

# **Blackburn Cycling Club Incorporated Constitution and Rules**

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## **1. Name**

The name of this Club is the BLACKBURN CYCLING CLUB INCORPORATED. This name may not be altered without the consent of a two-thirds majority of members present at a properly constituted Club Meeting.

## **2. Objectives**

The objectives of the Club are:

1. To conduct and control cycling within its nominated area;
2. To organise and provide funds for its activities; and
3. To invest and deal with funds not immediately required.

## **3. Short Titles**

In these Rules:

1. "Club" means Blackburn Cycling Club Incorporated.
2. "V.C.I" means Victorian Cycling Incorporated
3. "A.C.F" means Australian Cycling Federation
4. "Secretary" means Honorary Secretary.
5. "Treasurer" means Honorary Treasurer.
6. "Handicapper" means Honorary Handicapper.
7. "Delegate" means an elected representative of the Club.
8. "Committee" means executive committee of the Club.

## **4. Financial Year**

The financial year is from 1<sup>st</sup> February to 31<sup>st</sup> January.

## **5. Membership**

1. The Club consists of persons interested in cycling who are willing to join the Club subject to their admission by the Committee, the V.C.I. and the A.C.F.
2. Membership of the Club may comprise either amateur or professional cyclists and shall be divided into the following categories:
  - a. Full Members – those persons who are financial members or licence holders of the A.C.F and who pay the Club's full annual membership fee.
  - b. Associate Member – those who do not participate in cycle races and who pay a club membership fee only.
  - c. Life Members – those who enjoy honorary membership of the Club.
3. Proof of the approval by the V.C.I or the A.C.F of any person does not necessarily make it incumbent on the Club to accept that person as a Club member.

4. Club members may not be members of any other Club affiliated with the A.C.F.
5. The Club or the Committee reserve the right to refuse any person as a member if they do not conform to the V.C.I, A.C.F. or Club guidelines.
6. Associate members may be elected to sub-committees but shall not have the voting privileges of Full Members or be elected as an officer of the Club.

## **6. Affiliation**

The Club shall be affiliated with the V.C.I. and shall abide by the directions and rules of the V.C.I in all respects.

## **7. Club Membership Fees**

1. Club members shall pay the annual fees as determined by the Committee prior to the commencement of the Club's Financial Year.
2. Members are also liable to pay whatever levies and fees are due to the V.C.I or A.C.F. within 30 days of notice being served by either of these bodies.

## **8. New Members**

Each new member shall complete a Club and A.C.F. membership form and the Club shall forward the completed form together with the appropriate fee to the V.C.I.

## **9. Meetings**

1. The Ordinary Meetings of the Club shall be held monthly or as required, and the Order of Business shall be:-
  - a. To accept apologies.
  - b. To admit visitors and new members.
  - c. To receive minutes of previous meeting(s).
  - d. Business arising.
  - e. To receive correspondence.
  - f. Receipts.
  - g. Accounts.
  - h. Elections (if any).
  - i. Reports (Financial; Delegates etc. )
  - j. Notices of motion (if any).
  - k. General Business.
  - l. Date of next meeting and close.
2. At Club meetings a quorum shall be thirteen, of which two will be officers.

## **10. Voting**

At the Annual General and all Ordinary Meetings of the Club, every full financial member shall be entitled to be present and to give one vote and no more upon every question, provided that in the case of equality of votes, the Chairman of the meeting shall declare the question resolved so as to maintain the status quo.

## **11. Amendment of Constitution and Rules**

- a. Any motion to alter, amend, delete or add a new rule, must be lodged in writing with the Secretary 14 days prior to the Club meeting at which the motion will be submitted for decision and written notice given to each member of the contents of such motion.
- b. Upon such motion being duly passed by the Club it will be submitted to the V.C.I. for approval and it shall not be effective until such approval is forthcoming.
- c. Any clause of this Constitution or Rule that has been subject to such Notice of Motion, may not be altered for a period of six months after the declaration of the result of the vote thereon.
- d. A two-thirds majority affirmative vote will be required to carry a Notice of Motion.

## **12. Club Representation on V.C.I.**

1. The Club will be represented by such of its members at meetings of the V.C.I. as are acceptable to that body.
2. Delegates shall be elected from members of the Club, other than Associate Members.

## **13. Annual Meeting**

1. The annual meeting shall be held on the first available meeting date in March of each year.
2. The business of the annual general meeting shall be:
  - a. To accept apologies
  - b. To admit visitors
  - c. To receive and adopt minutes of previous annual meeting
  - d. Business arising
  - e. To receive President's report
  - f. To receive Treasurer's report
  - g. Election of office bearers, for the following positions:  
President, Vice President, Secretary, Treasurer, Club Captain,  
Chairman Racing Committee, Chairperson Social Committee,  
Handicappers, Chief Judge and Assts, Chief Referee and Assts., Race  
Starter, VACU Delegates (2), Coaches, Historian, Number Stewards,  
Property Stewards, Trophy Stewards.
  - h. To accept or reject the recommendation of the Committee to elect a  
Club Life Member, if any.
  - i. General business.

## **14. Officers of the Club**

1. The officers of the Club shall be:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
2.
  - a. Officers shall be nominated at the Club Meeting prior to the Annual General Meeting and elected at the Annual Meeting.
  - b. Such nominations shall be lodged in writing and signed by the Proposer, Seconder and Nominee, who must all be financial members of the Club.
3.
  - a. The President and Secretary shall be elected for a two year period, the President being elected at one Annual General Meeting, the Secretary being elected the following year, and
  - b. Other Officers of the Club shall be elected for a one-year term.  
ALL officers on retiring are eligible for re-election.

## **15. Executive Committee**

1. The executive committee shall consist of the President, Vice President, Secretary, Treasurer, Chairpersons of each committee, and the Club Captain. Additional members may be co-opted from the Club membership, but with no voting rights.  
The position of any member absent for 3 (three) consecutive meetings without an apology shall be declared vacant.
2. A member elected to the Executive Committee shall serve for a period of one year, and will be eligible for re-election.
3. A quorum shall be five Committee Members which will include two officers.
4. The Executive Committee has power to:
  - a. Transact the business of the Club.
  - b. Control and spend monies on behalf of the Club.
  - c. Inquire, if necessary, into the status of any person nominated for membership.
  - d. Fine or suspend any member of the Club for any breach of rules of discipline.
  - e. Act as Club Appeal Board, except in matters where the Jury of Appeal has already acted.
  - f. The Committee has power to elect Sub-Committees.

## **16. Appeals**

Any member may appeal from a decision of the Club Appeal Board to the appeal board V.C.I.

## **17. Race Officials**

1. Nominations for the following racing officials shall close at the Club meeting prior to the Annual General Meeting:
2.
  - a. Handicapper
  - b. Referees (two positions)
  - c. Stewards panel consisting of a minimum of six members
  - d. Assistant Handicapper
3. Members who hold a current racing licence shall not be eligible to hold the position of Handicapper. In the event of a non-racing member being unavailable, a racing member can be elected to the position of Handicapper.

## **18. Auditors**

An auditor shall be appointed by the Committee each year to audit the financial statements of the Club.

## **19. Life Members**

1. The Club shall have the power to elect life members on the recommendation of the Committee.
2. Any nominations for life membership must be lodged with the Secretary of the President at the General Meeting prior to the Annual Meeting and signed by the proposer and seconder.
3. Only one member can be recommended for life membership in any one year, plus any member gaining Olympic or Commonwealth Games selection.
4. No member shall be elected a life member unless he has rendered distinguished services as a Club member for a period of at least seven years.
5. The election of a life member shall be held at the annual meeting.

## **20. Expulsion**

The Executive Committee has further power to recommend the expulsion of any member of the Club to the next ordinary meeting of the Club which must agree by a majority vote of members. Such member to be given seven days notice in writing of the complaint against him and given the opportunity to answer the complaint before the Committee decision is made.

## **21. Use of Club Property and Assets**

The property, assets and income of the Club shall not be used for any purpose other than those stated in Rule (2).

## **22. Distribution of Assets, Profit and Income**

No asset, profit or income of the Club derived from the conduct of race meetings or otherwise shall be distributed amongst the members. However, this Rule shall not prevent payment to an officer or member of the Club of an allowance to reimburse expenses necessarily incurred in the performance of his official duties.

## **23. Distribution of Assets**

If, for any reason, it should be necessary for this Club to disband, all assets shall be realised and placed on trust with the V.C.I. or such other body as the Club may deem fit and shall be used solely for the benefit of cycling.

## **24. Vacant Position**

In the event of any position becoming vacant, the Club shall elect a member to the vacant position or positions, at the first available meeting after the vacancy occurs.

## **25. Interpretation of Rules**

In the event of any question as to the correct interpretation of any Rule, such a question shall be resolved by the Chairman. However, should such a decision be disagreed with and carried by a majority of the members, such question shall be referred to the Executive Committee whose decision shall be final.

## **26. Duties of Officers**

1. President  
The president shall take the chair at all meetings of the Club and shall control the meeting and carry out the Standing Orders.
2. Vice-President  
The Vice-President shall assume the role of the President when that officer is absent.
3. The Secretary  
The Secretary shall convene and attend all meetings of the Club. He shall also be responsible for the conduct of the business of the Club in accordance with the Rules and under instructions from the Club and or Committee and shall keep in safe custody all records of the Club including the minute book and other records necessary for the efficient operation of the Club. He shall also pay to the Treasurer within 28 days all monies received.
4. Treasurer  
The Treasurer shall have charge of all the Club funds and shall keep clear records in writing of all receipts and payments. He shall be one of four signatories for the Club's banking transactions the other three shall be the President, Secretary and Vice-president.  
The Treasurer shall bank within 14 days all moneys received and shall make no disbursement without the sanction of the Executive Committee and shall submit a statement of receipts and payments and Balance Sheet duly audited to the Annual Meeting.  
The Treasurer shall also furnish a Financial Statement at Ordinary Meetings of the Club.

## **27. Race Officials**

The duties of race officials shall be in accordance with the duties prescribed by the V.C.I. in so far as they apply to this Club and notwithstanding any special duties that may be provided for elsewhere.

## **28. Entry Fees**

Entry fees for Club racing shall be as determined by the Executive Committee prior to commencement of the financial year of the Club.

## **29. Prizes**

- a) Prizes may consist of cash, trophies, trophy orders and other awards as approved by the V.C.I.
- b) All trophies, orders and other awards won in any event can be claimed from the Treasurer.
- c) All monies not claimed within six years of the member becoming unfinancial, become the property of the Club.

## **30. Fines**

All fines imposed under the Racing Rules shall become property of the Club and a member is deemed to be suspended until such time as the fine is paid.

## **31. Transfers**

- a) No member of this Club shall be granted a clearance to another Club until it is approved by the V.C.I and unless they are financial at the time of their application.

## **32. Rules of Debate**

Rules of debate shall be determined by the Chairman of the relevant meeting.

## **33. Matters not covered elsewhere in these Rules**

- a) In all matters not covered elsewhere in these Rules reference shall be made to the appropriate Rules of the V.C.I and the A.C.F. and these Rules shall be deemed to be legal and binding on all members of this Club.
- b) The Executive Committee shall decide on matters not previously covered in this Constitution and their decision shall be final.

## **34. Racing Rules**

The Club will abide by the racing rules of the V.C.I and the A.C.F.

## **35. Club Colours**

The registered Club colours are as follows:

- a) Road – red sweater with a 15 cm horizontal white band about mid chest with red and white collar and sleeve bands.
- b) Track – a white shirt with a 15 cm red band.

The words Blackburn C. C. are optional.

If necessary, colours may be modified to suit sponsor requirements.

## **36. Club Championships**

To be eligible to contest Club championship events, the following conditions apply:

- a) Transferees from other Clubs must be financial members of this Club for a period of not less than 60 days prior to the date of the event in which they wish to compete.
- b) Novice riders (never previously raced, other than school boy/girl events): as soon as becoming a financial member and satisfying the requirements of the V.C.I and A.C.F.
- c) Any member of this club becoming unfinancial, must arrange to have his/her financial status regularised not less than 30 days prior to the date of the event in which they wish to compete.
- d) A race jury consisting of 3 (three) members must be in attendance at all championship events.
- e) Track Championships

The Track Championships are to be held in February each year: they can be altered to another date if a public holiday, state or national title occur at the same time. All racing according to V.C.I and A.C.F. rules. The sectional championships will be decided on a points allocation, as follows:

1<sup>st</sup> place – 5 pts, 2<sup>nd</sup> – 3 pts, 3<sup>rd</sup> – 2 pts, 4<sup>th</sup> – 1 pt.

The winner of the most points will be the “Track Champion” and will be presented with a good quality sash. Second and third most points will receive silver and bronze medals respectively. The place-getters of each championship race will be awarded a gold, silver or bronze medal, suitably engraved. The events to be contested will be –

- a. Seniors and Juniors  
Sprint, time trial, scratch, point-score, pursuit.
  - b. Juveniles, Divisions 1 & 2  
Sprint, time trial, scratch, point-score.
  - c. Veterans, Divisions 1, 2 & 3  
Sprint, time trial, scratch and point-score.
- f) Road Championships  
The road championships shall be held in the latter part of the month of August each year: they may be altered if an open race prevents them from being held on that date. A secret handicap may be held in conjunction with all unpaced events with the Club providing a Trophy for first place only.

Championship distances (approximate) are:

		Massed Start	Unpaced
Senior		100 km	40 km
Junior		60 km	30 km
Junior	Div 1	30 km	20 km
	Div 2	25 km	10 km
Veteran	Div 1	50 km	10 km
	Div 2	40 km	10 km
	Div 3	30 km	10 km

### **37. Aggregate Trophies**

A track aggregate will be held for each section, the points allocation is as follows:

Club start		2 points
Handicap	1 <sup>st</sup> place	7 points
	2 <sup>nd</sup> place	3 points
	3 <sup>rd</sup> place	1 point
Scratch	1 <sup>st</sup> place	3 points
	2 <sup>nd</sup> place	2 points
	3 <sup>rd</sup> place	1 point

A road aggregate will be held for each section, the points allocation is as follows:

1 <sup>st</sup> place	5 points
2 <sup>nd</sup> place	3 points
3 <sup>rd</sup> place	1 point
Fastest time	4 points
Completing course	2 points

Riders not completing the course through a recognised mishap, may receive points. The referee will decide the point allotment.

### **38. VACU Teams Championships**

Club representatives for the V.C.I. Track and Road team championships shall be selected by the Club Coach(es) and submitted to the racing committee for ratification. The coach(es) may delegate a rider(s) from each category to assist him with coaching and/or selection. A training squad will be organised by the coach(es).