

Charter/Constitution

SHAPE INTERNATIONAL CYCLING CLUB (SICC)

Article I Name and Authority.

This club shall be known as SHAPE International Cycling Club (SICC). This club is operated under the general supervision and authority of Commander, BSG. SICC is affiliated with FFBC (*Fédération Francophone Belge du Cyclotourisme et du VTT*).

Article II Object or Purpose.

This club is to encourage a healthy lifestyle within the SHAPE community by riding in locally held and European road and mountain bike “*randonées*” and races as well as triathlon events. A triathlon team is constituted with the SHAPE International Cycling Club. All triathletes must be a current SICC member to be part of the Triathlon team. The SHAPE International Cycling Club seeks to foster positive relationships amongst cyclists and triathletes from all Countries present at SHAPE. In addition, we aim to present SHAPE as a positive fitness model to the local Belgian and European community. The SHAPE International Cycling Club will be open to road, mountain and triathlon disciplines.

Article III Membership.

This club is open to SHAPE ID card holders only who are over the age of 17 years.

SECTION 1 Composition:

This Charter allows all members of the SHAPE International Cycling Club to vote as long as they are in good standing with the club. All members of SHAPE-International Cycling Club will also be registered with FFBC (*Fédération Francophone Belge du Cyclotourisme et du VTT*).

SECTION 2 Termination of Membership:

Membership will be terminated at the request of the member as he or she departs SHAPE. A member may also be terminated if he or she fails to pay the required dues to the club. In addition, a member may be terminated if they act in a manner which would discredit SHAPE and the NATO community.

SECTION 3 Review of Membership:

Membership will be reviewed every calendar year to ensure active member interest. Membership Fees will be publicised in line with FFBC annual membership fee

SECTION 4 Dependants:

Dependants, aged 17 and older are encouraged to join the club and will be held to the same expectations of positive representation as normal members.

Article IV Guests.

SECTION 1

Definition of Guest:

Guest riders (who hold a valid SHAPE ID) are welcome to attend Wednesday evening club rides only. A guest is someone who does not already hold valid membership for SHAPE International Cycling Club. A rider will be considered as a guest for up to 2 Wednesday club rides before they must join the club in order to ride with SICC.

SECTION 2 Responsibility for Conduct:

The guest is responsible for adhering to the SHAPE International Cycling Club Charter at all times.

Article V Dues.

The annual dues for the SHAPE International Cycling Club will be announced once FFBC fees for the following year are known.

Article VI Administration.

SECTION 1

The President and council of SICC are responsible to the BSG Commander, in addition to the membership, for proper management and fiscal responsibility.

SECTION 2 Insurance:

All SICC members will hold third party liability (*Assurance Responsabilité Civile*) through FFBC.

SECTION 3 Club Funds:

Membership dues and other funds will be deposited within three calendar days of receipt by the Treasurer. The SHAPE International Cycling Club will conduct banking operation via Banca Montepaschi Belgio located in SHAPE.

SECTION 4 Disbursement of Funds and Disposal of Assets:

Upon dissolution of the club, all assets, regardless of sources, will be turned in to BSG for disposal.

SECTION 5 System of Accounting and Audit:

Financial records of all membership transactions will be the responsibility of the Treasurer and the President. All financial transactions will be kept in an electronic ledger provided by the BSG Auditor/IRO and stored upon removable media (CD, USB Drive). Audits are performed annually by BSG or as requested due to a handover of treasurer. The President is also responsible for verifying financial records.

SECTION 6 Financial Statement:

Financial statements will be made available yearly by the Treasurer and upon request by the BSG.

SECTION 7 Minutes:

Minutes of all meetings will be forwarded to BSG for the Group II Coordinator.

Article VII Council

SECTION 1 Composition:

President, Vice-President, Treasurer, Membership Secretary, Kit Manager, Press Secretary, Website Manager.

SECTION 2 Selections, Removal and Replacement:

Selection of the council will be conducted at the inception of the club. Each person who wishes to hold a council seat will self-nominate themselves for the position and demonstrate why they should hold the position. A majority vote of all members will be required for a person to become elected for a council position. In the event of a tie-breaker, a second round of votes will be cast. Removal of a council member will occur if the member is no longer a paying member of the club, or has become a liability to the SHAPE International Cycling Club, SHAPE, or NATO. A council member will be replaced by majority vote of all members when they terminate employment at SHAPE or turn in their SHAPE ID card.

SECTION 3 Quorum:

A quorum will be convened when three-fifths of the membership deems it necessary or as directed by the President of the club.

SECTION 4 Duties and Responsibilities: Detail for each function;

President: The President is the person responsible for the actions of all members, presides over all meetings, assists the Treasurer as required, and liaises with the BSG as required. The President is responsible for leading the club and ensuring it functions in accordance with all SHAPE directives as applicable. The President is primarily responsible for sustaining and increasing the club membership, setting short term and long range goals, and identifying ways to improve club representation throughout the SHAPE community. This is a majority vote, nominated position. The President position will be held for one calendar year beginning on the date of the first election. If required, a quorum will be held to elect a new President if they are removed or need to be replaced.

Vice President: The Vice-President is the secondary person in charge of the club. He will act as the President in his absence. The Vice-President is responsible for ensuring the success of

the club and will assist the President in any way to promote a positive image of the club. He will assist the Treasurer as required or mandated by the President or BSG. If required, a quorum will be held to elect a new Vice-President if he is removed or need to be replaced.

Treasurer: The Treasurer is the person responsible for tracking all financial records of the club. The Treasurer should demonstrate good stewardship of all club funds. He is responsible for developing the club's budget, maintaining all club funds, and keeping accurate records of club expenditures. He is to perform yearly audits with the President and report these audits to BSG. The Treasurer is also responsible for making available all ledgers to BSG for an annual audit. The Treasurer will notify members when dues are to be deposited and will report all non-paying members to the President. If required, a quorum will be held to elect a new Treasurer if he is removed or need to be replaced.

Membership Secretary: The Membership Secretary is responsible for the timely processing of application forms and provision of FFBC membership. He maintains a database of current members and is responsible for ensuring the email distribution list is kept up to date. He works with the Treasurer to confirm membership fees are received for all applications.

Kit Manager: The kit manager is responsible for the supply and control of the club kit. He is to receive orders for club kit from the membership, process these orders, ensure payment is made in coordination with the club Treasurer and issue the kit as appropriate. He is also to ensure a suitable level of kit is held and controlled as stock, for sale to the membership.

Press Secretary: The Press Secretary is responsible for promoting the activities of the club through the preparation and publishing of periodic articles in the media.

Website Manager: The Website Manager is responsible for ensuring all appropriate club information is made available to the membership and general public through the club website. He is to liaise with all Council members to ensure the information shown is up to date and relevant.

Article VIII Meetings.

Board meetings will take place every three months. General membership meetings will occur every twelve months or as requested by the President or a three-fifths quorum of the membership.

Article IX Elections.

Elections are held every year during the Club Annual General Meeting (AGM). Any paying member may hold a council position as long as they are

nominated and willingly accept the responsibilities detailed in this charter. Details of when elections are held, who may vote, who may hold office, if officers may succeed themselves, and so on are contained at Article X Group II Coordinator. The Group II Coordinator will be kept informed of Club meeting dates, problem areas, budgets, etc.

Article XI Committees.
As determined by the needs of the club.

Article XII Amendments to the Charter.

SECTION 1

Amendments to the charter will be submitted either at membership meetings or quorums. Changes will be voted upon and submitted to BSG for approval. Once approved, they will be added to the charter.

SECTION 2

Amendments must receive formal SHAPE approval and will be forwarded to the CDR, BSG for staffing.

Article XIII Adoption of Charter.
Adoption of a new charter requires a meeting with three-fifth membership participation.

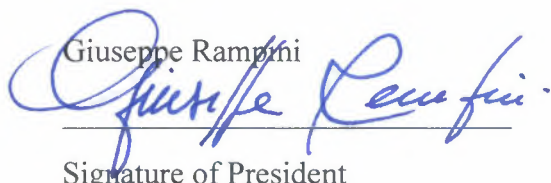
Article XIV Dissolution.

SECTION 1

Dissolution of the club requires decision on two subsequent meetings. A decision is only valid if the proposal to disband the club was announced to all members at least one month before the meeting and the meeting had three-fifth membership participation.

SECTION 2

The CDR, BSG will be notified immediately of any decision to disband the club.

Giuseppe Rampini

Signature of President

Date: 9 March 2018

Trevor Blagg

Signature of Vice-President

Date: 9 March 2018

House/Club Rules of Bye-Laws

1. MEMBERSHIP. The membership population will be open to all SHAPE ID-Card holders and dependants over 17 years of age
2. SUBSCRIPTIONS. The annual subscription will be announced once FFBC fees for the following year are known.
3. COUNCIL. A council will be elected annually by the members comprising:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Membership Secretary
 - e. Kit Manager
 - f. Press Secretary
 - g. Website Manager

The council will meet at least once every three months.
4. GENERAL MEETING. General membership meetings will occur every twelve months or as requested by the President or a three-fifths quorum of the membership. Decisions will be based upon majority vote.
5. EXTRAORDINARY MEETING. An extraordinary meeting of the club may be called by the President at any time, or by a quorum of three-fifths of the club membership. Decisions will be based upon majority vote.
6. Guest members will only be permitted to ride with the club on 2 occasions and may only join the Wednesday evening ride. After this they must join the club to continue riding with SICC.
7. Ride Captains are nominated to lead the Novice/Newcomers ride on a Wednesday evening. They perform their duties as volunteers and will not be held responsible in the event of another member or guest being involved in an accident.

SICC Group Rides Etiquette

The following information is provided to ensure you get the most out of riding with SICC. Some of this is advisory some is mandatory so please take the time to read.

Triathlon bikes are not allowed on SICC rides. Road bikes fitted with tri-bars may be used but riders MUST not use the tri-bars when riding in a group.

Headphones are not allowed to be used on SICC rides. This includes music, telephone and fitness APPS. Members riding with headphones will be asked to remove them.

Make sure your bike is roadworthy i.e. you have spare inner tubes, pump, tyre levers and a multi-tool.

Observe the rules of the road, especially important when wearing SICC colours. It is for your own safety so don't ignore them.

When riding as a group you should ride two abreast. Keep close together with the outside rider cycling within the middle of the right hand lane and not the middle of the road. Be prepared to move to a single file if traffic is backing up behind you.

Don't jump red lights. They are there to control traffic and for your safety. In Belgium it is permitted to turn right at traffic lights on a bicycle if the road is clear and it is safe to do so.

Respect other road users; drivers, pedestrians, runners and dog walkers. Pay particular attention when approaching or passing horse riders and proceed at a slow speed as horses can easily be startled.

Generally we ride as a group and keep everyone together. We like to keep it tight so it does not look like we are taking up the whole road. On some rides it is acceptable for the group to split (only if this has been agreed at the start of the ride) usually on long ascents or descents where fitness levels differ greatly.

Pick the right group and ride with members of a similar fitness level. Members are patient but don't spoil their rides by them having to slow down for you. A good rule of thumb is to start in the slower groups and work your way up.

Pass calls from the back to the front as it is hard to hear when there is a big group or it is windy. Communication is key.

If you find yourself riding at the front, you need to keep the pace consistent with the chosen ride – try not to get carried away and increase the average speed and NEVER 'half wheel'¹ your fellow members. This is not good etiquette and will also make you unpopular amongst the group.

¹ Half Wheeling – Riding alongside and constantly edging yourself in front of your companion by half a wheel and not allowing them to get level. All this serves to do is increase the speed of the ride to everyone's disappointment.

Always stay with the group – don't hammer off the front to chase STRAVA segments. This will only serve to upset the rhythm. There is no room for big egos in the club and you will quickly become unpopular.

Look around you, don't let others get dropped. Similarly if you are struggling shout 'knock a KM off' and do it before you have wasted all your energy.

Avoid heavy braking and don't over react. You need to keep everything smooth for your own safety and the members behind you. Try to anticipate what is happening ahead.

Please turn up to club rides 5 minutes before they start. This will allow for a short briefing from the ride organiser and a prompt start.

During the winter months the average speed will be 2-3 KPH less than during the summer months due to rider fitness and road conditions, particularly in corners.

SHOUTS & HAND SIGNAL

Communicate up and down the line for group safety. The following are some of the standard calls you will hear used on SICCC rides:

CAR UP – Car approaching from the rear

CAR DOWN – Car approaching from the front

CLEAR – Traffic free at junctions

SLOWING – Reduce speed, junction or hazard

STOPPING – We are stopping

SINGLE OUT – Move from 2 abreast to single line

CHANGE ONE – Proceeding 2 abreast, change the front rider from the left to the right line.

Car Left / Car Right – Cars approaching at a junction

Knock a KM off – Front riders reduce the speed by 1 KM

KM On – Front riders increase the speed by 1 KM.