



## **CYCLING ULSTER CONSTITUTION**

### **Preamble**

The name of the controlling authority for cycling in the province 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

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.

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

*(From CI Art 63)*

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.

The Board of Cycling Ireland has a support, regulatory and a supervisory role in relation to the affairs of Cycling Ulster including the power to intervene and arbitrate when disputes arise within a Provincial Executive.

When an internal dispute cannot be resolved within the Cycling Ulster Executive, The Board of Cycling Ireland has the power to dissolve and/or suspend the Executive. It may only exercise this authority by calling an Extraordinary General Meeting of members of Cycling Ulster to elect a new Provincial Executive when efforts at resolution of the dispute and arbitration by the Board of Cycling Ireland or another acceptable body have failed.

## **CYCLING ULSTER MISSION STATEMENT**

Cycling Ulster has a mission to support and develop cyclists of all ages, disciplines and abilities, to grow membership and clubs and to advocate for safer cycling, better facilities and improved infrastructure.

### **ARTICLE 1- OBJECTIVES.**

The objectives of Cycling Ulster shall be:

1. To develop, regulate and control the sport of cycling 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
2. To undertake appropriate action to maintain and strengthen sporting links with other bodies both within Ulster and in the wider community.
3. To ensure equality of opportunity for all members, both abled bodied or disabled without political, religious, racial or sexual discrimination and to uphold the traditional sporting attitude of fair play.
4. To foster, in particular, the inclusion and empowerment of disadvantaged groups.
5. To seek out and administer funding which will be applied solely to achieving the objectives of Cycling Ulster.
6. To regularly review relevant policies and documents in line with current legislation and/or sports development.
7. 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**

1. Membership of Cycling Ulster shall be those who hold a valid membership of Cycling Ireland and whose club is deemed to be within the geographical area covered by the province. (In the case of members not attached to any club, eligibility shall be by their address held on the Cycling Ireland database.).
2. Membership fees shall be determined annually at the Cycling Ireland AGM and shall fall due on **1<sup>st</sup> January\*** of each year except for categories of membership deemed by the Board to have a different date on which annual subscriptions shall become due and payable.
3. In addition, all senior members of Cycling Ulster will 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.

## **ARTICLE 3 – COUNCIL**

Cycling Ulster will hold an Annual General Meeting (AGM) before the 31st December each year. The AGM will be open to all members of Cycling Ulster but only delegates from affiliated Ulster clubs will be entitled to vote.

Clubs must have been affiliated for minimum of three months. The representative delegates will form the Council.

### **1. Voting Rights of the Council**

Clubs meeting the above criteria will be entitled to voting rights as follows:

- Affiliated Clubs having:
  - a) 6 - 19 members, shall be entitled to have two Delegates attend at any General Meeting.
  - b) between 20 and 49 members, shall be entitled to have 3 Delegates attend at any General Meeting.
  - c) between 50 and 99 members, shall be entitled to have 4 Delegates attend at any General Meeting.
  - d) having 100 members or more, shall be entitled to have 4 Delegates and 1 extra Delegate for every 100 members after that attend at any General Meeting.
- All Delegates must be current members of Cycling Ireland and able to produce their membership card if asked to do so.
- Each Delegate may only cast one vote for his Affiliated Club.
- In addition, every member of the Executive shall have a single vote only at Annual General Meetings.
- Delegates must have reached their 16th birthday by the date of the AGM.

## **Meetings of Council**

The Annual General Meeting of Council will be held before the 31<sup>st</sup> December each year. at such a place as the Provincial Executive shall determine. At least 21 days' notice of the date and place of such a meeting and the business to be transacted thereat must be given to affiliated clubs of such meetings.

- This notice shall invite, from Affiliated Clubs, motions for the AGM and nominations for individuals seeking to stand for election to the Executive. The Executive shall also be entitled to submit motions and nominations. All such motions and nominations must be sent in writing (email acceptable) by the club secretary and must be received by the Honorary Secretary of Cycling Ulster, on the prescribed form, not less than fourteen days prior to the AGM.
- 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 10% of affiliated clubs, stating the object of the meeting and accompanied by a fee of £100. The Secretary of Cycling Ulster will inform all affiliated clubs of such a meeting not less than 21 days prior to the date of the meeting.
- A quorum at Council Meetings shall consist of not less than 5% of the affiliated clubs. Only affiliated club delegates are entitled to vote and no delegate or official shall exercise more than one vote.
- 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 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.
- The Council will appoint an Executive Committee to run the general operational affairs of the Cycling Ulster.

## **2. Election of an Executive**

- Members eligible for nomination to the Executive must
  - Be members of Cycling Ulster who hold a valid Cycling Ireland Licence
  - Be nominated in writing (email acceptable) by an affiliated club or by Cycling Ulster at least fourteen days in advance of the Annual General Meeting
  - Agree to any such nomination
  - Not be members of Cycling Ireland Board
  - Not be employees of Cycling Ireland/Cycling Ulster

Care will be taken to ensure to the greatest possible extent that at all times one of the Executive Members is a woman.

**In the event that sufficient nominations are not received to form a full Executive the following procedures will be followed.**

- Any nominee for a named position who had been defeated in the election will be given the opportunity to accept an Officer position
- Nominations will be accepted from the floor for the un-named officer positions provided the nominee is present and agrees to the nomination.
- Any unfilled named Officer positions and all other unfilled positions must be advertised again with role descriptors.
- The Executive will review any such nominations received and elect officers following a vote.
- In the unlikely event that an Executive is still not formed, those who have been duly elected may co-opt members to fulfil the quota. Such persons will hold position until the succeeding AGM when they may run for election.

The Executive Committee will consist of eight officers from within its members. These will include –

<b>Officer Position</b>	<b>Term of Office</b>
Chairperson	Three Years
Honorary Secretary	Three Years
Honorary Treasurer	Three Years
Lead Safeguarding Officer	Three Years
4 Additional Officers	Two Years

No one will hold more than one of the 4 positions named above at the same time.

Persons whom it is intended putting forward for election to above named posts shall be nominated as standing for election for each such respective post.

**NB: In the first year of this constitution two of these officers will elected to stand for one year only to allow for staggered election. This clause will be removed after the first year.**

There shall be no limitation to the number of terms of office that may be held by persons appointed to the Executive.

The constitutionally formed Executive will meet as often as the business requires, subject to at least 7 days notice to members, but no less than seven times in a calendar year. Where possible an annual schedule of meetings will be agreed in advance. Meetings may be conducted electronically from time to time.

#### **ARTICLE 4 – POWERS AND DUTIES OF THE EXECUTIVE**

The prime function of the Cycling Ulster Executive is managing the activity of cycling in Ulster as laid down in the Technical, General, Sporting and other bye-laws and regulations of Cycling Ireland.

The role and tasks of the Cycling Ulster Executive will include, but is not restricted to, the following:

##### **The Executive will**

1. Appoint or dissolve committees when it is deemed necessary for the effective administration of Cycling Ulster and these committees will operate within the rules and policies of Cycling Ulster.
  - a. A Finance Committee, formed from the members of the Executive
  - b. Commissions to oversee the various branches of the sport

- c. Other committees which, in the opinion of the Executive, will contribute to the smooth running of the organisation.
2. Define the duties of Officials, the Executive and the jurisdiction and role of any Committees.
3. Appoint a member of the Executive to each committee to improve communication between the committee and the Executive.
4. Administer the general operating affairs of Cycling Ulster and have ultimate responsibility for its activities.
5. Have control of the funds, levies and property and the administration of the same and to devise and operate schemes to raise funds for Cycling Ulster.
6. Maintain bank accounts and supervise the keeping of proper accounts in accordance with currently accepted accounting rules and practices and to produce same when required;
7. Approve the Year End Accounts prior to presentation to Council at the AGM.
8. Report in writing on its proceedings to the Council at the Annual General Meeting
9. Investigate and adjudicate upon any matters in dispute which are referred to it by individuals, clubs or committees in the interest of Cycling Ulster.
10. 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.
11. Fill any vacancies in elected members of the Executive until a new member may be elected by Council at the next AGM. The new appointee shall only hold position until the succeeding AGM, irrespective of the term remaining of the leaving officer. This person may stand for re-election if so nominated.
12. Receive, accept or reject invitations to be represented at any competitive event or official function on behalf of Cycling Ulster.
13. Forward the Minutes of each Executive meeting to the CEO of Cycling Ireland in a timely manner.
14. Approve the annual budget and forward to the CEO of Cycling Ireland by the end of February of the year to which it applies.
15. Liaise with clubs to promote Ulster championships and communicate to members the eligibility for Ulster Championship events and the medals etc. which will be awarded.
16. Field representative teams as they see fit.
17. Collate the Provincial competition and non-competition calendar by establishing a provincial calendar coordinator.

18. Assist clubs with their development.
19. Approve applications for new clubs to form within Ulster
20. Communicate regularly with members and clubs.
21. Carry out other tasks as assigned and mutually agreed with Cycling Ireland.
22. Provide a report outlining the principal activities of the Executive for inclusion in the Cycling Ireland Annual Report by a date set by the Board.
23. May appoint an Honorary President. The appointment will be for a period of two years after which a new President may or may not be appointed.

### **President**

The President is primarily an honorary position within Cycling Ulster and may be awarded, by the Executive, to a person who has contributed to the development of the sport or who has shown commitment and dedication to Cycling Ulster. The appointee will normally have previously held an Executive role or have been an active member of a Cycling Ulster Commission.

### **Responsibilities**

The president

- Will be an ambassador for Cycling Ulster
- Will follow all relevant policies and Codes of Conduct as laid down by Cycling Ulster
- May represent Cycling Ulster at internal and external functions at the request of the Executive
- May represent Cycling Ulster at competitive, leisure and training events
- May be chosen to present prizes at award ceremonies
- Will not be a current member of the Executive or any Commission

## **ARTICLE 5 – FINANCE**

Bank accounts of Cycling Ulster are subsidiary bank accounts of Cycling Ireland and Cycling Ulster will work with a nominee of the CEO of Cycling Ireland, if necessary, for the purpose of managing its finances for effective operation.

- a. Cycling Ulster's financial year shall be from 1<sup>st</sup> day of January to the 31<sup>st</sup> day of December in every year. The accounts of Cycling Ulster shall be balanced to the 31<sup>st</sup> December each year.
- b. The Honorary Treasurer and up to three other Executive members 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 Executive will appoint Executive Officers to form a Finance Committee to carry out the day to day financial business of Cycling Ulster.

### **1. Finance Committee**

The Finance Committee will Consist of four members of the Executive and will include the Honorary Treasurer. The other three members will be selected by the Executive based on their financial understanding, ability to work with figures, knowledge of online banking procedures and basic electronic reporting and accounting methods.

The Finance Committee shall meet as often as is necessary and their duties will include but not be limited to the following

- a. Supporting the work of the Treasurer
- b. Liaising with committees and commissions regarding budget requirements for the incoming year.
- c. Drawing up an annual budget and submitting it to the Executive for approval
- d. Liaising with stakeholders and public funding bodies.
- e. Selecting representatives to meet with Cycling Ireland other stakeholders when financial issues are to be discussed.
- f. Preparing and presenting financial reports for Council and Cycling Ireland.
- g. Maintaining adequate financial records including bank statements, bank reconciliations and a record of income and expenditure
- h. Approving expense claims and arranging payment in a timely fashion. All payments must be approved by at least two members of the Finance Committee.
- i. Provide Financial up dates for Executive meetings.
- j. Reviewing and updating Financial Policies and disseminating the information to appropriate individuals and groups
- k. Carrying out bank reconciliations
- l. Ensuring that an adequate monetary reserve is maintained.
- m. Collate Year End Accounts for the AGM

Other Duties of the Finance Committee will be outlined in the Financial Policies and Procedures and Cycling Ulster's Governance document.

### **Powers and Duties of The Commissions**

Commissions may be formed from time to time by the Executive may include members who are on the National Commission. Commissions will

- a. Advise the Executive of its recommendations relating to particular areas of the development of the sport of cycling.
- b. Make recommendations and/or organise events or courses as may be deemed necessary
- c. Seek funding from the Executive to carry out their tasks
- d. 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. Provide a report to the Executive for inclusion in the Annual General Meeting Reports.
- f. Keep accurate records of spending and submit receipts, invoices and expense claims to the Finance Committee in a timely fashion.
- g. If operating its own bank account all financial records of spend must be submitted to the Finance Committee on a quarterly basis for approval or when the next batch of funding is required.

Other Duties of Commissions will be outlined in the Cycling Ulster Financial Policies and Procedures and Cycling Ulster's Governance document.



## **ARTICLE 6 – NOTICE OF AND BUSINESS OF COUNCIL MEETINGS -**

### **➤ Business of 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 consider the minutes of the previous Annual General Meeting or any EGM held in the interim period
- b. To consider a statement of Cycling Ulster's accounts for the previous year.
- c. To fix the rate of any membership levies for members for the following calendar year.
- d. To consider reports of the past year's activities.
- e. To consider and propose alterations to the rules and to submit motions for discussion.
- f. To elect members of the Executive as required.

### **➤ Notice of Annual General Meeting**

Notice convening the Annual General Meeting shall be sent to all affiliated clubs a minimum of 21 days before the proposed date. Motions and nominations for the Executive positions must be sent by post or via electronic mail and received by the Honorary Secretary at least fourteen days before the meeting. Such items must be proposed by clubs. The Executive is also entitled to submit motions and nominations for the AGM.

The Honorary Secretary will acknowledge all motions and nominations and make members aware of such through websites and social media, if appropriate, not less than seven days before the Annual General Meeting.

The Honorary Secretary shall arrange for the final AGM agenda to be prepared and published not later than seven days before the date fixed for holding the AGM

### **➤ An Extra-ordinary General meeting**

- An Extra-ordinary General Meeting may be convened at any time which may be for any purpose except for the transaction of business reserved to the Annual General Meeting.
- The Provincial Executive may convene an Extraordinary General Meeting at such time and place and for such purpose as it thinks fit.
- The Executive shall convene an Extraordinary General meeting by giving 14 days notice of such meeting
- An Extraordinary General Meeting may also be convened by the members and shall be convened within 21 days from the receipt by the Provincial Secretary of a requisition on behalf of at least 10% of the member clubs and accompanied by a fee of £100 and specifying the purpose for which the meeting is being convened:

Notice convening an Extra-ordinary General Meeting shall be sent to the members not less than 14 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 - STANDING ORDERS**

No business shall be transacted at any general meeting unless a quorum be present when the meeting proceeds to business.

If within fifteen minutes from the time appointed for the meeting a quorum be not present, the meeting shall stand adjourned for 15 minutes. If a quorum has still not been reached after fifteen minutes the meeting shall continue irrespective if so determined by the Chairman.

A Quorum shall consist of for –

- Council Meetings : 5% of Cycling Ulster Clubs
- Executive meetings : one-half of the total members eligible to be present
- Commissions : one-half of the total members eligible to be present.

If a quorum is not present for Executive or Commission meetings any decisions taken at such a meeting are not binding and cannot be acted upon. Any such decisions taken must be ratified by a majority of the Executive / Commission. This can be done via email.

- **Business of Meeting**

The Honorary Secretary shall draw up the order of business, which may be varied by decision of the meeting. Any motion in the absence of sponsor may be moved by any delegate present at the request of two thirds of those delegates present.

- **Voting**

- Voting in general shall be by show of hands. For election of Officers, where there is more than one candidate, a secret ballot will 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 and entitled to vote.

- **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, Finance Committee and Commission Meetings shall be given except in exceptional circumstances and notification shall state details for the exception. Delegates shall receive at least fourteen 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.