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CYCLING
ULSTER

CYCLING ULSTER CONSTITUTION

Revised September 2007

Approved by Cycling Ireland October 2007

Adopted by Cycling Ulster Council AGM November 2007

Amended by Cycling Ulster Council at AGM October 2009

Cycling Ulster is the Provincial Federation and a sub-committee of
The Irish Cycling Federation trading as Cycling Ireland, an Irish registered company limited by guarantee.
Company Registration Number - 134567



CYCLING ULSTER CONSTITUTION

The name of the controlling authority for cycling in the nine counties of Ulster shall be called Cycling Ulster.

Cycling Ulster represents Cycling Ireland members in the nine counties of the Province of Ulster. (Antrim, Armagh, Down, Derry, Fermanagh, Tyrone, Donegal, Monaghan and Cavan)

Cycling Ulster is one of four Provincial Bodies within Cycling Ireland which is registered as a 'company limited by guarantee', with the Irish Companies Office under the name Irish Cycling Federation. Company Registration Number - 134567

The Cycling Ulster Executive will be elected, at an Annual General Meeting, by the clubs based in each Province. This Executive will be recognised as a sub-committee of Cycling Ireland as stated in the Articles and Memorandum of the company.

The Cycling Ulster Executive will conduct its affairs either in accordance with the standard operating and business procedures for Cycling Ireland Provincial Executives or by its own operating procedures and business procedures, which may complement but not conflict with, the Memorandum and Articles of Association of the Irish Cycling Federation and the business procedures of the Company. Any non-standard procedures or any amendments to the standard procedures are subject to approval by the Board of Cycling Ireland and by the Auditors of Cycling Ireland.

Cycling Ulster recognises the position of Cycling Ireland as the body which will hold the affiliation to the Union Cycliste Internationale (UCI) for the island of Ireland, and as the body which will have primacy in the conduct of external and international affairs and in making the selection of international teams.

Cycling Ulster is recognised as the Ulster branch of the Irish Governing Body for the control of cycling in Ireland by Sport Northern Ireland (Sport N.I.).

Cycling Ulster incorporates the Northern Ireland Cycling Federation since 2007.

Liability

As a sub-committee the Executive Committee of Cycling Ulster are protected the Articles and Memorandum of Association of the Company.

Cycling Ulster is dedicated to the promotion and development of cycling in Ulster, to the increase in club membership and to the improvement of cycling facilities in Ulster.

ARTICLE 1- AFFILIATION & OBJECTIVES.

The objectives of Cycling Ulster shall be:

To develop, regulate and control the sport within its jurisdiction as laid down in the Technical, General, Sporting and other regulations of Cycling Ireland. and to do so in co-operation with Cycling Ireland

To undertake appropriate action to maintain and strengthen sporting links with other bodies both within Ulster and in the wider community.

To ensure equality of opportunity for all members, without political, religious, racial or sexual discrimination and to uphold the traditional sporting attitude of fair play.

To promote cycling equally for all persons, both abled bodied or disabled, without discrimination in relation to political ideology, gender, age, sexual orientation, ethnicity or creed.

To seek to ensure that our racing rules and administrative regulations and policies generally harmonise with those of Cycling Ireland, and to refer any disputes with other bodies to Cycling Ireland for decision.

To maintain affiliation to the U.C.I. through Cycling Ireland.

To seek out and administer funding which will be applied solely to achieving the objectives of Cycling Ulster.

To regularly review relevant policies and documents in line with current legislation and/or sports development.

To carry out any relevant tasks set out in the Strategy Plan for Cycling Ireland.

To develop and make aware to members a Strategic Development Plan which is regularly reviewed and in keeping with the best interests of cycling in Ulster. This should include:

- A code of conduct and good practice for members
- A recruitment and club development strategy
- A Competitive opportunity programme to develop potential
- A talent identification programme
- A clearly defined coaching structure
- A programme to increase and develop the number of qualified coaches at all levels
- A needs identification programme which will include the volunteer structure, skilling people, facility improvement/development
- A performance and evaluation indicator structure which will allow the Development Plan to be improved and evaluated as a whole.
- The improvement of or sourcing of facilities to further the development of different disciplines.

The Council of Cycling Ulster hereby approve the following statement for inclusion into the Cycling Ulster constitution October 2009.

To promote a drug free sport and adhere to the anti-doping rules of Cycling Ireland. The anti-doping rules of Cycling Ireland are the Irish Anti-Doping Rules as amended from time to time.

Anti-Doping Rules:

Cycling Ulster is committed to the promotion of a drug free sport and adhere to the anti-doping rules of Cycling Ireland. The anti-doping rules of Cycling Ireland are the Irish Anti-Doping Rules as amended from time to time.

1. In the area of anti-doping, **Cycling Ulster** defers to the jurisdiction of **Cycling Ireland**
2. Further to clause 1
 - a the anti-doping rules of **Cycling Ireland** (the 'Anti-Doping Rules') apply to the sport of **cycling** in Ulster ; and
 - b persons participating in the sport of **cycling** under the jurisdiction of the **Cycling Ulster** who qualify as 'Participants' (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.

Cycling Ulster shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.”

ARTICLE 2 - MEMBERSHIP.

The members of Cycling Ulster shall be those who hold a valid Licence issued by Cycling Ireland and apply for membership of Cycling Ulster, who are admitted to and maintained in membership by the council and who have paid the relevant subscription and appropriate levy.

All those resident in Ulster who have an interest in cycling whether as cyclists, administrators or volunteers or those who are invited to join a Cycling Ulster club are eligible to apply for membership.

Membership of Cycling Ulster shall consist of affiliated club members, affiliated private members and associate club members.

Membership fees shall be determined annually at the Cycling Ireland Annual General Meeting and shall fall due on 1st January of each year. In addition all members of Cycling Ulster must pay a Provincial Levy which will be determined annually at the Cycling Ulster AGM. This levy must be paid at the time of licence registration.

Others may be admitted to Cycling Ulster’s membership, at the Council’s discretion and in consultation with Cycling Ireland, should such a situation arise.

ARTICLE 3 – COUNCIL

The affairs of Cycling Ulster shall be administered by a council consisting of delegates from affiliated clubs. Representation on the Council shall be on the following basis:

1. One delegate for any club with an affiliated membership of less than ten members. Clubs with over ten affiliated members shall have one further delegate for each additional ten affiliated members in the club up to a maximum of six delegates.
2. The Council shall have full power to deal with all matters not provided for in the rules. The Council shall have power to propose alterations, addenda, or deletions to/from the Constitution of Cycling Ulster. Such proposals for alterations, addenda or deletions shall be made only at the Annual General Meeting or Extra-ordinary General Meeting called for that purpose and shall require to be carried by a two-thirds majority of those delegates present and entitled to vote. Any such changes must be forwarded to Cycling Ireland for approval. Should such approval be forthcoming then the Executive will be empowered to amend the Constitution accordingly. Cycling Ulster members will be informed when this has been accomplished and may request a copy of the amended Constitution.
3. The Annual General Meeting shall be held towards the end of the calendar year. 21 days notice must be given to affiliated clubs.
4. Meetings of the Council may be called at any time by the Chairperson or Secretary, or on a written request signed on behalf of at least three member clubs, stating the object of the meeting and accompanied by a fee of £50. One month’s notice in writing must be given to the Secretary and all membership clubs shall receive a copy of this not less than ten days prior to the date of the meeting.
5. The Secretary shall notify each affiliated club Secretary of such a Council Meeting not less

than ten days prior to the meeting.

6. A quorum at Council Meetings shall consist of not less than 20% of the appointed voting delegates or affiliated clubs present. When any financial business is to be transacted the treasurer or a member of the council deputed by the treasurer to represent his/her views must be present.
7. Only affiliated club delegates shall vote and no delegate or official shall exercise more than one vote.
8. Associate clubs are entitled to one representative at Council meetings without voting power.
9. The Council shall appoint an Executive Committee to run the general operational affairs of the Organisation.

ARTICLE 4 - MANAGEMENT AND ELECTED OFFICERS

1. Cycling Ulster will be run by an Executive Committee of eight officials elected by Council at the Annual General Meeting.
2. Members eligible for nomination to the Executive shall
 - Be members of Cycling Ulster who hold a valid Cycling Ireland Licence
 - Agree to any such nomination
 - Are nominated by an affiliated club or by Cycling Ulster at least seven days in advance of the Annual General Meeting

The Executive will consist of eight officials as follows:

- (a) Four Officials to fulfil the following named positions:-
- Honorary Chairperson
 - Honorary Secretary
 - Honorary Treasurer
 - Lead Safeguarding Officer.

Persons whom it is intended putting forward for election to the Executive posts of Honorary President, Honorary Secretary, Honorary Treasurer or Lead Safeguarding Officer shall be nominated as standing for election for each such respective post.

- (b) A further four officials will be elected by Council at the Annual General Meeting to fulfil the elected quota of the Executive.

3. The Honorary Chairperson, Honorary Secretary and Honorary Treasurer shall hold office for a period of three years.
4. The Lead Safeguarding Officer shall hold office for a period of two years
5. The remaining Officials shall hold office until the next Annual General Meeting of Cycling Ulster when they are eligible for re-election and may be re-appointed to hold office if so elected at such an AGM.
6. There shall be no limitation to the number of terms of office that may be held by persons appointed to the Executive

ARTICLE 5 – POWERS AND DUTIES OF THE EXECUTIVE

1. To appoint or dissolve the following committees when it is deemed necessary for the effective administration of Cycling Ulster
 - a. A Management Committee, formed from the members of the Executive, to deal with

issues of Governance.

- b. Commissions to oversee the various branches of the sport
2. Administer the general operating affairs of Cycling Ulster and have ultimate responsibility for its activities.
3. Have control of the funds and property and the administration of the same.
4. Meet as often as the business requires, subject to at least 7 days notice to members, but no less than five times in a calendar year.
5. To carry on the general operating business of the Council in accordance with the Constitution.
6. Report in writing on its proceedings to the Council at the Annual General Meeting
7. Deal with general matters of finances or expenditure. When any financial business is to be transacted the Honorary Treasurer or a member of the Executive deputed by the Honorary Treasurer to represent his/her views must be present.
8. To inspect and approve the constitutions of affiliated clubs and groups and to ensure that they are not contrary to or in conflict with the objectives of Cycling Ulster or Cycling Ireland.
9. To investigate and adjudicate upon any matters in dispute which are referred to it by individuals, clubs or committees in the interest of Cycling Ulster. The Executive will investigate and adjudicate disputes which it considers are in the interest of Cycling Ulster to investigate and, will have the interests of Cycling Ulster/Cycling Ireland in mind when it investigates matters referred to it. Such investigations will be in accordance with Cycling Ireland procedures.
10. To suspend or re-instate any committee, club or individual. The decision of the Executive shall not be final but may be appealed to Cycling Ireland.
11. To define the duties of Officials and the jurisdiction of any Committees which may from time to time be formed by the Executive.
12. To co-opt any individual or individuals onto the Executive, who, in the opinion of the Executive, will be of assistance to or will in some manner benefit Cycling Ulster and its members. Such co-opted members will hold position until the next Annual General meeting when they may stand for election.
13. To fill any vacancies in elected members of the Executive until a new member may be elected by Council at the next AGM. Should the position vacated be that held by one of the named Officers, the new appointee shall only hold position until the next AGM, irrespective of the term remaining of the leaving officer. This person may stand for re-election if so nominated.
14. To control the collection of levies and to authorise such payments as are necessary from Cycling Ulster funds. Cycling Ulster will oversee the collection of levies (membership levies, race levies, rider/team levies) which may be collected by Cycling Ireland, The Cycling Ulster Executive or named persons, in good standing with Council, who are appointed by Cycling Ulster Executive to do so.
15. To devise and operate schemes to raise funds for Cycling Ulster.
16. To have charge of funds and to supervise the keeping of proper accounts in accordance with currently accepted accounting rules and practices and to produce same when required.
17. To arrange for the appointment of a Certified Accountant or Auditor as deemed necessary. The

appointee will not be a member of Cycling Ulster or be related to a member.

18. To receive, accept or reject invitations to be represented at any competitive event or official function on behalf of Cycling Ulster.

Powers And Duties Of The Management Committee

The Management Committee shall consist of no more than 6 members of the Executive to include the Honorary Chairperson, Honorary Treasurer and Honorary Secretary. Up to three others will be selected by the above mentioned in consultation with the Executive to reflect the current needs of the organisation. The Management Committee shall meet as often as is necessary but no less than six times a year. These meetings may or may not form part of the full Executive meeting.

The Management Committee shall deal with general issues of good governance which will include, but not be restricted to the following:-

- a. Drawing up an annual budget
- b. Liaising with stakeholders and public funding bodies.
- c. Management of Cycling Ulster employees in co-operation with Cycling Ireland
- d. Selecting representatives to meet with Cycling Ireland, SNI and other stakeholders
- e. Preparing and presenting reports for the above
- f. Ensuring that Cycling Ulster continues to be aware of their accountability as a publicly funded body.
- g. Meeting with SNI auditing bodies and complying with recommendations highlighted by any subsequent reports.
- h. Ensuring funding claims are submitted in good time
- i. Attending 100 Day Review meetings with SNI
- j. Ensuring that the Executive understand that Strategic Development Plans are completed within the given time frame.
- k. Provide up dates for officers at a full Executive meeting.

Powers And Duties Of The Commissions

Commissions may be formed from time to time by the Executive in line with Cycling Ireland Commissions and may include members who are on the National Commission. It is foreseen the chairperson of any Commission will normally be a member of the Executive of Cycling Ulster.

- a. To advise the Executive of its recommendations relating to particular areas of the development of the sport of cycling.
- b. To make recommendations and/or organise events or courses as may be deemed necessary
- c. To seek funding from the Management Committee if such is necessary but the Commission does not have the power to award funding without the prior approval of the Management Committee.
- d. To co-opt any individual or individuals onto the Commission who may be of assistance to, or benefit Cycling Ulster in the opinion of the Commission.
- e. The Chairperson of each Commission will make a report to the Executive for inclusion in the Annual General Meeting Reports.

ARTICLE 6 – COUNCIL MEETINGS

➤ Annual General Meeting

A General Meeting of Cycling Ulster shall be held every year towards the end of the calendar year to transact the following business:

- a. To receive, and if approved, adopt a statement of Cycling Ulster's accounts for the previous year.
- b. To approve reports of the past year's activities.
- c. To consider and propose alterations to the rules.
- d. To elect Officials and members of the Executive to manage Cycling Ulster's business.
- e. To consider any other business.

Notice convening the Annual General Meeting shall be sent to all affiliated clubs 21 days before the proposed date. Proposals and nominations must be in writing or electronic mail and received by the Honorary Secretary at least fourteen days before the meeting. Such items must be proposed by clubs.

The Honorary Secretary must send copies of proposals and nominations to clubs and/or advertise the same on the Cycling Ulster website not less than seven days before the meeting.

Any Organisation member is entitled to attend an Annual or Extra-ordinary General Meeting but only club delegates may vote.

➤ An Extra-ordinary General meeting

An Extra-ordinary General Meeting may be convened at any time, by the members and shall be convened within twenty-one days from the receipt by the Council of a requisition in writing, signed on behalf of at least 3 member clubs and accompanied with a fee of £50 and specifying the object of the meeting, for any of the following purposes:

The Hon. Chairman, Hon. Secretary, and Hon. Treasurer, in consultation with each other, may also have the power to call an EGM should the interests of Cycling Ulster necessitate such an action. They will be required to give 21 days notice of such a meeting.

- a. To consider and, if approved, sanction any duly made alteration of the rules subject to ratification by Cycling Ireland.
- b. To deal with any special matters which the members requiring the meeting may desire to place before Cycling Ulster.

Notice convening an Extra-ordinary General Meeting shall be sent to the members not less than 10 days before the meeting and shall specify the matters to be dealt with.

ARTICLE 7 - CHAIRPERSON'S CASTING VOTE

The Chairman will only vote in the event of a tie when he shall cast a deciding vote. Where there is an equality of votes, whether on a show of hands or on a poll the Chairman of the meeting in which the show of hands takes place or at which the poll is demanded shall be entitled to a casting vote.

ARTICLE 8 - FINANCE

- a. Cycling Ulster's financial year shall end on the 31st day of March in every year (in line with Sport NI Financial year), to which day the accounts of Cycling Ulster shall be balanced.
- b. The Honorary Chairperson and Honorary Treasurer are authorised to sign cheques on behalf of Cycling Ulster. An additional signatory may be added at the approval of the Executive. Two signatories are required on all cheques.
- c. The accounts shall, as soon as practicable after the end of the financial year, be certified by a professional Accountant, who shall be appointed by the Executive Committee and who shall not be a member of Cycling Ulster or related to a member.
- d. No member shall, except for professional services rendered at the request of the Council, on any pretence or in any manner, receive any profit, salary or emoluments from the funds or transactions of Cycling Ulster. (Members are permitted to request funds for administrative and/or incidental expenses such as postage, mileage to meetings)

ARTICLE 9 - RIGHTS AND PRIVILEGES OF MEMBERS

Affiliated members shall be entitled to:

- a. Representation through their club at meeting of the Council.
- b. Assistance of the various Officials and Representatives of Cycling Ulster and Cycling Ireland.
- c. The benefit of any Insurance at special rates, which Cycling Ireland may from time to time, arranges.
- d. Registration for the purpose of racing under the rules and under those of other recognised organisations.
- e. The right to appeal decisions of the Executive, club decisions or other such matters which are in the interests of Cycling in Ulster.

ARTICLE 10 - APPLICATION FOR AFFILIATION

Application for affiliation by a club shall be made to Cycling Ireland on the prescribed form, fully completed and accompanied by the appropriate subscription fee. For affiliated club membership, the minimum shall be six members.

A newly formed club may not be elected to membership of Cycling Ulster where such club has adopted, or seeks to adopt, a title similar to that of a club already holding membership. The Executive Committee shall decide whether or not a title is similar to an existing club member.

ARTICLE 11 - CLUB

The word "club", as used for Organisation's purposes, shall mean

- a. Affiliated clubs - a group affiliated under an accepted title based in the Province of Ulster with each and every member thereof holding current affiliation membership of Cycling Ireland. Affiliated clubs are entitled to representation at Council, as laid down in Article 3 : 1
- b. Associate Clubs – a group consisting of members of affiliated clubs/full private members, holding Cycling Ireland licences who combine to form an associate club under an appropriate title. Associated clubs may send one representative but have no voting entitlement at General Meetings of Council as laid down in Article 3 : 8

ARTICLE 12 - ASSOCIATE CLUBS

1. The application for associate membership is made to the Honorary Secretary and accompanied by the club association fee which is determined by the Executive from time to time and is paid annually.
2. Right is given to promote any form of open or confined event or support riders in specific events subject to all rules and regulations of Cycling Ulster/Cycling Ireland.

ARTICLE 13 - TECHNICAL/GENERAL REGULATIONS

The Technical and General Regulations of Cycling Ulster shall be identical with those of Cycling Ireland. A copy of the said regulations may be had, on request, from the Secretary of Cycling Ireland. Members and licence holders involved in competition will do so under Cycling Ireland's common rules.

ARTICLE 14 - STANDING ORDERS

Honorary Chairperson

The Honorary Chairperson shall have the right to preside at all meetings and shall have power to decide points of order, priority of speakers and his decisions upon these matters and the rules of debate shall be final. In the absence of the Honorary Chairperson those present may elect one of their members to preside, such temporary Chairperson must, on the arrival of the Honorary Chairperson, vacate the Chair.

The Honorary Chairperson (or temporary Chairperson) shall be permitted to take part in discussions but shall only have a casting vote in the event of equal voting. He may vacate the chair for purposes of making a motion and for the period of the matter under discussions. The Chairperson shall not have power to adjourn any meeting without the consent of the meeting.

Quorum

No business shall be transacted at any general meeting unless a quorum be present when the meeting proceeds to business. If within half an hour from the time appointed for the meeting a quorum be not present, the meeting shall stand adjourned to the same day in the next week at the same time and place or such other day in such other place and time as the Chairman may determine. If at such adjourned meeting a quorum as above defined be not present within fifteen minutes from the time appointed for holding a meeting, the members present shall be a quorum.

A Quorum shall consist of for –

- Council Meetings : 20% of Cycling Ulster Clubs
- Executive meeting : one-half of the total members eligible to be present
- Commissions, one-half of the total members eligible to be present.

Business of Meeting

The Honorary Secretary shall draw up the order of business, which may be varied by decision of the meeting. Provided it does not concern alteration etc of the Constitution, Rules, Regulations or Standing Orders, any matter not on the Agenda for any meeting may be raised without notice subject to the consent of two-thirds of those present and voting. Any motion in the absence of sponsor may be moved by any delegate present. Propositions, which have been voted upon at any Council Meeting, shall not be re-discussed within a period of one year, unless through a resolution passed by four-fifths of those present and voting.

Voting

Voting in general shall be by show of hands. For election of Officers, where there is more than one candidate, a secret ballot may be taken. A secret ballot shall also operate at the request of one-third of delegates present. Tellers may only count the votes of those present. When a two-thirds majority is required, it shall be deemed to be two-thirds of those present and entitled to vote when the vote is being taken.

Conduct of Debate and Competent Amendments

The mover and seconder may speak but any subsequent amendment must be moved, seconded before discussion is allowed. Members shall be permitted to speak only once. The right of reply shall be held by movers of motions and amendments following which the motion shall be put. Such replies shall be confined to answering previous speakers and shall not introduce new matter into the discussion. On points of order, the Honorary Chairperson's decision shall be final, but he shall not refuse to consider such same.

Competent amendments	are:	
	To	amend the motion;
	To	adjourn debate;
	To	put the question;
	To	move to next business.

Notice of Meeting

At least 7 days notice of Executive, Management Committee and Commission Meetings shall be given except in exceptional circumstances and notification shall state details for exception. Delegates shall receive at least ten days notice of Council Meetings and twenty-one days notice in the case of General Meetings of the Council.

Items for Agenda of the Annual General Meeting must be received by the Secretary at least fourteen days prior to the date of such meeting.

Suspension of Standing Orders

Motion for suspension of Standing Orders shall not be referred by the Honorary_Chairperson. Such a motion must be carried by two-thirds of those present and entitled to vote.

Dissolution of Cycling Ulster

If, upon the dissolution of Cycling Ulster, there remains after satisfaction of all its debts and liabilities, any property whatsoever, this shall be given in trust to Cycling Ireland until such time as a satisfactory decision is made by the principal stakeholders and funding bodies.

Cycling Ulster hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: Tommy Lamb DATE : October 2009
POSITION: Chairman

SIGNED: Marian Lamb DATE : October 2009
POSITION: Honorary Secretary

SIGNED: Oliver Hunter DATE : October 2009
POSITION: Honorary Treasurer

