



# Policy Handbook for CTC Member Groups and Organising Committees

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## Introduction

This set of documents are the formal requirements for the setting up and / or running of a Group by CTC members.

This material is set out specifically to give a policy framework for CTC Groups , however other cycling groups and clubs may find some of the content useful as model documents for other cycling groups.

A separate toolkit is being developed for CTC Groups containing more general guidance and advice on many aspects of running a cycling group of any kind, in particular CTC Member Groups.

The toolkit should be your practical day to day aide covering most of the issues that groups will address. This policy manual is the more formal document that is needed to set up groups and to help elected volunteers who have constitutional duties. It should give them a set of operating rules to refer to if needed.

Having been set by CTC Council the policies are obligatory policies for all groups operating as part of CTC. A group may make additional policies and rules for itself, though these cannot overrule the basic policies. If and when group policies are made, amended or deleted a copy must be sent to the Council, who have the right to rescind any that might conflict with the policies of Council.

In the absence of any local policies the policies in this handbook apply.

The following wording is suggested to preface a group's own rules or policies:

"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".

## General principles behind the policies

In the first section of the document Council has defined a set of expectations, of members, of groups and of the Council that relate to Member Groups.

Groups are also bound by the objects of the companies and charities that make up the CTC group of organisations, by statute and in some cases by regulation and contracts with third parties such as insurance providers.

The policies in this handbook are regarded as the minimum operating frameworks that enable the Council to meet these requirements of expectation and regulation and to achieve a balance between bureaucracy and enabling, although this will always be a difficult line to take.

The council is committed to ensuring groups play a leading role in developing these policies and has set up a range of forums to enable consultation and feedback which we will support on an ongoing basis. Currently the council is supporting steering groups for local groups, national events and the Right to Ride campaigning network.

Groups affected by these policies are strongly encouraged to feed back any issues or suggestions for improvement in these polices.

## Who do these policies apply to?

CTC members come together in groups for a wide range of activities, most commonly to organise rides, often on an occasional and quite informal basis.

CTC Council does not wish these policies to in any way inhibit or discourage that spontaneous activity which is at the heart of club cycling. It strongly encourages members to try new communal activities to bring variety and greater choice to members.

However there comes a point in the development of any group where it may wish to take on a more formal structure and assets such as money, publications and structured events start to be collected.

If these activities are carried out in the name of CTC, they move into areas that are regulated by external bodies or hold assets such as money on behalf of the wider membership. The CTC Council has to ensure that a set of policies are in place to protect the volunteers in the group, the interests of the members and of the organisation.

Council has therefore recognised the need to distinguish between informal activities and occasional groups and the formal structure of Member Groups covered by these policies.

At the point where these policies have been adopted by Council (Summer 2007) it is recognised that many groups could fall into either category, formal or informal. During its implementation period Council will encourage all groups to consider their own circumstances and decide whether this policy guidance is relevant to them.

Groups who have no formal membership, no elected officers, little need for money and do not carry out events or publicity in their own right are unlikely to need to comply with this guidance and may be hosted as an activity rather than a recognised group within a larger body such as a District Association.

A typical example would be the existing "Monday Section" which decide to become the "Monday Rides" with a Monday Ride co-ordinator as part of the DA committee, but no other recognised existence.

Groups who wish to be recognised by the Council in their own right, having membership lists, bank accounts etc must be able to demonstrate their conformance with these policies, even if they are also linked to a parent group through the historic Section/D.A. structure.

It is expected this structure will develop during 2008 as groups become more familiar with the structure.

## National policies

There are at any time always a range of policies needed for the whole of CTC to meet external or internal requirements.

Some, but not all may have implications for groups, or only have a minor impact.

Council has decided that it is impractical for the organisation to attempt to produce versions of these policies specific to local groups, and that to do so introduces too much risk of divergence in interpretation.

Therefore a list of applicable policies is included in this handbook but no detail is included. Insurance information is treated in the same way.

The local groups' toolkit may contain guidance where appropriate.

Groups must satisfy themselves that they have access to the applicable policies and take local action to meet their expectations as appropriate.

## Terms used in this handbook

### Must/Mandatory

An essential requirement for Groups to conform with the policies of CTC Council or other regulation.

### Recommend

This has been used to describe a way of operating that is considered most effective but is not mandatory. If Groups do not adopt recommendations Group committees should at minimum be aware of the recommendation and their reasons for not adopting them.

### Guidelines

Guidelines are to help Groups in their day to day operating and their use is optional. There will be a much wider range of guidance to complement the Policy handbook in the supporting toolkit we are developing.

### May

Offers Groups a choice whether a policy is adopted or not.

## **Groups, Members and CTC Council – general expectations**

### **What members might expect from CTC and its Groups**

To be able to meet and join with other CTC members to take part in cycling and cycling related activities and to create new groups or activities within the CTC if required.

For CTC Groups to be free to join.

For activities carried out in the name of CTC, as far as reasonably practical, to be safe, practical, enjoyable and accessible for all with the resources available to local volunteers.

To have the protection of such codes of practice, complaints procedures, representative structures and insurance as may be provided by CTC Council.

### **What CTC Groups might expect of members**

To recognise the voluntary nature of CTC local activities and to offer such volunteers the support and assistance necessary to allow local activities to proceed.

To adhere to such policies or codes of practice that are provided by CTC Council or Groups.

### **What CTC Council might expect of Groups**

To promote CTC, the CTC Charitable Trust and CTC groups to the wider public.

To be supportive of all CTC activities and Groups, to co-operate and not compete with other CTC Groups.

To be open to all CTC members within the practice and spirit of CTC equal opportunities policies.

For membership of the group to be free except for such costs as may be appropriate for specific activities, events or publications.

To hold in trust for current and future CTC members the financial and intellectual properties of the group to the collective benefit of such members.

To adhere to such policies or codes of practice that are provided by CTC Council or Groups to ensure activities are as safe, practical, enjoyable and accessible for all as possible within the resources of local volunteers.

To recognise the voluntary nature of CTC local activities and to offer such volunteers the support and assistance necessary to allow local activities to proceed.

### **What Groups might expect of the Council**

To be recognised within CTC as a valued part of the organisation and to be identified as such within publications and members information.

To representation by an elected regional councillor, and representation within such regional or other structures as CTC Council shall create that cover their aims and activities.

To have the protection of such codes of practice, complaints procedures, representative structures and insurance as may be provided by CTC Council.

For council to oversee the provision of resources available to CTC Groups in terms of administration, publicity and support from CTC National Office.

To have access under CTC's data protection policies to lists of CTC members within specified areas of the country or by activity and interest type.

To ensure adherence of CTC, its staff, members, volunteers and groups to such statutory and other frameworks appropriate to its activities and to communicate the implications and requirements of such policies and other structures to Groups.

To campaign and make representation at all levels of government and related bodies to protect and promote the sustainability of local voluntary cycling activities.

To provide opportunities through the CTC Charitable Trust for CTC Groups to provide charitable activities related to cycling that make cycling safe, practical, enjoyable and accessible for all.

## Types of CTC Group

### ***Definitions***

The Articles of Association of CTC allow the Council

“To establish such organisation in each County or group of Counties or Division or any other area as is necessary or is conducive to the attainment of the objects of the Club, and to frame such rules and regulations for the working of such organisation”

The council has resolved that this function can be discharged by a range of number of formal structures within the organisation which are all bound by these policies.

All of the following will be referred to collectively as “Groups”.

‘Member Groups’ are constituted to deliver CTC’s purposes in relation to a defined group of CTC members or a geographical area. This will include all existing CTC local organisations identified in previous regulations as ‘District Associations’. Also, ‘Sections’ that wish to receive the benefits associated with Member Groups (refer to ‘How does my group fit in’, page 4) should become Member Groups.

“CTC regions” are groups constituted to deliver CTC’s objects at a regional or devolved country level.

“Organising committees” are groups constituted solely to carry out a specific task, either on a one off basis or as standing committees outside the scope of a Member Group or Region. Examples might include event organising committees bringing together several Member Groups or a Group brought together to campaign in support of CTC’s policies.

Other groups that may from time to time be recognised by the council.

These regulations apply to groups that are recognised by council as officially regulated entities within the auspices of CTC protected and supported by the policies, regulations and services of CTC. Nothing in these regulations prevents informal activities or groups forming but such groups may not be recognised as official CTC groups and may not have the support of any CTC services.

### ***Affiliates and other groups***

Groups that charge for membership in their own right and have separate constitutions such as clubs or campaign groups may become CTC affiliate groups. Affiliate groups pay a fee to receive benefits including activity organisers insurance. Only CTC members within these groups have national CTC voting rights and the benefits of individual membership to CTC.

Affiliate groups are NOT bound by all policies included in this Policy Handbook. They will receive specific guidance on applicable policies at the date of their annual affiliation renewal. However familiarity with the material may be useful in the successful operation of the group and is available on that basis.

If there are groups of CTC members within a club or group who wish to be recognised as a CTC Member Group, (for example where a club acts as a CTC point of contact or CTC section) then activities must be free to CTC members and a separate programme in the name of the CTC Member Group must be published explaining the nature of the relationship and those activities open to CTC members. CTC policies must apply to all activities in the name of CTC.

## Constitutional Issues

### ***Control***

On March 3 1973, the Council of CTC resolved that its functions under Article 18(a) be exercised by the subsidiary companies, Cyclists' Touring Club (Eastern) Ltd, Cyclists' Touring Club (Northern) Ltd, Cyclists' Touring Club (Southern) Ltd and Cyclists' Touring Club (Western) Ltd (the Companies).

From April 1 1973, the control and assets of each DA were vested in one of the companies as indicated in the Schedule held by Council for this purpose. This Schedule is subject to amendment by the Directors from time to time by addition, transfer or deletion.

The control and assets of all other groups will be allocated by the Council to a subsidiary company within the CTC group geographical area at the time of formation, subject to amendment by the Directors from time to time by addition, transfer or deletion. Subsidiary companies are explained more fully in Appendix I. For the purpose of these polices the term "Council" shall mean the CTC Council and the Directors appointed by the Council to exercise the management of any subsidiary companies.

### ***Objects***

CTC's Groups exist for the local, regional or devolved country promotion of the general aims and interests of the Club, which is the umbrella national organisation. The objects of a Group are therefore:

- a. To arrange cycling and other activities within the objects of CTC and its subsidiary companies.
- b. For activities carried out in the name of CTC, as far as reasonably practical, to be safe, practical, enjoyable and accessible for all with the resources available to local volunteers.
- c. To arrange programmes which will help to promote CTC, the Group and other CTC Groups.
- d. To provide that part of CTC individual membership which enables members to have the opportunity to meet and join with other members to take part in cycling, cycling related activities and any other CTC programmes.
- e. To make the advantages of CTC membership and participation in its activities widely known, and otherwise to increase and maintain membership.
- f. To join with other organisations as may be considered necessary for these purposes.
- g. To hold in trust for current and future CTC members the financial and intellectual properties of the Group to the collective benefit of such members.
- h. To recognise the voluntary nature of CTC local activities and to offer such volunteers the support and assistance necessary to allow local activities to proceed.
- i. To carry out such further activities as may be approved by the Council.

## Forming, changing and dissolving groups

### ***How groups may be formed***

Groups may be formed:

At the request of CTC members.

At the request of one or more existing Groups.

By CTC Council.

### ***Formation by CTC members***

To form a Member Group ten local members must sign a notice calling a meeting at a place in the area of the proposed group. Such notice must be given to the Director of the CTC, and must appear in the issue of CYCLE published in one of the two months prior to the date of the meeting. Notice must also be given to the secretary of any other Group whose area covers any part of the area to be covered by the proposed new Group.

To form an organising committee the same regulations shall apply except that the minimum number of members to form the Group shall be five interested members.

The meeting may resolve to submit to the Director of the Club an application for the formation of a Group. The application must include:

- (a) The proposed area and title and purpose of the group.
  - (b) The names, addresses and membership numbers of the proposed officers and committee.
  - (c) The names, addresses and membership numbers of those present at the meeting.
  - (d) A copy of any proposed local rules approved at the meeting subject to the local rules policies in the introduction.
  - (e) Full minutes of the meeting (including voting figures) prepared by the elected secretary and signed by the Chairman of the meeting.
  - (f) Organising committees must have a stated membership policy.
- f) If the Council approve the application, the group shall be deemed to have been formed at the date of the preliminary meeting.

### ***Formation at the request of a Group***

#### **Forming hierarchies within Member Groups**

CTC has a historic two-tier structure of parent "District Associations" who have created subsidiary "sections" distinguished by a type of activity or geographical location.

CTC Council recognises that this is an extremely effective way of providing more local activities and variety within a larger group and wishes to maintain this opportunity within the policy framework.

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

However Council has recognised that the extremely variable structure and loose policy guidance for the operation of sections has caused difficulties in the past. Therefore Council has decided that where a subsidiary group is to take on responsibilities previously carried out by the parent group (i.e. a District Association) it must fall within the scope of these policies and conform to all mandatory policies within this document even if it remains as a subsidiary. (see General principle, page xxx)

If the activity is informal the parent body should maintain all responsibility for its operation within the policies in this document.

It is assumed by Council 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.

The parent Member Group (previously the DA) must at all times have a definition 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, but in the event of disagreement these groups have the right of appeal following the Complaints, disputes and disciplinary procedure (refer to policy).

If a section wishes to opt out of the DA it must go through the full New Member Group procedure above to establish that there is sufficient support for a new stand-alone group.

If an informal activity wishes to establish itself as a new Member Group but remain as a subsidiary to an existing parent Member Group it does not need to go through the full procedure if it has the support of the parent group expressed at a Group General Meeting.

### **Organising Committees**

Groups may form stand alone organising committees to carry out a specific task outside the scope of normal group activities or bringing together members from more than one group.

Once created organising committees may arrange their own activities with the support and agreement of the founding groups but control is limited to any right to appoint members or officers of the group.

### ***Formation of groups by CTC Council***

CTC Council has the power to create any additional Member Groups, CTC regions or organising committees.

Once created Groups shall be bound by these policies.

### ***Group Title or Area***

#### **Titles**

a) The title of all groups must include "CTC". The only exemption to this policy is where groups exist solely to carry out Cycle Touring activities under CTC's objects in which case the title "Cyclists' Touring Club" may be retained.

If the title "Cyclists' Touring Club" is used publications must also contain the phrase "a group of CTC, the national cyclists' organisation".

b) Groups with a defined geographic area (see 'Area' below) should also include this definition in their title, normally following CTC, i.e. CTC Scotland or CTC Central London. This may be reversed for Cyclists' Touring Clubs, i.e. Cambridgeshire Cyclists' Touring Club.

c) Any other defining titles that help members and the public identify the scope of the groups' activities may be added. i.e CTC South West London Beginners, CTC New Forest Cycling Week, CTC South Bucks Wednesday Group.

d) Council recommends that groups no longer use the titles "District Association" or "Section".

e) Changes to the Companies Act to come about in 2007 will require all limited companies to give additional information when communicating.

It will be mandatory for all written and electronic communication to include the company name, registration number and registered address. This will therefore apply to both emails and web sites where official communication from groups is published.

Letter paper and standard content for email signatures and web sites will be provided by national office.

#### **Area**

Groups must define an area of operation.

Areas are not exclusive to any one group. CTC groups can operate independently of other CTC groups covering the same area, but there will be an expectation of non-competition and co-operation between

groups. New groups would not normally be approved by the Council where they are not distinguishable from existing groups by type of activity or geographical reach. Boundaries of groups may overlap.

The area of operation can be defined by post codes or by reference to any local or national government defined boundary.

Historically Council has required groups to define their postcode boundaries, a policy that has led to some difficulty when groups would prefer to be aligned with areas such as county boundaries. To improve public understanding of CTC groups council now recommends adoption of publicly recognised boundaries.

### **Amendment of Title or Area**

CTC Council recognises all group titles (not including the terms 'DA' and 'Section') and areas existing at the time of adoption of these policies.

Amendments must be proposed at a general meeting of the group and are subject to agreement of the Council.

Where amendments to areas cover any area that is part of another group's area the proposal must be communicated to the secretary of that group at the same time that meeting notices are published. Groups in the area affected must be invited to make representation to the General Meeting at which the proposals are discussed.

### ***Dissolution***

The Council reserve the right to dissolve any group should adequate reason become apparent, and to take possession of all property and funds of such group. The group shall have the right of appeal to the Council of the Club, in which case it shall then appoint two representatives to state its case to the Council.

The Council have the specific right to dissolve a group that is effectively dormant for more than 12 months in that it does not provide any recognised activities that contribute to CTC's objects.

A general meeting of a group may resolve to dissolve the group subject to agreement by the Council.

In the event of dissolution all financial assets and any other properties of the group shall be passed to CTC.

## How do members join CTC Groups

### ***Member Groups***

CTC Member Group membership is free to CTC members on payment of their annual subscription and all Member Groups must be open to all CTC members within the practice and spirit of CTC equal opportunities policies.

CTC members will be able to choose to be listed as a “member” with any Member Groups that may cover their interests. They must however specify one group which will be their “main” group, this will be designated their “main” membership. The main group is the only group in which they may vote at general meetings (refer to Procedure at General Meetings), nominate to take part in national competitions and claim subscription levy (refer to Formal Procedures: Financial).

If a member chooses to be listed with a Member Group that was previously a Section, their subscription levy will be claimed by that Member Group and they will also have voting membership of that group *and* the main Member Group.

If the member specifies a main Member Group (previously known as the DA) as their main group, they will not have voting rights in any other Member Group within the hierarchy or outside.

To nominate or change the main membership or any additional listed memberships CTC members must personally contact the national membership department and identify the relevant groups.

The default Member Group to which main membership will be allocated will be based on the members’ residential postcode. In the event that more than one group covers the same postcode Council has ruled that the membership will be allocated to Member Groups currently existing as DAs at the date of adoption of these rules.

### ***CTC Regions***

Membership of CTC regions is by member’s residential postcode. A listing is generated automatically by national office.

### ***Organising Committees***

Organising committees must have a stated membership policy which must be approved by the Council at the formation of the committee.

Membership may include:

- Delegates from Member Groups
- CTC volunteers from a specific area or with specific interest or responsibilities.
- Nominees by participants in an event
- Nominees of the Council.
- Nominees of the organising committee
- Other suggested members by agreement of the Council

All memberships must be listed at national office.

Any change in membership must be agreed at General Meeting of the group and notified to the Council for agreement.

***Membership Information provided to Member Groups***

Member Groups must have a person who fulfils the role of Registration Officer (refer to Other Duties of the Committee).

The Registration Officer has access to regular lists of CTC members who have chosen to be listed with that group. The list will distinguish all classes of membership including separating main members from those members who are just listed.

Registration Officers must be listed as such with National Office through the Member Group Secretary, and must oversee adherence to the CTC Data Protection Policy (refer to Policy page).

Organising committees do not receive membership lists and do not therefore need a Registration Officer.

## Formal procedures: Meetings

### *Annual General meeting*

Each Group must hold an annual general meeting between October 15<sup>th</sup> and November 15<sup>th</sup> each year. Notice of the meeting must be published in the September/October issue of 'Cycle'. The business of the AGM shall be:

- (a) To receive and, if approved, adopt, the Annual Report and Statement of Accounts.
- (b) To elect officers and committee and an honorary auditor who must not be an officer or a member of the group Committee (see Formation at the request of a Member Group for exemptions applicable to Sections). Candidates for election must be proposed and seconded. In the event of contests, the election shall be by ballot.
- (c) To consider any notices of motion, which must have been submitted in writing to the Group Secretary at least seven days before the meeting.

### *Special General Meetings*

A Special General Meeting shall be convened:

- (a) By resolution of the Group Committee
- (b) On receipt by the Group Secretary of a written request signed by at least ten members of the group, or at least one third of the members of the group Committee.

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.

### *Procedure at General 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 a Member Group general meeting is obtainable only on production of a member's own current membership card. Member Group Registration Officers must identify which members attending have the right to vote (refer to How do members join CTC groups and organising committees - Member Groups).
- c) Any business done at a general meeting with less than ten members present is subject to ratification by the Council except in the case of Organising Committees where not less than two thirds of the committee members are needed.
- (d) Each eligible member shall have one vote and, in the event of an equality of votes, the chairman shall have a second casting vote.
- (f) Advice for chairs and secretaries on conduct of meetings is available in the Member Groups' toolkit (refer to toolkit).

## Formal Procedures: Group Committees

(a) Management of a Group shall be made by a committee consisting of:

- (i) Chair, Secretary and Treasurer (obligatory)
- (ii) and other officers as the group may decide (optional)
- (iii) and such Committee members as the group may decide (optional)

(b) The Councillor of the Club for the area in which the group is situated is to be given notice of and may take part in meetings of the Committee, but his or her right to vote may be limited or excluded by local rules.

(c) The Committee shall form an urgent matters subcommittee to investigate disputes in line with the CTC complaints, disputes and disciplinary procedures guidance (refer to policy document).

(d) The Committee may fill casual vacancies and may appoint such subcommittees and delegate thereto such of its powers as it may decide.

(e) Each Member Group in a hierarchy may appoint one representative to each of the other Member Group general meetings.

(f) Where an organising committee is created by one or more Member Groups they may have designated rights to appoint delegates to the Member Group committee but his or her right to vote may be limited or excluded by local rules.

## *Duties of obligatory Group committee positions*

### **Chairperson**

The duties of a Chairperson shall include the following:

- (a) To preside at each meeting of the Committee and (if the Group Rules so provide) at the Annual General Meeting.
- (b) To facilitate the efficient and correct conduct of the meeting as laid out in these policies.

Note: some groups use the term President for the role of Chairperson. This is acceptable but a distinction should be made between a President acting as Chair and a President appointed for purely honorary / symbolic purposes who has no formal duties.

### **Secretary**

The duties of a Secretary shall include the following:

- (a) To convene general meetings in accordance with these Regulations.
- (b) To call a special meeting of the group Committee upon receipt of a requisition signed by not less than one third of its members.
- (c) To prepare minutes of all committee meetings and AGMs.
- (d) To present the Annual Report to the AGM, and to forward a copy to National Office by December 21 each year.
- (e) To ensure that the group Treasurer has submitted the Audited group Accounts (which shall include accounts of Member Groups within the hierarchy) to National office by December 21 each year.

(f) To ensure that all committee members, ride leaders, event organisers and any other volunteers are registered as such with CTC National Office.

(g) To liaise with National Office as appropriate and act as a point of contact between National Office and the Group.

## **Treasurer**

It shall be the responsibility of the Treasurer to:

(i) hold and account for the monies collected in the name of the Group.

(ii) Prepare the Annual Statement of Accounts for audit and presentation to the AGM of the group. The Statement shall include summaries of accounts of Member Groups within the hierarchy. This is only required of the main Member Group Treasurer and not of lower level Member Group Treasurers in the hierarchy.

## **Other duties of the committee**

The committee must make provision for the following roles to be covered within the committee. These are roles and not positions. A role can be fulfilled by a committee member as an addition to other roles they may have, for example the Secretary could also take on the role of Registration Officer.

## **Registration Officer Role**

The Member Group Registration Officer receives details of CTC members who have chosen to be listed with that group (refer to Membership Information Provided to Member Groups). 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 (refer to Policy). This applies to Member Groups only.

## **Welfare Role**

All Groups must have a named committee member with specific responsibility for issues relating to the welfare of individuals within the group. It is recommended that the Welfare Office role is not fulfilled by the Secretary.

The welfare officer will be accessible to members to help them in addressing issues such as complaints against individuals, protection of vulnerable adults and children and discrimination.

The officer would also be expected to monitor compliance with policies related to this area (Refer to Policies). Guidelines are available for the role of Welfare Officer (refer to Welfare Officer guidelines).

## **Promotions Role**

To comply with the objects of CTC Groups all must have capacity to promote CTC, CTC Charitable Trust and the activities of their group.

This might include press, publications, web sites and activities.

It is recommended that one person be nominated to carry out this function, this person will be responsible for local activity and acting as the liaison between local and national promotional initiatives.

## ***Reporting***

### **Annual Returns**

The Member Group secretary receives the end of year pack which requests the following to be returned to National Office by the 21<sup>st</sup> December:

#### **Annual Report**

Written by the secretary following the guidelines issued by CTC (refer to guidelines).

#### **Accounts**

Prepared and returned by the treasurer or secretary (refer to Formal Procedures: Financial).

#### **Subscription Allocation Claim and award nominations**

These are prepared by the secretary (refer to Formal Procedures: Financial and award nominations guidelines).

All Member Groups return accounts to National Office with the exception of those groups formed into a hierarchy. Only the main Member Group within a hierarchy need return accounts to National Office. In this case, accounts from all Member Groups in the hierarchy are to be included and audited with the main Member Group accounts.

All Member Groups are to return the remaining items included in the reporting of Member Groups to National Office outlined above.

### **Ongoing reporting**

The Group secretary reports on the following to National Office:

Volunteer registration (refer to guidelines and forms)

Self-declaration for those working with children and vulnerable adults (refer to guidelines and forms).

Contact details – the secretary should inform National Office of changes to the contact details on the CTC website and in Cycle magazine.

## **Formal Procedures: Financial**

### ***Financial Year***

The financial year for Groups shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.

### ***Financial Grants to groups***

Groups may apply to the Council for financial grants to cover formation and running expenses.

### ***Local Funds***

Groups may raise funds locally. Such funds, which must be raised in the name of the group, are the property of the Company and must be accounted for in the Audited Statement of Accounts. The administration of local funds is vested in the Group Committee, but such funds must be used only for the promotion of the objects of the group.

Local monies must be banked or invested in trustee securities in the name of the Company, or Group. Authority to operate banking and similar accounts shall be vested in three members of the appropriate committee, but the signatures of any two of the three shall be sufficient on cheques etc. All fund raising activities shall refer to the Club or appropriate company as well as to the Group.

### ***Subscription Allocation Claim***

The subscription allocation claim is available for Member Groups to claim annually from CTC a fixed amount per member in their 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 make an election where his/her main membership is held (Refer to form and guidelines).

### ***Auditing Accounts***

The Club and the subsidiary companies are limited companies subject to the provisions of the Companies Acts and their accounts have to be audited by professional accountants. Strictly they should also go through all the accounts of the Member Groups but this is impracticable. The official accounts are notes to say that the auditors have accepted the Member Group figures. The Club does therefore rely on its voluntary auditors to pick up any issues in the group accounts.

In carrying out an audit the local auditor should normally include the following work:

- Check all additions in the account books and accounts.
- Check cash book with bank statements (subject to adjustment for any unrepresented cheques).
- See that the account book balance agrees with the balance shown in the accounts (including any cash in hand).
- Inspect receipts for payments by cash or cheque.
- Check with group programme to see that accounts reflect profit or loss on each event held.
- Inspect records of any official other than the treasurer who has held funds during the year.
- Inspect investment certificates, passbooks etc (loans to National Office will be checked automatically when the accounts are sent in).
- Check lists of assets (compare with previous year), payments in advance, and creditors.

### ***Value Added Tax***

For VAT purposes, the Club is treated as if it were carrying on a business trading with its members. It therefore has to pay VAT on all its income (subscriptions, shop sales etc.) although part of the subscription and certain categories of sales are charged at a rate of 0%. Other items such as insurances and entry fees for riding events are outside the VAT net.

The Club would have to pay VAT on the income of groups subject to the same exclusions. This would have involved all group treasurers in sending to National Office every three months details of income and expenditure of the Groups. In turn the National Office would have to collate all this information and submit a return to Customs & Excise, all within 30 days.

By establishing the subsidiary companies (refer to Appendix I: Subsidiary Companies) and allocating the groups to these companies, it has been possible to take advantage of the exemption from the tax for companies whose total turnover does not reach the minimum registration amount. It is necessary to ask for details of turnover for each financial year to make sure that the limit has not been breached.

The effect of this arrangement is that most groups are spared a great deal of time-consuming figure work. Groups do not have to increase their charges to members to cover the tax but cannot claim relief for any VAT that they may pay on goods and services bought.

Some groups may cross the thresholds in their own right (regions or organising committees). The Council and National Office staff will have specific arrangements for each of these.

If under any circumstances a group believes it may have a substantial increase in turnover in a given year, for example by receiving a grant or running a particularly successful event it must notify National Office as soon as it becomes aware of the possibility.

### ***Corporation Tax***

Like all limited companies, the Club (and, its subsidiary companies) is liable to Corporation Tax (but not Income Tax) on its income from outside sources. Because the Club is what is known as a 'mutual' company it is not liable to tax on its subscription income and other payments made by members. In practice, tax is payable only on investment income, including all interest earned by groups on their funds. Exemptions available to individuals (such as the first £70 of interest on National Savings ordinary accounts) are not available to companies.

Interest paid by banks to companies is payable "gross", i.e. without any tax deduction. However, interest paid by building societies suffers a tax deduction before payment. This tax deduction can be used to offset the Corporation Tax charged on the interest. The society usually provides a certificate of interest paid and this should be kept in case the Club's Inspector of Taxes should ask to see it.

The Club currently pays Corporation Tax on its own investment income and also pays the liabilities arising on group income. Any group receiving gross interest is expected to reimburse headquarters for any tax paid on its behalf.

### ***Charitable activities, income and expenditure***

CTC Council concluded in 2003 that the creation of a charity to work alongside the core membership organisation delivering many of its public benefit goals would be the most effective way forward for CTC. The organisations would share mission and aims; governance; premises; staff; and administration, but would split into two clear areas of work. As a result, Council launched CTC Charitable Trust at the AGM on April 23<sup>rd</sup> 2005. The new charity took over CTC's work on campaigning, cycle training, volunteering and accessible cycling. CTC Charitable Trust is a company limited by guarantee with CTC as the sole member.

Groups are not charities, nor are they part of the CTC Charitable Trust therefore they must not in any circumstances present themselves as such. No income or expenditure from the general account can attract relief such as gift aid.

**However, Groups may wish to carry out activities that they regard as charitable, to work within the umbrella of the CTC Charitable Trust or to gain local knowledge of being a charity, for example discounted rates on use of facilities.**

The group may carry out an activity:

To raise funds for a charity – in which case all income (less reasonable expenses) must be passed to the named charity – even if it is for a CTC Charity (Charitable Trust or Cyclists' Defence Fund) it must be passed on.

On behalf of the charity's objects – such as supporting one of the CTC Charitable Trust's promotional activities such as the CTCs annual womens rides. Then you might like to use the charity's name in promotion and you can claim charity discounts etc.

In both cases you must clearly identify the charity name and number on any communications or bookings.

For guidance and suggestions on how to support the Charitable Trust refer to the Guidelines for CTC Member Groups.

## CTC policies applicable to the operation of Groups

From time to time CTC council may produce policies which include in their scope the operating practices and procedures for Groups.

In particular Council policies will set out the requirements for Groups which may be required to conform with external regulation, contracts or statutory obligations.

It is mandatory on groups that they are aware of such policies as are in force and have set local rules and policies that meet the requirements of such policies.

Additionally Council may offer guidance on best practice in interpreting and meeting the requirements of such policies. These will be incorporated in the guidelines for Groups

### Index of policies

Council will at all times maintain an index of policies applicable to Groups.

This index will be routinely updated as policies are changed, added or deleted and the index will be circulated to group secretaries. A copy will also be maintained on the CTC web site.

The secretary must ensure that group officers are aware of any material changes to policies.

Index of policies

Date Index last revised 17<sup>th</sup> September 2007

Part No.	TITLE	Version	Date last modified
	Data Protection Policy	1.1	08/02/2007
	Complaints, disputes and disciplinary procedures	No version	12/09/2001
	Codes of conduct for CTC's councillors, staff and volunteers	Under development	
	Protection of children and vulnerable adults	No version	03/2003
	Young persons participation policy	1.0	07/2003
	Volunteer policies	Under development	
	Volunteer registration	2.2	09/2007
	Law and Liability for Cycle Activity Providers	3.0	06/2006
	Club premises	Under development	
	Health and Safety	1.0	08/07/2004
	Discrimination / equal opportunities	1.0	08/07/2004
	Incident & accident reporting	1.0	03/2007
	Employment of staff and contractors	Under development	
	Marketing, publicity and publications, use of trade marks and designs – CTC House Style User Guide	No version	No date

## **Insurance**

### ***Insurance regulation***

The sale of all insurance in the UK has been regulated by the Financial Services Authority (FSA) since 2005.

The FSA sets out specific procedures about how insurance may be sold which offer consumers protection from mis-selling.

The impact of these regulations means that the way CTC presents its insurance has to meet the relevant regulations and be approved by our providers. The most important change since the implementation of FSA regulation is that CTC cannot give specific advice about the suitability of its products to any individual or group.

CTC provides a series of fact sheets about its policies which provide information about each policy. Group officers should at all times have the most up to date copies of all such fact sheets.

In addition Council publishes supplementary guidance which can be useful in interpreting the fact sheets. For the absence of doubt fact sheets take precedence over any guidance.

When answering questions from members or the public about the range and limits of CTC's policies Group officers should refer only to information in the fact sheets or accompanying guidance. Matters not covered should be referred to National Office where additional information may be sought from insurance providers.

### ***Index of current fact sheets***

Date Index last revised      17<sup>th</sup> September 2007

	TITLE	Date last modified
	Fact sheets	
	Insurance fact sheet –Member Groups	2007/09/01
	Insurance fact sheet - Affiliates	2007/09/01
	Insurance fact sheet - Activity Provider	2007/09/01
	Insurance fact sheet - Trophies	2007/09/01
	Insurance fact sheet - Members	2007/09/01

## Appendix I: Subsidiary Companies

The functions of the Council with regard to groups are carried out by four subsidiary companies, which were set up in 1973. A list of the groups showing under which subsidiary company "umbrella" they fall is given on page 25 – Allocation of Member Groups.

The Council of the subsidiary companies (who are all members of the Council) have laid down certain obligatory rules for all Groups. A Group can (and would normally need to) make additional rules for itself, but these cannot override the basic policies for the formation and management of CTC Groups as laid out in this document.

A copy of a group's own rules must be forwarded to the Director of the CTC for consideration by the Council of the Limited companies (who could rescind any rules they considered undesirable). Alterations to the rules must similarly be notified.

The Director of the CTC or Regional Councillor should be consulted regarding any problems arising in the administration of a Group that cannot be resolved at local level. Where appropriate, such matters will be referred to CTC Council or a relevant Committee of Council (refer to Complaints, disputes and disciplinary procedures).

As explained in the article on Value Added Tax (refer to Formal Procedures: Financial) four subsidiary companies were set up by the Council to achieve the dual purpose of falling below the threshold at which VAT would be charged on the income collected locally by groups and Sections and also the very considerable administrative burden which would have been entailed by administering the tax at local level.

The four companies are:

Cyclists' Touring Club (Eastern) Limited  
Cyclists' Touring Club (Northern) Limited  
Cyclists' Touring Club (Southern) Limited  
Cyclists' Touring Club (Western) Limited

and the various groups are allocated to one or other of the companies on a roughly geographical basis.

Technically the administration of any particular group comes under the supervision of the Council of the appropriate subsidiary company to which it is allocated. Thus in the title of a bank account or a building society account the name of the company should appear and not the name of the Cyclists' Touring Club exclusively. Strictly all stationery should also show particulars of the company.

The Council of the companies are all members of the CTC Council and are the same for each company. In practice therefore, apart from the technical points mentioned, the formation of the subsidiary companies has meant no effective difference for CTC Member Groups.

## Allocation of Member Groups

### **Cyclists' Touring Club (Northern) Limited**

Highland

Durham Dales

Falkirk

Fife & Kinross

Grampian

Glasgow

Hull & East Riding

North Lancashire

North West Lancashire

East Lancashire

Lothians

Lancaster & Cumbria

Manchester

Merseyside

Northumbria

North Yorkshire

Tayside

Teesside

West Yorkshire

### **Cyclists' Touring Club (Western) Limited**

Birmingham & Midland

Bristol

Chester & North Wales

Devon

North Staffordshire & South Cheshire

Shropshire & Mid Wales

South Staffordshire

Cardiff & South Wales

Swansea & West Wales

Wessex

Northern Ireland

Hereford & Worcester

### **Cyclists' Touring Club (Eastern) Limited**

Bedfordshire

Cambridge

Derby

Coventry & Warwickshire

Essex

Hertfordshire

Leicestershire

Lincolnshire

Norfolk

Nottinghamshire

South Yorkshire & North Derbyshire

Suffolk

West London

Northamptonshire & North Buckinghamshire

### **Cyclists' Touring Club (Southern) Limited**

East Kent

East Surrey

East Sussex

North Hampshire

Oxfordshire

Portsmouth

Reading

South Hampshire

South Buckinghamshire

South West London

West Kent

West Surrey

West Sussex

Central London

Brighton & Hove

South Kent

## ***Regions***

### **Cyclists' Touring Club (Northern) Limited**

CTC Scotland

### **Cyclists' Touring Club (Western) Limited**

CTC Cymru

CTC West Midlands

### **Cyclists' Touring Club (Eastern) Limited**

### **Cyclists' Touring Club (Southern) Limited**

CTC London

## ***Organising Committees***

### **CTC Central Limited**

York Cycle Show Committee

## Appendix II: Glossary of terms

### CTC

“CTC” is the trading brand and identity used by Cyclists’ Touring Club, the country’s oldest and largest cycling membership organisation, 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.

### DA / District Association and Section

These are descriptions of historic CTC groups organising cycling activities primarily for CTC members. DAs operated in exclusive geographical areas and formed Sections which were satellite groups with particular cycling interests. These groups are now referred to as ‘Member Groups’.

### Member Group

A group formed and managed by CTC members organising cycling activities primarily for other members.

### Affiliated Group

A group organising cycling activities for its own members who may or may not be CTC members. An annual fee is paid by the group in return for CTC benefits, one of which is organisers liability insurance cover (refer to insurance factsheet – affiliates).