

13 JUNE 23 FINAL
RULES OF THE READING MEMBER GROUP OF CYCLING UK

Throughout this document the following definitions apply
“CUK” mean CYCLING UK National Organisation.
“MG” is the Reading Member Group of CYCLING UK

1. Annual General Meeting

The MG must hold an annual general meeting between April 01st and April 30th each year.

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 full members of CUK and must be proposed and seconded by Full Members. In the event of contests, the election shall be by ballot of full 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. 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) All Members of Cycling UK may take part in a General Meeting however only full members may propose motions, stand for Committee or Vote.
- (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 Full 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. There is 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. Secretary*
 - ii.-Treasurer*
 - iii Safeguarding Officer*
 - iv. Events Secretary
 - v. Publicity Officer
 - vi. Campaigns Officer
 - vii. Rides Secretary
 - viii. On Road Representative
 - ix. Off-road Representative
 - x. Webmaster
 - xi. Such additional committee members as the MG may decide, but including at least one representative of any Section.
- (b) The Committee may fill casual vacancies and may appoint such sub-committees and delegate thereto such of its powers as it may decide.

- (c) At the first Committee meeting after the AGM, the Committee shall appoint a Chairman from its own number.
- (d) 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.
- (e) Any vote taken by the Committee shall be decided by a simple majority of those present, with the appointed chairman having an additional casting vote in the event of a tied vote.
- (f) 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 CUK Headquarters by the 31st of May in each year.
- (e) To forward to CUK Headquarters by the 31st of May in each year the audited Statement of Accounts, which shall include all Section accounts.
- (f) To make such other returns as are required by CUK Headquarters.

6. Alteration of the MG Title or Area

- (a) The title of the MG is CYCLING UK Reading
- (b) The area from which CYCLING UK Reading draws its members is covered by postcode areas:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG20, RG30, RG31, RG40, RG41, RG45

- (c) A general meeting of the MG may request CUK Headquarters 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 Sections

Members may form one or more "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 April 1 to March 31.

- (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 objectives of the MG.

Local monies must be banked or invested in Trustee securities in the name of the 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.

Where the MG agrees that payments may be made electronically, the Treasurer shall be authorised to do this as a sole operator in accordance with the requirements of the MG's bank. The Treasurer shall account for all transactions, including those made electronically by inclusion in the MG's accounts. All fund-raising activities shall refer to CUK as well as to the MG or Section.

In an emergency the MG Committee may, 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 the MG are not run for profit. However, through the year various events may be held where an event yields a surplus. In these cases, to comply with CUK requirements, the following processes are to be followed:

i. Surplus from MG run events such as bike jumble sales and social events such as BBQ, dances, raffles, etc: These amounts should be submitted direct to the MG funds.

ii. Surplus from Audax and other cycle related events, held under the MG Name. Organisers are to provide the name of any charity(s) that the organiser would like to support to the Committee prior to the event. The Committee will check that the proposed charity(s) meets CUK acceptance criteria and reach an agreement with the Organiser on where any surplus is to be paid. After the event the organiser must present an itemised account of income and expenditure for review / audit by the Club Treasurer and pay any surplus to the MG accounts. The Treasurer will then make any agreed charitable donations to the selected Charities.

In exceptional circumstances where there is an identified need for funds, the Committee may require any surplus to be retained by the MG.

iii. Donations. If any money is donated to Cycling UK Reading then it should be accepted with thanks.

iv. Conditional donations. If money is donated to Cycling UK Reading 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 and General meeting, but without any right to vote (unless attending in another capacity itself carrying the right to vote).

10. Other:

a) Only Rides and Events published on the "Rides List" on the MG website are considered as CUK Rides and Events. CUK and the MG shall carry no liability for any Ride or Event that is not included on this list.