

**Chester & North Wales CTC
CTC Caer a Gogledd Cymru**

Local Rules and Policies

Summary document

Chester & North Wales CTC Local Rules and Policies are explicitly incorporated in this Policy Handbook for CTC Groups as an extension of the policies for the formation and management of CTC Groups as authorised by the Council of the Cyclists' Touring Club

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Summary of Local Regulations
(To be read in conjunction with CTC National Document)
(Page References are to CTC Policy Handbook, Version 3.0)

What members might expect from CTC and its Groups **(p.6 new para)**

To have the support and assistance of CTC and its groups to organise rides and other cycle related activities on a voluntary and/or informal basis.

What Subsidiary Groups might expect of Parent Member Groups **(p.6 new para)**

Notwithstanding that the parent body maintains responsibility for Subsidiary Member Groups and Informal Groups it is hereby acknowledged that Subsidiary Member Groups and Informal Groups should be free to run themselves as they see fit subject only to the specific requirements set out in this Policy Handbook and the Parent Group local rules and policies.

Informal groups **(p.7 modified)**

“Informal groups” operate under the umbrella of a Member Group, and are established by individual members to carry out certain activities. They will tend to be small groups who would struggle to find sufficient members to be viable as a member group. They are not required to comply with the bureaucratic responsibilities of the member group, so they will not need to have a committee structure, cannot have a CTC bank account, and do not need to have an AGM, or produce end of year reports.

An Informal Group (IG) is encouraged to prepare an annual report, and to appoint a representative to join the Parent Member Group (PMG) Committee to ensure communication between the PMG and IGs (see “The composition of the Group Committee”). An informal Group can hold an AGM or other meetings. However, the outcome(s) or decisions of an AGM or other meetings must be ratified by the PMG at the PMG AGM or by the elected Committee of the Member Group respectively. The Parent Member Group must register all volunteers of its Informal Groups through the Secretary of the PMG.

Chester & North Wales CTC devolves the ratification of outcome(s) or decisions taken by an Informal Group at an Informal Group’s AGM or other meetings back to the Informal Group concerned save that the ratification of all outcome(s) or decisions involving expenditure, the commitment of expenditure or which run counter to CTC or Chester & North Wales CTC rules and policies are reserved to the Chester & North Wales CTC Committee whose decision shall be final.

Informal Group **(p.9 new para)**

To form an Informal Group three members must submit a written request to the secretary of the Member Group of which they wish to become a part seeking the approval of the Member Group Committee: such approval not to be unreasonably withheld. The Parent Member Group maintains responsibility for its operation within the policies in this document and those of the Parent Member Group’s own local rules and policies.

Forming hierarchies within Member Groups **(p.10 new para)**

An existing Member Group wishing to change its status to become a Subsidiary Member Group of Chester and North Wales CTC or of Subsidiary Member Groups of Chester and North Wales CTC, must submit a proposal to Chester and North Wales CTC AGM for the members to agree.

Subsidiary Member Groups (SMGs) are bound by the local rules and policies of Chester and North Wales CTC (as Parent Member Group) which take precedence over the local rules and policies of SMGs. All SMGs and IGs are encouraged to appoint a representative to join the Member Group Committee to facilitate communication between the PMG and SMGs (see “The composition of the Group Committee”) and are requested to submit rides/activity information in advance to the Parent Member Group Secretary.

If an SMG or an IG wish to opt out of the PMG 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 Group 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 Member Group expressed at a Group General Meeting.

Group Title or Area

Titles

(p.10 para extended)

d) Council recommends that groups no longer use the titles "District Association" or "Section". Chester & North Wales CTC (C&NW CTC) will function as a Parent Member Group (PMG) with Subsidiary Member Group(s), (SMGs) and Informal Group(s) (IGs). This Parent Member Group (PMG) shall be known as "Chester and North Wales CTC" or "CTC Caer a Gogledd Cymru". These titles shall appear on all publications, official letters, papers, certificates and electronic communications which are applicable to the whole Parent Member Group. One of the two official titles may be used when appropriate.

The area of operation of Chester & North Wales CTC remains as previously defined and comprises Postcode districts: CH1-CH8, CH65-CH66, LL11-LL77, and WA6.

Formal procedures: Meetings Annual General Meeting

(p13 para amended)

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

Procedure at General Meetings

(p.14 para c amended)

c) Any business done at a Member Group 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.

Formal Procedures: Member Group Committees

(p.14 para extended)

(iv) and a representative from each of the Parent Member Group's Subsidiary Member Group(s) and Informal Group(s) in addition to any of their members who may be elected as officers.

(b) The Quorum at any meeting of a Parent Member Group Committee. The Committee shall comprise two of the three Officers (Secretary, Treasurer, Chair) plus such numbers as the PMG Committee determine appropriate, to be decided at the first meeting of the Committee after the AGM. The Quorum of a Subsidiary Member Group shall be two of the three Officers (Secretary, Treasurer, Chair) plus such numbers as the SMG Committee may determine appropriate, to be decided at the first meeting after its AGM(s).

(c) The Councillor(s) of the Club for the area in which the group is situated is/are to be given notice of and may take part in meetings of the Committee. Councillor(s) may speak but not vote at such meetings.

(d) The Committee shall form an urgent matters subcommittee to include at least one officer and two other Committee members to investigate, for example, disputes in line with the CTC complaints, disputes and disciplinary procedures guidance (refer to policy document). All members of the PMG Committee shall be informed by the Secretary, wherever possible, in advance of such meetings.

(f) Each Member Group in a hierarchy may appoint one representative to each of the other Member Group general meetings. Parent Member Group representatives attending Subsidiary Member Group meetings may speak but not vote at such meetings.

(g) Chester and North Wales CTC may appoint one representative to each SMG Committee. Parent Member Group representatives attending Subsidiary Group meetings may speak but not vote at such meetings. It is recommended that the PMG representative is not a member of that SMG to avoid conflicts of interest.

(i) Organisers of events/activities for the Parent Member Group who are not already Committee members are entitled to attend the discussion of the relevant item on the Agenda if their activity/event is timetabled to be discussed at a Committee meeting. They may speak but not vote.

Duties of obligatory Member Group committee positions

Chairperson

(p.14 Duties extended)

The duties of a Chairperson shall include the following:

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

Secretary **(p.14 duties extended)**

(g) To register events with the CTC Events Co-ordinator for inclusion in CTC Tourist Competition Events and 'Cycle', or its equivalent publicity forum.

Treasurer

(b) The Parent Member Group Treasurer to prepare a Report detailing pertinent financial activities for the current financial year, and planned activities for the following year; the Report to be presented at the Committee meeting prior to the Annual General Meeting of that year.

The Parent Member Group Treasurer to submit the Audited Group Accounts to National Office by December 21st each year.

Welfare Role **(p.15 para extended)**

To minimise the possibility of legal proceedings being brought against the Welfare Officer, all matters involving possible or alleged criminal activity (including but not limited to religious, political, racial or sexual discrimination, paedophilia, bullying, assault, harassment, etc.) shall be immediately referred to the National Office official designated by National Office to deal with such issues and that failing such designation the matter shall be referred to the CTC Director and copied to the CTC Chair of Council. Following such referral responsibility shall pass to National Office.

President **(p.15 para added)**

Within Chester & North Wales CTC the post of Chairperson is separate from that of President although both posts may be held by the same person. Chester and North Wales CTC has chosen to have a President elected at the Annual General Meeting. The role of the President is to represent Chester and North Wales CTC at official functions and events. The President shall be a member of the PMG Committee but is not necessarily the Chairperson.

Subscription Allocation Claim

This is prepared by the Treasurer based upon membership information supplied by the Secretary (refer to Formal Procedures: Financial, subscription allocation claim below).

Award Nominations **(p.15 para added)**

Within Chester & North Wales CTC and its Subsidiary Groups all award nominations are dealt with by the Chester & North Wales CTC Awards Committee elected and acting in accordance with its Terms of Reference. For the avoidance of doubt the Awards Committee has sole responsibility for all awards, except those given for participating in group events and activities. Terms of Reference of the Awards Committee are included as Annexe 1 of this document and are available on request. SMGs and IGs can decide awards for activities relevant only to their own groups.

Local Funds **(p.16 paras added)**

Member 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.

Volunteers have always played and always will play the major part in ensuring the success of the events and activities of the Parent Member Group. The value of their support is recognised. It is not the wish of the PMG that its members should be financially penalised by their voluntary activities on its behalf.

Therefore, reasonable out-of-pocket expenses may be claimed by volunteers subject to:

- (a) guidance given from time to time by the PMG acting upon the advice of the Treasurer, and
- (b) the availability of sufficient funds.

Organisers are responsible for costing their events/activities. In doing so they are asked to take into account, and apply, the above principles when re-imbursing reasonable out-of-pocket expenses to their volunteers.