



Canterbury

TRACK CYCLING

RULES of CANTERBURY TRACK CYCLING INCORPORATED

1. NAME

- (a) The name shall be "Canterbury Track Cycling Incorporated" and shall be registered under the Incorporated Societies Act, 1908.
- (b) In these rules, "CTCI" shall mean "Canterbury Track Cycling Incorporated".

2. REGISTERED OFFICE

- (a) The registered office of the CTCI shall be the residence of the Chair, or such other place as decided by the Committee of the CTCI.

3. ADDRESS FOR COMMUNICATION

- (a) All correspondence shall be addressed to the designated postal address or to the electronic address as directed by the various websites or electronic media.

4. OBJECTIVES

- (a) To promote and provide opportunities for members to participate and compete in track cycling
- (b) To support a pathway for development that helps members improve their performance and where possible compete at regional, national and international levels

4a Values

- (a) To value friendly, approachable and supportive conduct by members
- (b) To value open and timely communication with members

5. RULES

- (a) CTCI shall uphold such laws and rules of the sport of cycling as it may, from time to time be adopted by BikeNZ or the UCI.
- (b) A copy of the event Rules for each event will be available to members at every event.
- (c) The Committee may make and adopt bylaws from time to time as they see fit.

6. MEMBERSHIP and MEMBERSHIP FEES

- (a) The CTCI membership will be open to all cyclists regardless of their age, gender or ability.
- (b) Every member shall complete a membership form at the beginning of every Track season (October each year) and the completed form needs to be returned with their membership subscription fees. Membership fees can be paid directly to the CTCI nominated Bank Account.
- (c) Membership fees will be set by the Committee each year and approved at the Annual Meeting.
- (d) Membership will cease when membership is not renewed by the following season, or when a member gives written notice of resignation from the CTCI.
- (e) The rules and bylaws shall be posted to the club website and regularly updated.

7. MANAGEMENT and THE COMMITTEE

- (a) The management and organisation of the CTCI shall be carried out by the elected Committee, who are current financial members.
- (b) The Committee Members shall be a Chair, Secretary, Treasurer, and a maximum of 8 other Committee Members, and minimum of 3, shall be elected at the Annual Meeting. Nominations for election to the Committee may only be accepted from financial members of the CTCI.
- (c) The term of office of Committee Members shall be one year, from the date of election, unless a Committee Member gives written notice to the Secretary to retire earlier.
- (d) The Committee may co-opt members to fill vacancies that may occur between elections. Such co-opted members shall have voting rights as if they had been elected at the Annual Meeting. The co-opted member may apply for election in the normal process at the next Annual Meeting.
- (e) The Committee may also co-opt onto the Committee, any other person/s it sees fit to fill a particular role, from time to time, and for any period. Such people need not be financial members of the CTCI and have no voting rights.

8. ANNUAL MEETING

- (a) The Annual Meeting shall be held not later than the 30 June each year, on a date and at a place to be fixed by the Committee.
- (b) Written advice of the date of the Annual Meeting shall be sent to all members, at least twenty-eight (28) days prior to the date of the Annual Meeting.
- (c) Notices of motions and remits for inclusion on the Agenda of the Annual Meeting must be forwarded in writing to the Secretary 14 days prior to the date of the Annual Meeting.
- (d) Written notice of the Annual Meeting shall be sent to all Members 7 day prior and that shall include a copy of the Agenda, Annual Report, Financial Accounts and any other notices.
- (e) The business to be transacted at the Annual Meeting Shall be:
 - (1) Roll Call
 - (2) Apologies
 - (3) Confirmation of minutes or previous Annual Meeting
 - (4) Confirmation of minutes of any Special Meeting
 - (5) Presentation and Adoption of Annual Report
 - (6) Presentation and Adoption of Annual Financial Account
 - (7) Notices of Motion
 - (8) Remits
 - (9) Election of Patron, Auditors and Committee Members
 - (10) General Business

9. SPECIAL MEETINGS

- (a) A Special Meeting of CTCI shall be convened on a resolution of the Committee, or on the requisition of a minimum of four (4) financial members. The request shall state the purpose for which the Special Meeting is called, and no other business shall be considered at the meeting.
- (b) The procedure to be adopted for the conduct of the meeting shall be in accordance with the stipulated for the Annual Meeting, in so far as is applicable.
- (c) Notice in writing of every Special Meeting shall be sent to all Committee Members, Life Members and members at least seven(7) days prior to the appointment dates of such meeting, and shall state the time of commencement, the venue of the meeting and the business to be transacted.

10. NOMINATIONS, ELECTIONS AND VOTING

- (a) Nominations of candidates for all elective positions must be in writing and proposed by any financial members and be received by the Secretary, 14 days prior to the Annual Meeting. Nominations must be signed by the nominee as consenting to the nomination.

- (b) Members shall have one vote for each Committee member vacancy.
- (c) Unless otherwise specified, voting shall be by voices or show of hands, as the Chair shall direct.
- (d) A ballot shall be taken if any member with the power to vote so requests. Such ballot shall be taken immediately in such manner as the Chair directs. Ballot papers shall be destroyed in the presence of the meeting immediately after the vote is concluded satisfactorily and the results recorded in the minutes.
- (e) The declaration by the Chair that a vote has been carried or lost shall be final.

11. QUORUMS

- (a) At the Annual Meeting at least 5% of those eligible to attend and vote shall constitute a quorum, or a minimum of 10 financial members.

12. THE COMMITTEE

The Committee shall have full power and authority to:

- (a) Arrange, regulate and control all CTCI race meetings under its jurisdiction.
- (b) Regulate and control the conduct of officials and members.
- (c) Inflict any penalty upon any official or member found guilty of breaking any of the rules of the CTCI.
- (d) Suspend any official or member who may be found guilty of improper, unfair or unsportsmanlike conduct in any matter connected to the organisation and administration of the CTCI.
- (e) Appoint sub-committees when considered advisable.

13. COMMITTEE MEETINGS

- (a) Meetings of the Committee shall be held at regular times each month as shall be determined by the Committee, or may be summoned by the Chair at any time, or upon receipt by the Secretary of a requisition signed by three (3) Committee members setting forth the object of the meeting.
- (b) Matters of an urgent nature may be dealt with outside of regular Committee meetings, either by impromptu meetings, telephone conferences, or electronic mail, by the Chair, Secretary, Treasurer and one other Committee Member. Full records of the meeting and actions must be prepared and tabled at the next regular Committee Meeting.

14. CHAIR

- (a) The Chair shall take the chair at all Annual and Special Meetings, and if at any meeting he/she shall not be present, the vice-chair shall take the meeting.
- (b) At the first committee meeting after the Annual Meeting, the committee shall elect a Chair to preside over all the meetings.
- (c) The Chair may elect a vice-chairman to take charge when the Chair is absent, and the Chair may delegate responsibilities to the Vice-Chair.

15. TREASURER

- (a) The duties of the Treasurer shall be:
 - (1) Receive all moneys for and on behalf of the CTCI, and pay the same into the bank account of the CTCI.
 - (2) Pay all accounts in a timely manner, and as directed by the Committee, after the same have been approved for payment. The Committee may authorise the Treasurer to make payments on certain regular and/or anticipated accounts and subsequently have them ratified at the next Committee Meeting.
 - (3) Maintain complete and accurate records of all transactions pertaining to the CTTA accounts. Prepare monthly statements of Income and Expenditure for presentation to the Committee.
 - (4) Prepare and complete the Annual Financial Accounts as soon as practical after the end of the financial year. The Accounts are then to be forwarded to the appointed Auditor in sufficient time to make them available for presentation at the Annual Meeting. The Treasurer is able to request professional assistance to complete the financial accounts, if this is required.
 - (5) Maintain and yearly update the records held with the Registrar of Incorporated Societies.

16. SECRETARY

The Duties of the Secretary shall be:

Keep all records and minutes of the Committee meetings, retain custody of the Common Seal.
Notify the Committee members of the Annual, Special and other meetings and set the agenda for the meetings.
Keep a record of the names and addresses of the Committee members. Keep such other books and registers, both manual or electronic as required.
Carry out all other acts as provided for in these rules.

Register any change of Rules with the Registrar of Incorporated Societies.

17. ASSISTANT SECRETARY / MEMBERSHIP SECRETARY

- (a) The assistant secretary shall keep accurate and up to date records of all members of the CTCI.
- (b) The assistant Secretary will forward membership forms, each year, at the beginning of the CTCI season, the forms can be posted to members or sent via electronic delivery.

18. CUSTODIAN

- (a) The Committee shall appoint a Custodian (or Custodians) who shall be responsible for all property, maintaining accurate records of location, stock levels, serial numbers, new acquisitions (including permanent marking) and disposals.
- (b) A written report shall be submitted to the Committee at the end of each financial year, presenting a copy of the report to the Treasurer and Auditor, recording all properties held, as well as condition.
- (c) The Custodian shall obtain a signature from the Team Manager for any equipment or property that is issued for events away from the permanent storage facility.
- (d) The Custodian shall maintain a record, and submit annually to the Committee, an inventory of all trophies including the holders and contact details of the holders of trophies not under the direct control of the Custodian.
- (e) The Custodian shall investigate losses or damage to property immediately, reporting the findings to the Committee. The Committee will take appropriate action to recover the losses or damage incurred.

19. FINANCE

- (a) The financial year for the CTCI shall end on the 31 March each year.
- (b) All payments by the CTCI shall be by cheque or electronic means, and shall be signed or authorised by the Treasurer and one other of the following: Chairman, secretary or a Committee Member appointed as a signatory.
- (c) The Committee can transfer funds from the General Account that are not required for immediate purposes to a savings or term investment account.
- (d) The Committee shall only invest in ethical investments and all investments must be passed at the Committee meeting by resolution.

- (e) The Committee may only alter the membership subscriptions at an Annual Meeting, and the new subscription rate shall apply for the following year.
- (f) The Committee shall have the power, if it thinks fit, to impose levies for special purposes, but only in pursuance of a resolution carried by a two-third (2/3) majority of Committee members.
- (g) The CTCI will be affiliated to the regional organisation and will also be affiliated to the National organisation (Cycling NZ Canterbury Inc and BikeNZ Inc). CTCI will pay the affiliation fees each year upon receipt of the invoice from the organisations.
- (h) Any fine levied by the Committee must be paid must be paid within thirty days (30) days of the date of invoice.
- (i) Any rider not complying with Rules 19(f), (h) shall be automatically suspended until such fees, levies, fines, or other charges are paid in full.

20. REMUNERATION, EXPENSES, HONORARIUMS

- (a) The CTCI may make payment of such remuneration, expenses or honorariums as deemed necessary to the operation of the CTCI events.

21. AUDIT OF ACCOUNTS

- (a) The Financial Accounts of CTCI shall be audited by a suitably qualified person, not being an active member of CTCI, and duly appointed under these Rules, who shall have power to call for the production of all accounts, electronic records, papers and documents relating to the financial operation, at any time.
- (b) For every Audit, the auditor shall submit a report to the Committee, and following the Annual audit shall also submit a report to the Annual Meeting.
- (c) If, for any reason, the Auditor is prevented from fulfilling his/her duties, the Committee shall appoint a substitute to hold office for the remainder of the term.

22. LICENCES

- (a) All riders shall be licensed annually as required by Bike NZ.
- (b) No rider may start in an "Open" race without production of his/her current licence. Production of an official receipt for licence fees paid shall be acknowledged as receipt of application for a licence.
- (c) All riders, on application for their first membership with CTCI, shall produce evidence of age, which shall be their birth certificate or passport.

23. TRANSFERS

- (a) A rider wishing to transfer to another Club must first obtain a written financial clearance from their current Club which will be forwarded to their new club.
- (b) The rider is responsible for payment of a replacement licence, and administrative fee their new club may levy as a consequence of the transfer.

24. SELECTIONS

- (a) A panel of three (3) selectors for all events shall be appointed at the Annual Meeting. One member shall be appointed as the Convenor.
- (b) The selectors shall submit their selections to the Committee prior to release for approval.

25. COMMON SEAL

- (a) The Common Seal of the CTCI shall be kept in the custody of the Secretary and when necessary shall be affixed to any deed, document, instrument or other writing by authority of the Committee in the presence of any Committee Member.

26. MEMBERS BEHAVIOUR CODE

- (a) Riders are to carefully listen to the Race/Event Manager, and adhere to the instructions given.
- (b) If riders do not obey the safety rules and behaviour rules, the event manager/team manager has the right to disqualify the rider.
- (c) If a rider is disqualified for two consecutive events, that rider will be stood down from all CTCI events for thirty (30) days.

27. COLOURS

- (a) The representative colours of the CTCI shall be red and black to a design approved by the Committee members from time to time.

28. NOTICES

- (a) Every notice required to be given to any member shall be deemed to have been duly delivered if posted and addressed to the recipient at the last known place of residence or business. This policy shall also apply to mail delivered by electronic means. Such notice shall be deemed to have been served at the time when the notice would normally have been delivered in the ordinary course of post. The accidental omission to give notice to any member, through fault of the sender, incorrect address, or failure in delivery shall not invalidate proceedings at any meeting.

29. MATTERS NOT PROVIDED FOR

The decision of the Committee on the interpretation, application or effect on any of these rules, or on a matter not provided by these rules shall be conclusive and binding upon all members unless a contrary ruling is carried at an Annual or Special Meeting.

30. INDEMNITY

The Committee and other Officials of the CTCI shall be indemnified by the CTCI against all losses or expenses, in or about, the discharge of their duties except such as shall happen to be their own wilful act, neglect or default. No Committee members or Official of the CTCI shall be responsible for any other Committee Member or Official by the insufficiency or deficiency, or value of, or title to, any property or security acquired to be taken on behalf of the CTCI.

31. IGNORANCE OF RULES

Ignorance of any of the Rules of the CTCI shall not be accepted as an excuse for any breach or breaches of the rules.

32. ALTERATION OF THE RULES

(a) Any Rule may be altered by a decision of a two-third majority of members present and eligible to vote at any Annual or Special Meeting.

(b) Notice of alterations of the Rules, together with the names of the proposer and seconder of every alteration, shall be given in writing to the Secretary at least fourteen (14) days before the Meeting at which the alterations are intended to be proposed, and seven (7) days notice thereof shall be sent to all Members.

(c) All notices of motion regarding alteration of these Rules shall be accompanied by a clause stating what position the alteration shall take in the Rules.

(d) Any alteration of these Rules shall be submitted once per year to the Registrar of Incorporated Societies in accordance with the regulations, and accompanied by the prescribed form and fee in force at the time.

33. WINDING UP

(a) If at any time the CTCI shall decide to wind up in operation, a Special Meeting shall be called. The winding up shall be decided by a simple majority, following the regulations prescribed in the Incorporated Societies Act, 1908.

(b)When winding up its operation the accumulated funds shall be distributed after the payment of winding up costs, to Trustees, to be held in trust for a subsequent re-establishment of the sport in Canterbury. Such Trust shall be created by deed.

APPROVAL OF RULES

The following undersigned members of the Canterbury Track Cycling Incorporated certify that the aforementioned Rules of the Society, were approved by the Committee members of the Society on the 14th day of October 2014.

.....Mr Shane Buckner, Chair
Canterbury Track Cycling Inc,

.....Mr Bruce Dawe, Committee Member
Canterbury Track Cycling Inc,

..... Mrs Andrea Trenchard, Treasurer
Canterbury Track Cycling Inc,

..... Mrs Toni Bull, Secretary
Canterbury Track Cycling Inc,