

RULES OF THE READING MEMBER GROUP OF CTC

Throughout this document the following definitions apply

“**CTC**” and “**the Club**” mean the Cyclists’ Touring Club

“**the Company**” is CTC South Ltd

“**the Directors**” are the directors of CTC South Ltd (in practice the Regional Councillors)

“**the MG**” is the Reading Member Group of CTC

1. Annual General Meeting

The MG must hold an annual general meeting between October 1st and November 15th each year. Notice of the meeting must be published in the October/November 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 MG Committee. Candidates for election must be proposed and seconded. In the event of contests, the election shall be by ballot of Members present.
- (c) To consider any notices of motion, which must have been submitted in writing to the MG Secretary at least seven days before the meeting.

2. Special General Meeting

A Special General Meeting shall be convened:

- (a) By resolution of the MG Committee
- (b) On receipt by the MG Secretary of a written request signed by at least ten members of the MG or at least one third of the members of the MG Committee. Notice of the meeting must be published in one of the two months preceding 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.

3. Procedure at General Meetings

- (a) Only accredited Members of the Cyclists’ Touring Club 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 Directors.
- (c) Any resolution passed at a General Meeting that involves the expenditure of money is effective only if ratified subsequently by the MG Committee.
- (d) Each member present shall have one vote and, in the event of an equality of votes, the chairman shall have a second, casting vote.
- (e) Unless a secret ballot is specifically requested, and approved by the chairman of the meeting, any vote (including the election of officers) shall be taken by a show of hands.
- (f) Voting may only be done in person. The Rules of the CTC make no provision for Postal or Proxy voting

4. MG. Committee

(a) Management of the MG shall be made by a committee consisting some or all of the following (those marked * are required, the remainder are optional):

- i. Hon. Secretary*
- ii. Hon Treasurer*
- iii. Membership Secretary
- iv. Events Secretary
- v. Publicity Secretary
- vi. Social Secretary
- vii. Rides Secretary
- viii. Rights Secretary

- ix. Off-road Representative
 - x. Webmaster
 - xi. Such committee members as the MG may decide, but including at least one representative of any Section.
- (b) The Councillors of the Cyclists' Touring Club for the Region covered by the MG are to be given notice of and may take part in meetings of the Committee, without the right to vote (unless also present as a MG Committee Member).
 - (c) The Committee may fill casual vacancies and may appoint such sub-committees and delegate thereto such of its powers as it may decide.
 - (d) At its first meeting after the AGM, the Committee shall appoint a Chairman from its own number.
 - (e) A minimum of five members of the Committee (or half of the total number on the Committee if greater) are required to make a quorum at any Committee Meeting.
 - (f) Any vote taken by the Committee shall be decided by a simple majority of those present, with the chairman having an additional casting vote in the event of a tied vote.
 - (g) Although individual committee members are responsible for the routine work associated with their post, decisions related to any change of policy are the responsibility of the entire committee and are taken after discussion and, if necessary, a vote.

5. Duties of the MG Secretary

The duties of the MG Secretary shall include the following:

- (a) To convene general meetings in accordance with these Regulations.
- (b) To call a special meeting of the MG Committee upon receipt of a requisition signed by not less than one-third of the MG Committee
- (c) To prepare minutes of all committee meetings and general meetings.
- (d) To draft the Annual Report for the approval of the MG Committee, to present it to the AGM, and to forward a copy to the CTC Secretary by December 21 in each year.
- (e) To forward to the CTC Secretary by December 21 in each year the audited Statement of Accounts, which shall include all Section accounts.
- (f) To make such other returns as are required by CTC Headquarters.

6. Alteration of MG Title or Area

- (a) The title of the MG is **Reading CTC**.
- (b) The area from which Reading CTC draws its members is covered by postcode areas RG1-12, RG18-20, RG30-31 (which replace RG3), RG40-41, RG45
- (c) A general meeting of the MG may request the Directors to approve an alteration to the MG's title or area. Notice that such an alteration is to be discussed must be included in the notice convening the meeting.

7. Formation of Section

Members may form "Sections" to arrange their own cycling activities. The MG Committee has full control over Sections, but in the event of disagreement Sections have the right of appeal to a general meeting of the MG, but any decision must be such as will enable compliance with these Regulations.

8. Financial

(a) Financial Year

The financial year of the MG and Sections shall be from October 1 to September 30.

(b) Duties of MG Treasurer

It shall be the responsibility of the MG Treasurer to:

- (i) hold and account for the monies collected in the name of the MG.
- (ii) prepare the Annual Statement of Accounts for Audit and presentation to the AGM of the MG. The Statement shall include the accounts of Sections.

(c) Local Funds

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

Local monies must be banked or invested in Trustee securities in the name of the Company, MG 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 Club or appropriate Company as well as to the MG or Section.

In an emergency the MG Committee may, subject to the approval of the Directors, require any or all of its Sections to contribute from their funds to the MG Funds a sum that in the circumstances is reasonable.

(d) Allocation of Local Funds

In the main, events involving Reading CTC are not run for profit. However, through the year various events may be held where an event yields a surplus. In these cases the following may be auctioned:

- i. Income from Reading CTC-run events such as bike jumble sales and social events such as BBQ, dances, raffles, etc: These amounts should be submitted direct to Reading CTC funds.
- ii. Income from Audax and other cycle related events, where Reading CTC supports the event with organising manpower for marshalling, etc: Any money MUST be used for charitable purposes. The organiser should notify the committee beforehand where they wish any surplus to be directed. This can then be agreed and notified prior to the event. Reading CTC recommendation is that the income should go to Reading CTC where there is an identified and notified need for funds, or, if not, to a registered charity.
- iii. Donations. If any money is donated to Reading CTC, then it should be accepted with thanks.
- iv. Conditional donations. If money is donated to Reading CTC with conditions attached, then the committee should discuss and agree whether the donation may, or may not, be accepted, following which the donor will be notified by the Secretary in writing.

9. **Club President**

The MG may elect a President from time to time. This shall be an honorary post. The President shall be entitled to attend any MG committee meeting, but without any right to vote (unless attending in another capacity itself carrying the right to vote).