

## WEST GROUP CONSTITUTION.

The Group shall be called "The VTTA West Group" and be run as a Club.  
Club website address ([www.westvet.org.uk](http://www.westvet.org.uk))

### (1) Affiliations.

1.1. The Club shall be affiliated to The Veteran Time Trials Association (VTTA) and be governed by its Constitution, Rules and Regulations. (<http://www.vtta.org.uk/information/rules.php>)  
It shall affiliate to the local District Council of Cycling Time Trials (CTT) and the Western Time Trials Association (WTTA).

### (2) Management of the Club.

- 2.1. The management of the Club will be by a Committee of eight.
- 2.2. The Committee shall comprise the following: Chairman, Vice Chairman, Secretary, Treasurer, Recorder, Website Master, "The Veteran" Reporter and the "West Vet" Editor.
- 2.3. The Committee shall be empowered to fill any vacancy that may occur.
- 2.4. The Committee shall meet as frequently as required to carry on the business of the Club with all Committee members being prior informed by the Secretary with at least fourteen days' notice of any such meeting.
- 2.5. Five members shall form a quorum.
- 2.6. The Committee may alter or add to these rules upon a majority agreement of all the Members who must be notified prior to the Committee meeting where any decision would be made. This always provided that any change or changes are placed upon the Agenda of the next AGM for ratification.
- 2.7. Any matter not provided for in these rules shall be dealt with by the Committee whose decision shall be final.
- 2.8. Additional committee members may be co-opted on a temporary basis, if this is deemed necessary by the Committee.
- 2.9. The Club shall provide a quarterly journal, the West Vet, to all the members.

### (3) Annual General Meeting. (AGM)

- 3.1. The AGM shall be held at the end of October or the beginning of November with at least five weeks' notice of the meeting being given to all members.
- 3.2. Items for the Agenda of the AGM shall reach the Secretary at least three weeks before the meeting.  
All proposals for inclusion upon the Agenda must be seconded.
- 3.3. All members are entitled to receive a copy of the Agenda at least ten days before the AGM on request. The Agenda shall also be shown on the Club's website at that time.
- 3.4. Members who are unable to attend the AGM may vote on any Agenda item by post or by email. Such votes are to be sent to the Secretary no less than 5 days before for him to register their vote accordingly at the meeting.
- 3.5. The Treasurer shall prepare a Balance Sheet and a set of accounts at the end of the Club Financial Year, which is 30<sup>th</sup> September. These shall be checked by an appropriate person/s elected at the previous AGM.
- 3.6. Other committee members shall provide a written report at the AGM.
- 3.7. A copy of the AGM minutes shall be available four weeks after the meeting on request. These shall be shown on the Club website and in the Winter issue of the Club Journal the "West Vet".

### (4) Special General Meetings. (SGM)

- 4.1. An SGM may be called by the Committee giving at least fourteen days' notice to all the members.
- 4.2. An SGM may be called by members upon receipt of a request signed by a minimum of six members, subject to at least twenty one day's notice.

### (5) Membership.

- 5.1. Membership shall be open to all cyclists who are 40 years of age or older.
- 5.2. Members wishing to resign shall inform the Secretary. No refund of subscription will be given.
- 5.3. Members may be suspended or excluded from the Club in accordance with VTTA rule 2.8.9.
- 5.4. Past members can keep in touch with the Club as "Friends of the West Group" by receiving our quarterly "West Vet" journal for a cost of £10 including postage.

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(6) Subscriptions.

6.1. The commencement of the Club financial year shall be the 1<sup>st</sup> October.

6.2. The Annual Subscription shall be due at the 1<sup>st</sup> January and paid in accordance with VTTA rules 2.9.2 and 2.9.5.

6.3. The Annual Subscription shall be reviewed by the Treasurer and any recommended change included on the agenda of the AGM.

(7) Honorary President

7.1 The Club may elect at an AGM or SGM an Honorary President to serve for a period as deemed appropriate.

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**Notes.**

The above Constitution was formed after consideration by all the current officers and has been adopted by them for our Group.

It means our group conforms to the rules of the VTTA with it being managed as a club by having its own constitution and formal rules.

As you will have seen it is a democratic constitution giving all the members the opportunity to be informed and to vote on all issues about the Club.

To ensure that all the relevant information for the AGM will be included in the Autumn issue of the West Vet journal will be sent out at least 14 days before.

The committee is to now be formed by eight officers as item 2.2 and to include the new position of Vice Chairman.