

LANCASHIRE ROAD CLUB

HANDBOOK 2017



Founded 1923

CLUB CONSTITUTION (as revised 2017)

NAME OF CLUB

1. Lancashire Road Club

OBJECTS

2. The promotion of cycling for sport, leisure and transport.

MEMBERSHIP

3. All applications for membership shall be subject to acceptance by the Committee
4. Application for membership (with the appropriate subscription) must be made to the Membership Secretary either on line via “www.lancsroadclub.org.uk” or by post on a current LRC Membership Application Form -
5. The categories of membership and associated voting rights at a General Meeting of the club are as defined below.

Voting Rights

SENIOR

Individual First Claim Member

Aged over 18 or over at 1st January

1 Vote

HOUSEHOLD

First Claim Membership for both partners
of a household and their nominated
children aged under 16 at 1st January

1 Vote
Per Household

JUNIOR

Individual First Claim Member under
18 years of age at 1st January

1 Vote

NON RACING

Individual First Claim Membership with the
restriction that the member cannot compete as
a LRC member in any form of race competition.

1 Vote

SECOND CLAIM

Membership for an individual who is a registered
First Claim member of another cycling club
Affiliated to the C.T.T. and/or B.C.

No Vote

HONORARY LIFE

As appointed by resolution at a
General Meeting of the Club.

1 Vote

SENIOR LIFE

Members who are 75 years of age or over who have been members
of the Club for the previous fifteen years qualify for Senior Life
Membership. Application by letter or Email should be made via
the Membership Secretary for his consideration and subsequent
Committee endorsement.

1 Vote

_ 6. Membership, (except for Honorary Life Members and Senior Life Members) shall be from 1st January to 31st December of each year

SUBSCRIPTIONS

7. By the end of each year, the following year's membership subscription shall be determined and published by the Club Committee
8. Membership subscriptions are due on 1st January of each year.
9. Members in arrears with their subscription at 31st January shall be deemed to have terminated their membership.
10. No one shall be allowed to compete as a LRC member in any form of race competition unless their membership subscriptions have been paid.
11. Any new member joining the LRC after the 1st October shall be covered by that subscription for the following year.

MISCONDUCT

12. Any member deemed by the Committee to have seriously violated the Rules or Regulations of the Club, or considered to be guilty of misconduct, shall be required to attend, (with any witnesses he/she wishes to call), a disciplinary hearing of the Committee to explain his/her actions. The disciplinary hearing, which shall require at least two thirds of Committee Members to be present, has, by a simple majority vote, the power to suspend or expel members found guilty of any such misconduct or violation Of the rules. The suspended/expelled member has the right of appeal, which must be lodged, in writing, with the Secretary of the Club within seven days of the hearing. A Special General Meeting of the Club will then be convened to consider the appeal.

GENERAL MEETINGS – ANNUAL AND SPECIAL

13. Annual General Meeting (AGM)

The Annual General Meeting shall be held within the first two months of each financial year at such place, date and time as the Committee shall arrange. A month's notice of these arrangements must be given to all members. Items for inclusion on the agenda of the A.G.M. must be proposed and seconded, and have been received by the Secretary, at least 21 days before the meeting. A formal notice of the A.G.M together with the agenda must be sent to all members (via post or Email) at least 14 days before the meeting.

14. Special General Meeting (SGM)

A Special General Meeting of the Club:-

- must be called within 60 days of the receipt, by the Secretary, of a written request signed by 10 members with voting rights, the reasons for the request being clearly stated on the application,
- or may be called at the discretion of the Committee.

A formal written notice of the S.G.M., together with the agenda, must be sent to all members (via post or Email) at least 14 days before the meeting.

FOR ALL GENERAL MEETINGS

15 Admission shall be restricted to members whose subscriptions are fully paid at the time of the meeting.

16. Quorum – A quorum of 20 members or 10% of the membership shall be required.

17. No motions intended to be binding on the club may be tabled other than those advised via the agenda. However, an agenda item for Any Other Business will allow members to debate other issues for future consideration by the committee, For voting procedures see Para 35.

18 . Changes to the constitution may only be made at a General Meeting of the Club.

19. The Club President will ordinarily chair all General Meetings. In his absence, meetings will be chaired by his appointee or by a person nominated by the meeting. The Chairman will not vote except in the event of a tie when he will then be required to exercise a casting vote.

20. General Meetings shall be conducted in accordance with the protocol outlined in “Conduct of Meetings” described at paragraphs 33 to 37 below.

APPOINTMENT OF OFFICERS AND COMMITTEE

21. The Officers and Committee of the Club will be appointed at each Annual General Meeting.

22. **Committee** The following Officers will be appointed at each A.G.M. of the Club and shall become ex-officio members of the Committee:

President
Secretary
Treasurer
Time Trial Secretary
British Cycling Secretary
Magazine Editor
Press Secretary
Competition Secretary
Membership Secretary
Welfare Officer

The Committee shall consist of those ex-officio members above plus a maximum of 8 other members appointed at the A.G.M.

23. Other Appointments The AGM shall appoint members to the positions listed below. They may attend Committee Meetings in an advisory capacity but do not have a committee vote.

Auditors

Handicappers

Timekeepers

Delegates (appointed as required to support LRC affiliations).

24. Honorary Life Membership. A General Meeting has the authority to time, confer Honorary Life Membership of the club.

COMMITTEE POWERS AND PROCEDURES

25. The Committee shall:

25.1 be responsible for administering the Club's affairs in accordance with the objects of the Club,

25.2 meet at such time as the Committee shall decide,

25.3 create and fill new Officer posts as and when required. Such new posts will require the endorsement of the next A.G.M. and will be subject to the standard officer election procedure.

25.4. Appoint sub-committees as and when required, co-opt additional members as required, have the authority to fill any vacancies that may arise.

26. The Club President will ordinarily chair Committee Meetings. In his absence, meetings will be chaired by his appointee or by a person nominated by the meeting.

27. More than half the committee membership (ex-officio and appointees) must be present to form a quorum.

28. Committee decisions will be taken by a simple majority of those present and voting.

29. It is the Chairman's responsibility to ensure that committee business is conducted in accordance with the protocol outlined in "Conduct of Meetings" at Paragraphs 33 to 37 below.

30. If any officer or other committee members fails (in the opinion of the committee) to discharge his/her duties satisfactorily, then the committee may remove the individual from office and/or the committee.

FINANCE

31. The financial year of the Club shall be from 1st January to 31st December.

32. An audited Statement of Accounts shall be presented, by the Treasurer, to each Annual General Meeting of the Club.

CONDUCT OF MEETINGS

33. GENERAL.

The Chairman will regulate the meeting to determine the order of business taken from a published agenda.. He will ensure that all discussion is through the Chair.

34. MOTIONS AND AMENDMENTS

34.1 **MOTIONS.** Motions must be proposed and seconded before the discussion is opened to general debate. In the absence of a seconder the motion falls. The Chairman will adjudicate on the length of debate and will allow the proposer a right of reply before calling for a vote. Only one motion may be on the floor at a time. Amendments may be incorporated into a motion (see 34.2) and once the amendment phase is complete, the substantive motion (i.e. amended motion) must be put to the vote in the usual way.

34.2. **AMENDMENTS.** Amendments may be made to a motion at the meeting from the floor provided that they are on the same general subject as the motion and do not negate it. An amendment must be proposed and seconded except where the mover of the motion accepts the amendment before discussion begins. Where there is more than one amendment to a motion, it is the duty of the Chairman to determine the order in which they are taken. Only one amendment may be on the floor at a time. Each amendment that has been proposed and seconded must be put to the vote and, if passed, incorporated into the original motion to become the substantive motion. Once the amendment procedure is complete, it is the Chairman's responsibility to put the substantive motion to the meeting.

35. **VOTING.** Eligibility to vote is defined in Para 5 and 6 The Chairman has the right to institute a secret ballot where he judges this to be appropriate. A motion will be carried as a resolution by a simple majority of those present and voting.. The Chairman shall not vote except in the event of a tie. In these circumstances he will exercise a casting vote. No form of proxy voting is permitted.

36. **PROCEDURAL MOTIONS.** The following procedural motions may be used at meetings of the Club. Once proposed and seconded, it is the Chairman's duty to call for a vote on the procedural motion without further discussion.

36.1 "That the motion be now put"

36.2 "That the motion be not now put".

36.3 "That the motion lies on the table".

36.4 "That the motion be referred to the Committee".

37. **INTERRUPTIONS.** Members may interrupt a current debate by addressing the Chair with:

37.1 A Point of Order – where it is considered that the rules of debate are not being followed.

37.2 A Point of Information – to bring some key information to the attention of the meeting.

DUTIES OF CLUB OFFICERS (as revised 2016)

1. PRESIDENT

- 1.1 To represent the Lancashire Road Club and members of the Lancashire Road Club when called upon to do so.
- 1.2 To Chair the Annual General Meeting and other Special General Meetings of the Club.
- 1.3 To Chair Committee Meetings of the Club.
- 1.4 To preside at any disciplinary hearing called by the Club.
- 1.5 To preside at the Annual Club Dinner and at other appropriate functions.

2. SECRETARY

- 2.1 To convene the Annual General Meeting as directed by the Committee
- 2.2 To call a Special General Meeting of the Club upon receipt of a written request signed by 10 members of the club with voting rights – the reasons for the request being clearly stated on the application. \ (see Para 14 of LRC Constitution).
- 2.3 To call a Committee Meeting of the Club upon receipt of a request signed by not less than one third of its members.
- 2.4 To prepare minutes of all General and Committee meetings of the Club.
- 2.5 To present the Secretary's Report to the Annual General Meeting of the Club.
- 2.6 To carry out such duties as a General Meeting or the Committee may direct.

3. TREASURER

- 3.1 To account for all funds received by him/her.
- 3.2 To pay all monies into a Lancashire Road Club bank account, or as directed by the Committee.
- 3.3 To establish arrangements with the bank that requires cheques drawn on the Club bank account to be signed by any two from three of Club Treasurer, Club President, Club Secretary.
- 3.4 To make all disbursements authorised by the Committee and to obtain receipts for these wherever possible.
- 3.5 To keep accounts to the satisfaction of the Committee and Auditors.
- 3.6 To prepare a Statement of Accounts for audit prior to presentation to the Annual General Meeting..

4. MAGAZINE EDITOR

- 4.1 To edit and produce “SPOKESMAN” magazine for distribution to all Club members at intervals agreed with the Committee.
- 4.2 To liaise with the Committee on the content of the magazine.

5. CYCLING TIME TRIAL SECRETARY

- 5.1 To promote Time Trialling within the Lancashire Road Club as a form of competitive sport.
- 5.2 To act as a focal point for information about time trialling activities within the Club.
- 5.3 To provide information and support to inexperienced club members who intend to compete in time trials.
- 5.4 To act as Lancashire Road Club Entries Secretary for all NLTTA organised Combined Club events.

6 BRITISH CYCLING SECRETARY

- 6.1 To promote road and track racing within the Lancashire Road Club
- 6.2 To ensure that the Club affiliates annually to British Cycling.
- 6.3 To apply for B.C. membership and racing licences when requested to do so by club members.
- 6.4 To act as a focal point for B.C. information and related enquiries that club members may have.
- 6.5 To liaise between the Club Committee and B.C.
- 6.6 To maintain a Season’s Best Performance record for each member competing in Road Races and Track events throughout the season.
- 6.7 To notify the Competition Secretary of best performances in Road Races and Track events for trophy purposes.

7. PRESS SECRETARY

To liaise with local and national newspapers as appropriate in the submission of Press Releases covering the club’s activities.

8. COMPETITION SECRETARY

- 8.1 To collect and correlate racing performances for all club members to ascertain trophy winners.
- 8.2 At the end of each season to collect all trophies, clean, repair if necessary, and present to the engravers with names and times noted for each trophy.
- 8.3 To ensure that all trophies, including shields and medals, are properly available at the Annual Club Dinner and Prize Presentation.
- 8.4 To manage the Prize Presentation Ceremony

9. MEMBERSHIP SECRETARY

- 9.1 To collect and record membership subscriptions.
- 9.2 To prepare an up-to-date list of members’ names and addresses for distribution to Committee members.

10 . WEBMASTER

- 10.1 To maintain and develop the club's website/message forum.
- 10.2 To advise on the club's involvement with social media websites.

11. WELFARE OFFICER

Duties to be defined.

12. TIMEKEEPERS

- 11.1 To officiate at such events as agreed with the Event Secretary or the Time Trial Secretary, acting on the Committee's behalf.
- 11.2 To use a watch approved by the Committee that complies with CTT and BC Regulations as appropriate.

13. HANDICAPPERS

To handicap entries of such events as shall be directed by the Committee in a manner consistent with the appropriate CTT and BC Regulations.

14. DUTIES OF AUDITORS

- 12.1 To audit the Bank Reconciliations and Balances for the financial year end.
- 12.2 To audit the Income and Expenditure Account.
- 12.3 To audit the Balance Sheet
- 12.4 To sign the Audited Accounts and Report.