

RULES AND CONSTITUTION

of the
WESSEX DISTRICT ASSOCIATION - CYCLISTS' TOURING CLUB

These rules are an extension of the regulations for the formation and management of District Associations as authorised by the Council of the Cyclists' Touring Club.

1. **NAME :** The name of the association shall be THE WESSEX DISTRICT ASSOCIATION CTC.
The association shall own and have title to the web site address www.wessexctc.org
2. **OBJECTS :** The objects of the Association shall be to promote locally the interests of the Cyclists' Touring Club.
3. **AREA :** The area covered by the Association shall be defined by Postcode regions.
 - (a) All BH postcodes (Bournemouth & District Section)
 - (b) All DT postcodes (West Dorset Section)
 - (c) SP1 to SP7 postcodes (Salisbury Section)
 - (d) SP8, BA7, 8, 9 postcodes (Blackmore Vale Section)
 - (e) BA20, 21, 22, TA10 to TA20 postcodes (Yeovil Section)

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

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

Also a maximum of three committee delegates from each section, nominated by the sections, plus the Councillor of the Club for the area covered by the DA. The Councillor will have voting rights if resident within the DA.

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, normally three times a year, but also at the specific request of any three committee members. The Secretary, in consultation with the President and Treasurer and the Chairman of each section, 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 present. A quorum shall be a minimum of 7 members.

5. **FORMATION OF SECTIONS :**
Members may form Sections to arrange their own cycling activities. The DA Committee has full control over Sections, but in the event of disagreement Sections have the right of appeal to a general meeting of the DA, but must be such as will enable compliance with these regulations.

The AGM of the sections shall be held before October 22nd in order that the business of the section AGM can be reported to the DA AGM for ratification and the section audited accounts consolidated by the DA Treasurer.

The Section Committee shall consist of:

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

The section AGM will appoint an Honorary Auditor who must not be a member of the section committee or the DA committee.

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

The rules governing sections, procedure at general meetings, duties of officials etc., should mirror those of the DA.

A copy of the Minutes of each Section's Committee Meetings shall be forwarded to the DA secretary if requested.

6. ANNUAL GENERAL MEETING

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 the October/November issue of the C.T.C. 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 DA Officers and to ratify the election of Section Officers and Committees and an Honorary Auditor who must not be an Officer or a member of the DA 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 DA Secretary at least seven days before the meeting

Nominations for all posts should be sent by post to the DA secretary 7 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 DA committee or by receipt by the DA secretary of a written request signed by at least 30 members of the DA or at least one third of the members of the DA Committee.

Notice of the meeting must be published in The C.T.C. 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 present is subject to ratification by the DA committee.

- (c) Any resolution passed at a General Meeting which involves the expenditure of money is effective only if ratified by the DA 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 DA Secretary shall include the following:

- (a) To convene General Meetings in accordance with these Regulations
- (b) To call a special meeting of the DA 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 general meetings.
- (d) To draft the Annual Report for the approval of the DA Committee, to present it to the AGM, and to forward a copy to the Director of the CTC by December 21st each year.
- (e) To forward to the Director of the CTC by December 21st in each year the audited Statement of Accounts which shall include all section accounts.

10. FINANCIAL:

The financial year of the DA and sections shall be from October 1st to September 30th.

It shall be the responsibility of the DA Treasurer to:

- (a) Hold and account for monies collected in the name of the DA
- (b) Prepare the Annual Statement of Accounts for Audit and presentation to the AGM of the DA. The statement shall include the accounts of the sections.

The DA and sections may raise funds locally. Such funds, which must be raised in the name of the DA or Section, 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 DA Committee or the appropriate Section Committee, but such funds must be used only for the promotion of the objectives of the DA.

Local monies must be banked or invested in Trustee securities in the name of the CTC, DA or Section. 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 DA or Section.

In an emergency, the DA committee may require any or all of its sections to contribute from their funds to the DA funds a sum which in the circumstances is reasonable.

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 Association. 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 Association Committee.

Rules Adopted by resolution of the Annual General Meeting, Wessex DA, CTC 17th November 2002

President