), whether in writing or ad hoc. All motions will be recorded in the Minutes.

18.2 Motions to change the Constitution of the BHPC may only be considered at General and Extraordinary General Meetings. The notice announcing the Meeting shall include a detailed statement of the proposed alteration(s).

18.3 No binding motion can be taken under Any Other Business at the General Meeting, although motions of an emergency nature may be introduced through the Committee. This is without prejudice to the right of Members to introduce appropriate topics at that point.

18.4 All speeches shall be addressed through the Chair, who will ensure that there is adequate discussion before any vote.

19. Winding-up or Dissolution of the BHPC

19.1 The BHPC may be wound up voluntarily only at an Extraordinary General Meeting of the BHPC with the consent of a two-thirds majority of Members attending, providing that not less than one-quarter of Members entitled to vote attend the meeting.

19.2 In the event that the BHPC is wound up the Committee shall realise any assets held by or on behalf of the BHPC. Any assets remaining after the satisfaction of debts and liabilities shall be given or transferred to such cycling or technical organisations, charities or organisations to be determined by the Committee as having objectives similar to the BHPC.