



CTC

CYCLISTS' TOURING CLUB

R U L E S

of the

WEST LONDON DISTRICT ASSOCIATION

(Amended to 31st December 1995)

CYCLISTS' TOURING CLUB

RULES OF THE WEST LONDON DISTRICT ASSOCIATION

(Subject to the current Regulations for the
Formation and Management of the District Associations)

PART I GENERAL

1. Name
2. Objects
3. Area
4. Formation of Sections
5. Colour

PART II RULES GOVERNING THE ASSOCIATION

6. Officers
7. Committee
8. Auditor
9. Annual General Meeting
10. Special General Meeting
11. Financial
12. Duties of Secretary
13. Duties of Treasurer
14. Duties of D.A. Representatives

PART III RULES GOVERNING EACH SECTION

15. Officers
16. Committee
17. Auditor
18. Annual General Meeting
19. Special General Meeting
20. Financial
21. Duties of Secretary
22. Duties of Treasurer

PART IV RULES GOVERNING THE ASSOCIATION AND SECTIONS

23. General and committee
24. Financial
25. Alteration of Rules
26. Omission from Rules

PART I GENERAL

1. NAME

The name of the Association shall be

THE WEST LONDON DISTRICT ASSOCIATION

2. OBJECTS

The objects of the Association shall be to promote locally the interests of the Club and its members in every possible manner.

3. AREA

The area covered by the Association shall be that approved and sanctioned by the Council of the Club from time to time.

4. FORMATION OF SECTIONS

Members may form sections to arrange their own cycling activities. The Association Committee has full control over Sections, but in the event of disagreement Sections have the right of appeal to a general meeting of the Association. The Rules for the management of the Sections shall be decided by the Association.

5. COLOUR

The colour of the Association shall be purple.

PART II RULES GOVERNING THE ASSOCIATION

6. OFFICERS

- (a) The honorary officers of the Association shall be:
 - (i) President
 - (ii) Not more than three Vice-Presidents
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Events Secretary
 - (vi) Social Secretary
 - (vii) Press Secretary
 - (viii) Planning Officer
 - (ix) Editor
 - (x) Registration Officer
 - (xi) Not more than three Vice-Presidents Emeritus (Life Vice Presidents)

- (b) All officers must be members of the Club. 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 Rule 23(h) and 7(m). A member, other than an officer who has held the same post for the three preceding years, shall not be appointed as a Vice-President otherwise than by a resolution under Rule 23(i), duly approved at the meeting.

7. COMMITTEE

- (a) The affairs of the Association shall be managed by the Committee who shall have all powers of the Association save such as are by the Council, by the Association or by these rules expressly reserved for the consideration of the Association or Sections in General Meeting.

- (b) The Committee of the Association shall consist of the Officers of the Association, (excluding V.P.Emeritus) two members elected on behalf of each Section, who shall be elected annually and the Councillors residing in the areas in which the Association operates.

- (c) No Officer or ex-officio member of the Committee shall hold more than two offices or be eligible to attend meetings of the Committee as a sectional 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 Annual General Meeting.

- (e) Eight members of the Committee shall form a quorum.

- (f) The Committee shall meet a minimum of six times a year and at its first meeting elect a Chairperson from among its members.

- (g) The Secretary shall call a special meeting of the Committee on the instructions of its Chairperson or of the President or upon receiving a requisition to that effect, signed by not less than one third of the Committee's members.

- (h) The Committee may delegate any of its powers to a sub-committee consisting of not less than three members for the purpose of assisting one of the officers or for any other purpose.

- (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. Notwithstanding Rule 7(d) such sub-committee shall remain in office until formally discharged by the Committee or until their successors are appointed.

- (j) The Secretary shall be an additional member of any sub-committee.

ASSOCIATION

- (k) The Committee may, for any meeting or meetings, co-opt not more than five members of the Club in an advisory capacity, but such co-opted members shall not vote at any meeting.
- (l) A vacancy among the Sectional Representatives may be filled by the Committee, after consultation with the Section Committee, or the Committee may call a Special General Meeting of the Section concerned to fill such vacancy.
- (m) A vacancy among the elected Officers may be filled by the Committee.
- (n) Councillors for the area covered by the Association 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 thereat.

8. AUDITOR

- (a) An honorary Auditor shall be elected annually from among the members of the Association. He or she shall not be a member of the Association's Committee but may be a member of a Section Committee.
- (b) The Auditor may attend meetings of the Committee in an advisory capacity but he or she shall have no voting rights.
- (c) For the purpose of his or her audit the Auditor shall receive and inspect all the books and vouchers of the Association and shall be entitled to any further information he or she may consider necessary.

9. ANNUAL GENERAL MEETING (see also Part IV)

- (a) The Annual General Meeting of the Association shall be held on or before December 15th in each year and shall be convened by the publication of a notice in "Cycletouring & Campaigning" for the issue preceding the month in which the meeting is held.
- (b) The President or failing him or her, one of the Vice-Presidents shall take the chair at the meeting, otherwise a Chairperson shall be elected from among the members present.
- (c) The business of the meeting shall be:-
 - (i) To receive and (if approved) to adopt the Annual Report and Statement of Accounts.
 - (ii) To elect the Association Officers and to ratify the election of Section Officers and Committees.
 - (iii) To elect the Association Auditor.
 - (iv) To deal with any other competent business.

10. SPECIAL GENERAL MEETINGS (see also Part IV)

- (a) A special General Meeting shall be convened by publication of a notice in "Cycletouring & Campaigning", for the issue preceding the month in which the meeting is to be held. The meeting shall proceed in like manner to an Annual General Meeting, but the only business to be discussed shall be that stated in the notice of the meeting.
- (b) The Secretary shall convene such meeting on receipt of a requisition signed by not less than ten members of the Association or one third of the members of the Committee.

11. FINANCIAL

Cash in hand not currently required shall be banked or invested in the name of the Club and the Association. Authority to operate a Bank Account shall be vested in three members of the Association Committee including the Association Secretary and the Association Treasurer but the signatures of two of these persons shall suffice on cheques etc.

ASSOCIATION

12. DUTIES OF SECRETARY

- (a) To convene Annual and Special General Meetings.
- (b) To call a special meeting of the Committee as provide in Rule 7(g).
- (c) To attend all General and Committee Meetings and prepare minutes thereof.
- (d) To draft the Annual Report for the approval of the Committee, to present it to the Annual General Meeting and forthwith to forward a copy to the Director of the Club.
- (e) To forward to the Director of the Club before December 22nd the Treasurer's annual Statement of Accounts duly audited together with vouchers and Section Accounts.
- (f) To convene the Annual General Meeting of each Section.
- (g) To carry out such other duties as the Committee may direct or are by these rules required to be done by the Secretary.

13. DUTIES OF TREASURER

- (a) To receive and account for all grants from the Council and other monies under his or her control and to receive accounts of all funds collected or raised locally.
- (b) To pay cash received into a Bank as directed by the Committee.
- (c) To make all disbursements authorised by the Committee and obtain receipts therefor.
- (d) To keep accounts to the satisfaction of the Committee and Auditor.
- (e) To prepare the Statements of Accounts (including Section Accounts) made up to September 30th for presentation to the Annual General Meeting.
- (f) To forward to the Secretary of the Association on or before October 30th in each year the audited Statement of Accounts with vouchers and Section Accounts.

14. DUTIES OF D.A. REPRESENTATIVES

- (a) To attend meeting of the Association Committee.
- (b) To promote the interests of the Association.
- (c) To represent their Sections on the Committee.
- (d) To report to the Committees of their Sections on the proceedings of the Association Committee.

PART III RULES GOVERNING EACH SECTION

15. OFFICERS

- (a) The honorary Officers of each Section shall be:-
 - (i) Secretary
 - (ii) The two representatives provided for under Rule 7(b). (Any Section which has difficulty in finding two DA Representatives at its Annual General Meeting. May choose to send any member of its committee to DA meetings so as to ensure it is represented).
 - (iii) Treasurer.
 - (iv) Such other officers as the Section in General Meeting may consider desirable.
- (b) All the Officers must be members of the Association. They shall be elected annually at the Annual General Meeting.

16. COMMITTEE

- (a) The Section shall at its Annual General Meeting elect a committee (not exceeding 12 in number) consisting of the Officers and such other members as the Section shall consider necessary to carry on the business of the Section from the end of the Association Annual General Meeting at which its election was ratified until the end of the following Association Annual General Meeting.
- (b) The Committee shall meet at least every other month and at its first meeting elect a Chairperson from among its members and decide the number to form a quorum.

17. AUDITOR

- (a) One of the members of the Association (other than the Association 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 by invitation attend meetings of the Committee in an advisory capacity but shall have no voting rights.

18. ANNUAL GENERAL MEETING (See also Part IV)

- (a) The Annual General Meeting of the Section shall be held on a date approved by the Association Committee and not later than October 22nd.
- (b) Annual General Meetings shall be convened by the Association Secretary by at least 7 days notice in "Cycletouring and Campaigning" so far as the Council shall allow.
- (c) If quorum is not present within half an hour of the time for which the meeting is called, the meeting shall proceed and the Association Committee shall either direct that the meeting was validly held or direct a further meeting to be held at such time and place and subject to such conditions as the Association Committee shall think fit.
- (d) The business shall commence with the election of a Chairperson of the meeting whose decision shall be final subject to any protest being lodged as hereinafter mentioned in clause (g).

SECTION

- (e) The business of the meeting shall be:-
 - (i) To receive and (if approved) to adopt the Annual Report and Statement of Accounts.
 - (ii) To elect the Section Officers and Committee.
 - (iii) To elect the Section Auditor.
 - (iv) To deal with any other competent business.
- (f) The Secretary shall forward to the Association Secretary within 14 days a copy of the Annual Report and a copy of the Minutes of the Meeting, both signed by the Chairperson, together with the attendance book or sheet and names and addresses of the elected officers and the Auditor.
- (g) A member of the Section who was present at the Annual General Meeting may lodge a protest with Secretary of the Association regarding any decision of the Chairperson of the Meeting. The Committee of the Association shall then consider the protest and deal with the matter as it thinks fit.

19. SPECIAL GENERAL MEETING (See also Part IV)

- (a) Every Special General Meeting shall be convened and shall proceed in like manner to an Annual General Meeting unless the Association Committee shall direct otherwise.
- (b) A Special General Meeting shall be convened by the Association Secretary on receipt of a requisition in writing signed by not less than 10 members of the Section or one third of the Section Committee.
- (c) Every notice convening a Special General Meeting shall state the business for which the meeting is called and no other business shall be discussed.

20. FINANCIAL

- (a) Cash in Hand not currently required shall be banked or invested in the name of the Club and the Section. Authority to operate a Bank Account shall be invested in three members of the Section Committee including the Section Secretary and the Section Treasurer but the signatures of two of these persons shall be sufficient on cheques etc.
- (b) A Section may apply to the Committee of the Association for a grant not exceeding one pound (£1) at any time for postages in connection with the Secretarial work of the Section and this grant shall not be used for any other purpose.
- (c) A Section shall not engage in any activity or propaganda likely to cause abnormal expenditure unless the previous consent of the Association Committee has been obtained.
- (d) The Committee of the Association shall have the right to call for the production of all books and vouchers of any Section.

21. DUTIES OF THE SECRETARY

- (a) To attend all meetings of the Section Committee and keep proper Minutes thereof.
- (b) To prepare minutes of all General Meetings and to forward copies thereof with the attendance book or sheet to the Secretary of the Association (see Rule 23(m)).
- (c) To call a special meeting of the Committee at any time should exceptional circumstances require it.
- (d) To carry out other duties as directed by these Rules or Association Committee.
- (e) To keep proper records of the attendances of members of the Section on Section runs and at other functions organised by the Sections or the Association.

SECTION

22. DUTIES OF TREASURER

- (a) To pay cash received into a Bank as directed by the Committee.
- (b) To make all disbursements authorised by the Committee and obtain receipts therefor.
- (c) To keep account to the satisfaction of the Committee and the Association Treasurer.
- (d) To prepare the Statement of Accounts covering the year ended 30th September for presentation to the Annual General Meeting.
- (e) To forward to the Association Treasurer after approval at the Annual General Meeting and not later than October 30th an audited summary of the Section Accounts in such form as the Association Committee may direct.

PART IV RULES GOVERNING THE ASSOCIATION AND SECTIONS

23. GENERAL AND COMMITTEE MEETINGS

- (a) Admission to General meetings shall only be procurable on production of a current certificate of membership and all persons present shall sign the attendance book or sheet.
- (b) All meetings of the Association, of the Committee, or of the Sections, subject to anything set out herein shall be conducted according to the rules and procedures generally adopted in holding of meetings and election of candidates.
- (c) In the event of a contest in the election of an officer or to fill committee vacancies or where the meeting or the Chairperson of the meeting shall so decide, voting shall be by ballot; otherwise voting shall be by show of hands.
- (d) Voting by proxy shall under no circumstances be allowed or be valid.
- (e) When votes are equal the Chairperson shall have a casting vote in addition to his or her vote as a member at the meeting.
- (f) Meetings other than Annual General Meetings may be adjourned from time to time as the meeting or its Chairperson shall determine.
- (g) The quorum of any general meetings shall be ten members but the Council may ratify the proceedings at a General Meeting of the Association at which less than 10 members were present.
- (h) All nominations for office shall contain the consent of the member to serve if elected and shall be in the hands of the appropriate Secretary at least 7 days before the meeting. If nominations are received exactly equal to each individual vacancy or vacancies, the nominees shall be declared elected. If no nominations are received, or an insufficient number are received prior to the meeting for any individual vacancies, those nominated shall be declared elected and further nominations may then be made at the meeting for the remaining vacancies.
- (i) No resolution shall be adopted at General meetings unless notice of the motion has been lodged with the appropriate Secretary at least 7 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.
- (k) No Association 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 Association shall be published in "Cycletouring & Campaigning" at least fourteen days prior to the meeting, and shall not take effect before receiving the approval and sanction of the 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. Copies of the Minutes of all Section General Meetings shall be forwarded to the Association Secretary within fourteen days.

24. FINANCIAL

All funds collected or raised in the name of the Club, the Association or a Section shall be the property of the Club, shall be accounted for as required by the Association Committee and shall be used only for the promotion of the objects of the Club or the Association.

In an emergency the Association Committee may require any or all of its Sections to contribute from their funds to the Association funds a sum as in the circumstance may be reasonable. The Council must ratify such a requirement.

25. ALTERATION OF RULES

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

26. MATTERS NOT COVERED BY RULES

Any matters covered by these Rules may be decided by the Association Committee.