

CTC West Surrey Group

Local Rules

These Rules are to be read in conjunction with the Policy Handbook for CTC Member Groups and in the case of conflict the latter will apply.

1. Name and composition

The name of the Group shall be the “CTC West Surrey Group” hereinafter referred to as the “Group”.

Members of the Group shall comprise CTC members in such defined groups or geographical area as the Group Committee and the CTC together may determine from time to time

2. The Purpose of the Group is :-

- a) to assist CTC members to meet and join in cycling activities organised and led by the Group and to help promote the policies and objectives of the CTC generally.
- b) to conduct its activities free of charge except for such costs as may be appropriate for specific activities, events or publications.

3. Organisation

- a) The Group’s activities shall be managed by the **Group Committee** and its elected officers.
- b) The Group’s activities may be carried on by any **informal group** or groups whom the Group Committee shall from time to time agree may operate under its over- arching management and financial responsibility on the understanding that no activity conducted by such informal group(s) shall place the Group or its Committee in breach of these Rules or the policies and objectives of the CTC generally.

4. Group Committee

a) The Committee shall comprise at least the following :

- Chairman
- Secretary
- Treasurer
- Rides Secretary
- such other members and officers as the Group shall determine in order to meet its own requirements and those of the CTC

b) The Chairman, Secretary, Treasurer, Rides Secretary and other members of the Committee shall be elected at the Annual General Meeting.

c) The Committee may fill casual vacancies and may appoint such sub-committees and delegate thereto such of its powers as it may decide from time to time.

d) The CTC Councillor responsible for the area or activity covered by the Group shall be entitled to attend any meetings of the Committee but shall not be entitled to vote thereat.

e) A quorum for any meeting of the Committee shall be formed when not less than three members, of which one is the Chairman or Secretary, are present.

5. Duties of Group Committee Officers

a) The **duties of the Chairman** shall be to preside at each meeting of the Committee and at the Annual General Meeting and to facilitate the efficient and correct conduct of the meeting as laid out in these Rules.

b) The **duties of the Secretary** shall include:

i) the convening of meetings in accordance with these Rules

ii) the preparation of minutes of all Committee meetings and the Annual General Meeting

iii) the preparation of the Annual Report for presentation to the Annual General Meeting and the submission of such annual returns as shall be required of him by CTC

iv) the discharge of the duties of Registration Officer as specified by the CTC

c) The **duties of the Treasurer** shall be:

i) to hold and account for the monies collected in the name of the Group

ii) to prepare the Group's annual statement of accounts for audit and presentation to its Annual General Meeting

iii) to discharge his duties in accordance with CTC requirements as laid down from time to time

6. Meetings

a)The Group shall hold an **annual general meeting** of its members between October 15th and November 15th each year. Notice of the meeting shall be published in the September/October issue of "Cycle". The business of the annual general meeting shall be:

i) to receive and, if approved, adopt the Annual Report and Statement of Accounts.

ii) to elect members of the Group Committee and an honorary auditor who shall not be a member of the Committee. All nominations must be in writing, bearing the names and signatures of the nominee, proposer and seconder, all of whom must be CTC members attached to the Group. If insufficient nominations are received prior to the Meeting then nominations may be taken from the floor. In the event of a contest an election shall be determined by ballot of those present at the Meeting.

iii) to elect a President (whose election shall be for a period of not more than five years) and not more than five Vice Presidents, if any, in recognition of special or outstanding contribution to the Group but whose positions per se shall be entirely honorary and have no formal duties.

iv)to consider any notices of motion which shall have been submitted by members in writing to the Group Secretary at least 14 days before the meeting.

b) A **Special General Meeting** may be convened:

i) by resolution of the Group Committee

ii) on receipt by the Group Secretary of a written request signed by at least ten members of the Group.

Notice of a special general meeting shall be published in the issue of "Cycle" published in one of the two months before the date of the meeting. The notice shall state the business for which the meeting is called. No business other than that stated in the notice may be transacted.

Any business done at a general meeting with less than ten members present shall be subject to ratification by the CTC Council.