



DRAFT
Rules

of

CTC West London
(Member Group)

(Amended 30 September 2009)

CYCLISTS' TOURING CLUB
Rules of CTC West London

Subject to the current CTC regulations for the formation and management of Member Groups (ref Policy Handbook Version 3.0(1) 13 January 2009)

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PART I GENERAL

These rules are an extension of, or in addition to, the policies for the formation and management of CTC Groups as authorised by the Council of the Cyclists' Touring Club. A Member Group may make additional policies and rules for itself, though these cannot overrule the basic policies. If and when Member Group policies are made, amended or deleted a copy must be sent to CTC Council, who has the right to rescind any that might conflict with the policies of CTC Council.

1. Name

The name of the Member Group shall be:

CTC West London

2. Objectives

The objectives of the Member Group shall be to promote locally the interests of CTC and its members in every possible manner.

3. Area

All districts of postcodes: EC, W, NW, HA, UB, WC
and EN5, SW1, 3, 5-7, 10; TW1-8, 11-20; N1-3, 5-7, 12, 19-20

4. Formation of Subsidiary Member Groups (Sections)

A Member Group may at any time set up smaller subsidiary activities within their Member Group.

The parent Member Group (previously the DA) must at all times have a list of the membership and activities of all other Member Groups within its control. The parent Member Group Committee has full control over its Subsidiary Member Groups (hereafter referred to as Sections), but in the event of disagreement these Sections have the right of appeal following the complaints, disputes and disciplinary procedure (refer to the "Complaints, disputes and disciplinary procedures" policy).

5. Colour

The colour of the Member Group should include purple.

PART II RULES GOVERNING THE MEMBER GROUP

6. Officers (see also rule 12)

- a) The officers of the Member Group must include the three obligatory posts of:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer

The Committee must make provision for the following roles to be covered within the Committee. A role can be fulfilled by a Committee member as an addition to other posts they may hold:

- iv) Registration Officer
- v) Welfare Officer
- vi) Promotions Officer
- vii) Section Representatives (two from each Section)

Optional officers as the Member Group decides, which may include:

- viii) President
- ix) Not more than three Vice-Presidents
- x) Events Secretary
- xi) Social Secretary
- xii) Planning Officer
- xiii) Editor
- xiv) Not more than three Vice-Presidents Emeritus (Life Vice-Presidents)

- b) All officers must be members of CTC. They shall hold office until the conclusion of the next Annual General Meeting following their appointment and shall be elected or re-elected in accordance with the rules. A member shall only be appointed as Vice-President by resolution under rule 20(i) duly approved at the meeting, unless he/she has served as an officer for the three preceding years.

7. Committee

- a) The affairs of the Member Group shall be managed by the Committee according to these rules and those of CTC Council.
- b) The Committee of the Member Group shall consist of the officers of the Member Group (excluding Vice-Presidents Emeritus) and two members elected annually by and on behalf of each Section.
- c) No officer or co-opted member of the Committee shall hold more than two offices or be eligible to attend meetings of the Committee as a Section Representative when holding more than one office.
- d) The Committee shall function from the end of the Annual General Meeting at which its officers were elected until the end of the following AGM.
- e) Six members of the Committee shall form a quorum.
- f) The Committee shall meet at least four times a year.
- g) A special meeting of the Member Group Committee may be called by the Secretary upon receiving a request to that effect, signed by at least one third of the Committee's members.
- h) The Committee may delegate any of its powers to a sub-Committee consisting of at least three members for the purpose of assisting one of the officers or for any other purpose, including disputes.
- i) All such sub-Committees shall, within the scope of their terms of reference, carry out their duties in the same way as the full Committee and shall remain in office until discharged by the Committee or until their successors are appointed.
- j) The Committee may co-opt not more than five members of CTC in an advisory capacity for any meetings, but such co-opted members shall not vote at any meeting.

- k) The Committee may approve the appointment of a Section Representative after consultation with that Section Committee, or the Committee may call a Special General Meeting of the Section concerned to fill such a vacancy.
- l) The Committee may appoint an officer should a vacancy arise mid-term. A Special General Meeting must be held to appoint a new Chair, Secretary or Treasurer.
- m) Councillors for the area covered by the Member Group who are not members of the Committee shall receive notice of and be entitled to take part in meetings of the Committee but not entitled to vote.

8. Auditor

- a) An honorary Auditor must be elected annually from among the members of the Member Group. He or she may not be a member of the Member Group's Committee but may be a member of a Section Committee.
- b) The Auditor may attend meetings of the Committee by invitation in an advisory capacity but shall have no voting rights.
- c) In carrying out an audit the local Auditor should normally include the following:
 - i) Check all additions in the account books and accounts.
 - ii) Check cash book with bank statements (subject to adjustment for any unrepresented cheques).
 - iii) See that the account book balance agrees with the balance shown in the accounts (including any cash in hand).
 - iv) Inspect receipts for payments by cash or cheque.
 - v) Check with Member Group programme to see that accounts reflect profit or loss on each event held.
 - vi) Inspect records of any official other than the Treasurer who has held funds during the year.
 - vii) Inspect investment certificates, passbooks etc (loans to National Office will be checked automatically when the accounts are sent in).
 - viii) Check lists of assets (compare with previous year), payments in advance, and creditors.

9. Annual General Meeting (see also Part IV Rule 20)

- a) The Member Group must hold an Annual General Meeting between 15th October and 15th November each year. Notice of the meeting must be published in the September/October issue of '**Cycle**'.
- b) The Chairperson or, failing him or her, the President or one of the Vice-Presidents, shall take the chair at the meeting.
- c) The business of the AGM shall be:
 - i) To receive and, if approved, adopt the Annual Report and Statement of Accounts.
 - ii) To elect officers and Committee and an honorary Auditor who must not be an officer or a member of the Member Group Committee. Candidates for election must be proposed and seconded. In the event of contests, the election shall be by show of hands or ballot (see also 20(e)).
 - iii) To consider any notices of motion. These must be submitted in writing to the Member Group Secretary at least seven days before the meeting.

10. Special General Meeting (see also Part IV)

A Special General Meeting shall be convened:

- a) By resolution of the Member Group Committee
- b) On receipt by the Member Group Secretary of a written request signed by at least ten members of the Member Group, or at least one third of the Member Group Committee.
- c) Notice of the meeting must be published in the issue of '**Cycle**', published in one of the two months before the date of the meeting. The notice must state the business for which the meeting is called. No business other than that stated in the notice calling the meeting may be transacted.

11. Financial Procedures

- a) The **Financial Year** for the Member Group shall be from 1st October to 30th September.
- b) The Member Group may apply to CTC Council for **Financial Grants** to cover formation and running expenses.
- c) **Local Funds**
 - i) The Member Group may raise funds locally. Such funds, which must be raised in the name of the Member Group, are the property of the company (Cyclists' Touring Club (Eastern) Limited) and must be accounted for in the Audited Statement of Accounts. The administration of local funds is vested in the Member Group Committee, but such funds must be used only for the promotion of the objectives of the Member Group.
 - ii) Sections organising events on behalf of the Member Group may keep half of any surplus, after reasonable expenses. Should the Section make a loss the Member Group will repay half of that loss to the Section.
 - iii) Local monies must be banked or invested in trustee securities in the name of the Member Group. Authority to operate banking and similar accounts shall be vested in three members of the Member Group Committee (the Treasurer, Secretary and Chairperson) but the signatures of any two of the three shall be sufficient on cheques etc. All fund raising activities shall refer to CTC or appropriate company as well as to the Member Group.
 - iv) In an emergency the Member Group Committee may require any or all of its Sections to contribute from their funds to the Member Group funds a sum that may be reasonable in the circumstance. CTC Council must ratify such a requirement.
 - v) The Member Group Committee shall have the right to call for the production of all books and vouchers of any Section.
- d) **Subscription Allocation Claim**

The subscription allocation claim is available for Member Groups to claim annually from CTC a fixed amount per member in their Member Group. The subscription levy will be given to one Member Group even if a member is on the mailing list of many Member Groups, so a member must choose where his/her main membership is held.

12. Duties of Member Group Committee Members

- a) **Chairperson**
 - i) To preside at each meeting of the Committee and at General Meetings.
 - ii) To conduct meetings as laid out in these policies.
- b) **Secretary**
 - i) To convene General and Committee Meetings in accordance with these rules.
 - ii) To call a special meeting of the Member Group Committee upon receiving a request to that effect, signed by at least one third of the Committee's members (Rule 7(g)).
 - iii) To attend all Committee and General Meetings, prepare agendas and take minutes.
 - iv) To prepare the Annual Report, present it to the AGM and forward a copy to CTC National Office by 21st December each year.
 - v) To ensure that the Member Group Treasurer has submitted the audited Member Group accounts (which shall include accounts of Sections) to CTC National Office by 21st December each year.
 - vi) To ensure that all Committee members, ride leaders, event organisers and any other volunteers are registered as such with CTC National Office.
 - vii) To liaise with CTC National Office as appropriate and act as a point of contact between CTC National Office, the Member Group and Sections.
 - viii) To carry out such other duties as the Committee may direct or are required by these rules.

- c) **Treasurer**
- i) To hold and account for monies collected in the name of the Member Group.
 - ii) To make all disbursements authorised by the Committee and obtain receipts.
 - iii) To prepare the annual statement of accounts to 30th September for audit and presentation to the AGM of the Member Group. The statement shall include summaries of accounts of Sections. This is only required of the main Member Group Treasurer, not of Section Treasurers.
 - iv) To submit the audited Member Group accounts (which shall include accounts of Sections) to CTC National Office by 21st December each year.
- d) **Registration Officer**
The Member Group Registration Officer receives details of CTC members listed with that group. This includes the year end membership report that forms the basis for the Subscription Allocation Claim. The Registration Officer must adhere to the CTC Data Protection Policy on handling and using CTC membership information.
- e) **Welfare Officer**
- i) The Member Group must have a named Committee member with specific responsibility for issues relating to the welfare of members. It is recommended that the Welfare Officer's role is not fulfilled by the Secretary.
 - ii) The Welfare Officer will be accessible to members to help them address issues such as complaints, discrimination and protection of children and vulnerable adults.
 - iii) The officer would also be expected to monitor compliance with policies related to this area. Guidelines are available.
- f) **Promotions Officer**
To comply with the objectives of CTC, the Member Group must have the capacity to promote its own activities, CTC and CTC Charitable Trust. This might include press liaison, publications and web sites.
- g) **Section Representatives**
- i) To attend meetings of the Member Group Committee.
 - ii) To represent their Sections at Member Group Committee meetings.
 - iii) To report to their Section Committee on the proceedings of the Member Group Committee.
 - iv) To promote the interests of the Member Group.

PART III RULES GOVERNING EACH SECTION (Subsidiary Member Group)

13. Officers

- a) The officers of the Sections are the same as for the Member Group. See rules 6a) i) to vi).
- b) Two representatives provided for under rule 6a) vii). Any Section which has difficulty in finding two representatives at its Annual General Meeting may choose to send any member of its Committee to Member Group meetings so as to ensure it is represented.
- c) Any optional officers as per rule 6a) viii) to xiv).
- d) All officers must be members of CTC and shall be elected annually at the Annual General Meeting.

14. Committee

- a) At its Annual General Meeting the Section shall elect a Committee consisting of the officers as above and such other members as the Section considers necessary to carry on its business.
- b) The Committee shall meet as often as necessary to carry on the business of the Section. At its first meeting the Committee shall decide the number to form a quorum.

15. Auditor

- a) One of the members of the Member Group (other than the Member Group Treasurer and members of the Section Committee) shall be elected annually as Honorary Auditor.
- b) The Auditor shall audit the accounts of the Section for the year ended 30th September and shall add his or her report thereto.
- c) For the purpose of his or her audit the Auditor shall receive and inspect all the books and vouchers of the Section and shall be entitled to any further information he or she may consider necessary.
- d) The Auditor may attend meetings of the Committee by invitation in an advisory capacity but shall have no voting rights.

16. Annual General Meeting (see also Part IV)

- a) The Annual General Meeting of the Section shall be held after 15th October and before the Member Group AGM. Notice of the meeting must be published in the September/October issue of '**Cycle**'.
- b) If a quorum is not present within half an hour of the time for which the meeting is called the meeting shall proceed. The Member Group Committee shall then direct either that the meeting was valid or that a further meeting should be held.
- c) The business of the AGM shall be:
 - i) To receive and, if approved, adopt the Annual Report and Statement of Accounts.
 - ii) To elect officers and Committee and an honorary Auditor who must not be an officer or a member of the Section Committee or the Member Group Treasurer. Candidates for election must be proposed and seconded. In the event of contests, the election shall be by show of hands or ballot (see also 20(e)).
 - iii) To consider any notices of motion. These must be submitted in writing to the Section Secretary at least seven days before the meeting.

17. Special General Meeting (see also Part IV)

A Special General Meeting shall be convened:

- a) By resolution of the Section Committee
- b) On receipt by the Section Secretary of a written request signed by at least ten members of the Section, or at least one third of the Section Committee.
- c) Notice of the meeting must be published in the issue of '**Cycle**', published in one of the two months before the date of the meeting. The notice must state the business for which the meeting is called. No business other than that stated in the notice calling the meeting may be transacted.

18. Financial Procedures

- a) The financial year for the Section shall be from 1st October to 30th September.
- b) Cash in hand not currently required shall be banked or invested in the name of CTC and the Section. Authority to operate a bank account shall be invested in three members of the Section Committee: the Treasurer, Secretary and Chairperson but the signatures of any two of the three shall be sufficient on cheques etc.
- c) The Member Group Committee shall have the right to call for the production of all books and vouchers of any Section.

19. Duties of the Section Committee Members

- a) **Chairperson**
 - i) To preside at each meeting of the Committee and at General Meetings.
 - ii) To conduct meetings as laid out in these policies.
- b) **Secretary**
 - i) To convene General and Committee meetings in accordance with these rules.
 - ii) To call a special meeting of the Section Committee upon receiving a request to that effect, signed by at least one third of the Committee's members (Rule 7(g)).
 - iii) To attend all meetings of the Section Committee, prepare agendas and take minutes.
 - iv) To prepare minutes of all General Meetings and to forward copies signed by the Chairperson to the Member Group Secretary together with the attendance book or sheet, (see rules 20(m) and (n)).
 - v) To prepare the Annual Report and present it to the AGM.
 - vi) To forward to the Member Group Secretary a copy of the Section Annual Report and a copy of the Section AGM Minutes, both signed by the Chairperson, together with the attendance book or sheet and names and addresses of the elected officers and the Auditor.
 - vii) To ensure a record is kept of the attendance of Section members on Section runs and other functions.
 - viii) To ensure that all Committee members, ride leaders, event organisers and any other volunteers are registered as such with CTC National Office.
 - ix) To carry out such other duties as the Committee may direct or are required by these rules.
- c) **Treasurer**
 - i) To hold and account for the monies collected in the name of the Section.
 - ii) To make all disbursements authorised by the Committee and obtain receipts.
 - iii) To keep accounts to the satisfaction of the Section Committee and the Member Group Treasurer.
 - iv) To prepare the annual statement of accounts to 30th September for presentation to the Section AGM.
 - v) To forward a summary of the Section accounts to the Member Group Treasurer in time for the Member Group AGM.
 - vi) To forward audited Section accounts to the Member Group Treasurer after approval at the Section Annual General Meeting and no later than 21st November.
- d) **Registration Officer**

The Registration Officer receives details of CTC members listed with that group. The Registration Officer must adhere to the CTC Data Protection Policy on handling and using CTC membership information.
- e) **Welfare Officer**
 - i) The Section must have a named Committee member with specific responsibility for issues relating to the welfare of members. It is recommended that the Welfare Officer's role is not fulfilled by the Secretary.
 - ii) The Welfare Officer will be accessible to members to help them address issues such as complaints, discrimination and protection of children and vulnerable adults.

- iii) The officer would also be expected to monitor compliance with policies related to this area. Guidelines are available.
- f) **Promotions Officer**
To comply with the objectives of CTC, the Member Group must have the capacity to promote its own activities, CTC and CTC Charitable Trust. This might include press liaison, publications and web sites.
- g) **Section Representatives**
 - i) To attend meetings of the Member Group Committee.
 - ii) To represent their Sections at Member Group Committee meetings.
 - iii) To report to their Section Committee on the proceedings of the Member Group Committee.
 - iv) To promote the interests of the Member Group.

PART IV RULES GOVERNING BOTH THE MEMBER GROUP & SECTIONS

20. General and Committee Meetings

- a) Meetings must be held at a time and location likely to be accessible to the majority of group members. Meetings shall be accessible by public transport except in exceptional circumstances. Provision must always be made for persons of limited mobility or the less able.
- b) Admission to General Meetings is obtainable only on production of a member's own current membership card. Registration Officers must identify which members attending have the right to vote (refer to Policy Handbook page 12 "How do members join CTC groups" – "Member Groups", and "Organising Committees").
- c) Any business done at a General Meeting with less than ten members present is subject to ratification by CTC Council.
- d) Each eligible member shall have one vote and, in the event of an equality of votes, the Chairperson shall have a second, casting vote.
- e) In the event of a contest in the election of an officer, voting shall be by show of hands. The Chairperson may decide voting shall be by ballot.
- f) Voting by proxy shall under no circumstances be allowed or valid.
- g) Meetings other than Annual General Meetings may be adjourned as the meeting or its Chairperson shall determine.
- h) All nominations for office shall include the consent of the member to serve if elected and shall be in the hands of the appropriate Secretary at least seven days before the meeting. If only one nomination per vacancy is received prior to the meeting, that nominee shall be declared elected. If no nominations are received prior to the meeting for any individual vacancies, nominations may then be made at the meeting.
- i) No resolution shall be adopted at General Meetings unless notice of the motion has been lodged with the appropriate Secretary at least seven days before the meeting.
- j) A copy of the resolutions and a list of all nominations at General Meetings shall be available from the appropriate Secretary on request prior to the meeting.
- k) No Member Group or Section resolution involving the expenditure of money shall be effective unless subsequently ratified by the respective Committee.
- l) Any motion affecting the constitution of the Member Group shall be published in '**Cycle**' at least 14 days prior to the meeting and shall not take effect before receiving the approval and sanction of CTC Council.
- m) The appropriate Secretary shall prepare minutes of all meetings and these minutes shall be read to the next meeting and signed by its Chairperson as a true record of the proceedings.
- n) Copies of the minutes of all Section General Meetings shall be forwarded to the Member Group Secretary within 14 days of the meeting.

21. Alteration of Rules

These rules may be amended or added to by a resolution adopted at a General Meeting of the Member Group, subject to any necessary approval and the appropriate notice. A copy of these Rules and any amendments thereto must be deposited with the Director of CTC and Council reserves the right to rescind any rule it considers undesirable.

22. Matters not Covered by Rules

Any matters not covered by these Rules may be decided by the Member Group Committee in accordance with the Policy Handbook.

APPENDIX

DEFINITIONS

CTC

CTC is the trading brand and identity used by Cyclists' Touring Club, its Subsidiary companies and Groups controlled by the CTC Group including the CTC Charitable Trust.

In these regulations the term CTC will be taken to mean the whole CTC Group unless otherwise defined in a specific policy.

Member Group

A group formed and managed by CTC members organising cycling activities primarily for other members (formerly known as District Association).

Subsidiary Member Group

A group functioning under the umbrella of the Member Group (otherwise known as Section).

It is assumed by CTC that all current relationships between existing DAs and Sections in place at the implementation of these policies in January 2008 will be maintained unless told otherwise.