

RULES AND CONSTITUTION

of the
CTC WESSEX MEMBER GROUP AND AFFILIATED GROUPS

These rules are an extension of the Policy Document of CTC Groups for the formation and management of Member Groups as authorised by the Council of the Cyclists' Touring Club.

1. **NAME :** The name of the association shall be CTC WESSEX MEMBER GROUP (hereafter referred to as CTC Wessex). The association shall own and have title to the web site address www.wessexctc.org
2. **OBJECTS :** The objects of CTC Wessex and the affiliated groups shall be to promote locally the interests of the Cyclists' Touring Club.
3. **AREA :** CTC Wessex shall be a loose umbrella body linking semi-autonomous Member Groups. The area covered by CTC Wessex and the affiliated member groups shall be defined by Postcode regions.
 - (a) All BH postcodes (CTC Bournemouth Member Group)
 - (b) All DT postcodes except DT10 (CTC West Dorset Member Group)
 - (c) SP1 to SP7 postcodes (CTC Salisbury Member Group)
 - (d) SP8, BA7, 8, 9 and DT10 postcodes (CTC Blackmore Vale Informal Group)
 - (e) BA20, 21, 22, TA10 to TA20 postcodes (Undefined)

A general meeting of CTC Wessex may request the Council of the Cyclists' Touring Club to approve an alteration to its title or area. Notice that such an alteration is to be discussed must be included in the notice convening the meeting.

4. **CTC WESSEX COMMITTEE:** Management of CTC Wessex shall be made by a committee elected at an AGM consisting of:
 - (f) President
 - (g) Vice Presidents - to a maximum of 4
 - (h) Hon. Secretary
 - (i) Hon. Treasurer
 - (j) Such other officers as the AGM may decide.

Also a maximum of three committee delegates from affiliated member group, nominated by them, plus the CTC Councillor for the region. The Councillor will have voting rights if resident within CTC Wessex.

The AGM may appoint Life Vice-Presidents in recognition of service to the club. They may attend meetings of the committee but have no voting rights. The committee may fill casual vacancies and may appoint sub-committees for specific projects.

The committee will meet as necessary, and at the specific request of any three committee members, but may also conduct its business remotely by email or post. The Secretary, in consultation with the President and Treasurer and the Chairman of each affiliated member group, will have the authority to take decisions on club business between committee meetings. The validity of decisions made by the Committee shall depend upon there being a quorum. A quorum shall be a minimum of 7 members at a meeting or involved in the email discussion.

5. **AFFILIATED MEMBER GROUPS :**

Members may form groups to arrange their own cycling activities and these are semi-autonomous, and may or may not choose to affiliate to the CTC Wessex. If they do affiliate then they considered to have adopted this Constitution. The CTC Wessex may advise affiliated member groups only.

The AGM of the affiliated groups shall be held before October 15th in order that the business of that AGM can be reported to the CTC Wessex AGM for ratification and the affiliated group audited accounts consolidated by the CTC Wessex Treasurer.

Affiliated Group Committees shall consist of:

- (a) Chairman
- (b) Hon. Secretary
- (c) Hon. Treasurer
- (d) Committee members as their AGM shall decide.

The affiliated group AGM will appoint an Honorary Auditor who must not be a member of any local CTC committee.

Each affiliated group shall nominate up to three delegates to the CTC Wessex committee additionally to such affiliated group members that may hold CTC Wessex office. The committee and delegates are subject to ratification at the CTC Wessex AGM

The rules governing affiliated groups, procedure at general meetings, duties of officials etc., should mirror those of the CTC Wessex

A copy of the Minutes of each affiliated group Committee Meetings shall be forwarded to the CTC Wessex secretary if requested.

6. ANNUAL GENERAL MEETING

The Annual General Meeting of the CTC Wessex shall be held between October 25th and November 15th in each year and shall be convened by the publication of a notice in the October/November issue of the CTC Magazine. The business of the meeting shall be:

- (a) To receive and, if approved, adopt the Annual Report and Statement of Accounts.
- (b) To elect the CTC Wessex officers and appoint an Honorary Auditor who must not be an Officer or a member of the CTC Wessex committee. 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 CTC Wessex Secretary at least seven days before the meeting

Nominations for all posts should be sent to the CTC Wessex secretary seven days before the date of the AGM. At the discretion of the AGM, nominations may be accepted from the floor of the meeting.

7. SPECIAL GENERAL MEETING:

A Special General Meeting shall be convened by resolution of the CTC Wessex committee or by receipt by the CTC Wessex secretary of a written request signed by at least 30 members of any of the affiliated member groups or at least one third of the members of the CTC Wessex Committee.

Notice of the meeting must be published in The CTC Magazine for the issue preceding the month in which the meeting is to be held. The notice must state the business for which the meeting is called. The meeting shall proceed in like manner to an Annual General Meeting. No business other than that stated in the notice of the meeting may be transacted.

8. PROCEDURE AT GENERAL MEETINGS

The President or one of the elected Vice Presidents shall take the chair at the meeting, otherwise a chairman shall be elected from among the members present.

- (a) Only accredited members of the CTC may take part in a General Meeting
- (b) Any business done at a General Meeting with less than ten members of any of the affiliated member groups present is subject to ratification by the CTC Wessex committee.

- (c) Any resolution passed at a General Meeting which involves the expenditure of money is effective only if ratified by the CTC Wessex committee.
- (d) Each member present shall have one vote, in the event of equality of votes, the chairman shall have a second, casting vote.

9. DUTIES OF THE SECRETARY

The duties of the CTC Wessex Secretary shall include the following:

- (a) To convene General Meetings in accordance with these Regulations
- (b) To call a special meeting of the CTC Wessex Committee upon receipt of a requisition signed by not less than one third of members of any of the affiliated groups.
- (c) To prepare minutes of all committee meetings and general meetings.
- (d) To draft the Annual Report for the approval of the CTC Wessex Committee, to present it to the AGM, and to forward a copy to the Director of the CTC by December 21st each year.

10. FINANCIAL:

The financial year of the CTC Wessex and affiliated groups shall be from October 1st to September 30th.

It shall be the responsibility of the CTC Wessex Treasurer to:

- (a) Hold and account for monies collected in the name of the CTC Wessex
- (b) Prepare the Annual Statement of Accounts for Audit and presentation to the CTC Wessex AGM. The statement shall include the accounts of the affiliated groups.
- (c) To forward to the Director of the CTC by December 21st in each year the audited Statement of Accounts which shall include the accounts of the affiliated groups.

The CTC Wessex and affiliated groups may raise funds locally. Such funds, which must be raised in the name of the CTC are the property of the CTC and must be accounted for in the Audited Statement of Accounts. The administration of local funds is vested in the CTC Wessex Committee or the appropriate affiliated group Committee, but funds must be used only for the promotion of the objectives of the CTC

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 any 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 CTC as well as to the Member Group.

11. ALTERATION OF RULES:

These rules may, subject to any necessary approval and the appropriate notice, be amended or added to, in any way by a resolution adopted at a General Meeting of the CTC Wessex. A copy of these rules and any amendments must be deposited with the Director of the CTC. The rules are effective after submission to the Council of the CTC for ratification.

12. MATTERS NOT COVERED BY RULES:

Any matters not covered by these rules may be decided by the CTC Wessex Committee.

Rules Adopted by resolution of the Annual General Meeting, CTC Wessex, 7th November 2009

Malcolm Howell

President