

# **CONSTITUTION OF JAMAICA CYCLING FEDERATION**

## NAME

1. The federation shall be called the Jamaica Cycling Federation (hereinafter called the "Federation").

## OBJECTIVES

2. The objectives of the Federation shall be:
  - (a) To encourage, advance and improve cycling in Jamaica.
  - (b) To apply for and maintain affiliation with the Federation International De Amateur Cyclisme (F.I.A.C.) and the Union Cycliste International (U.C.I) as may be necessary and constitutional in accordance with the International rules governing both cycling in Jamaica as well as international cycling.
  - (c) Subject to (b) above, to supervise and control all cycling in Jamaica.
  - (d) To arrange, promote and manage amateur cycling races and race meetings in Jamaica for Jamaican cyclists and for cyclists from other countries.
  - (e) To arrange and manage visits of amateur cyclists from overseas and Jamaica and also tours of Jamaica cyclists to other countries.
  - (f) To do all such acts and other things which shall be bona fide and necessary in furtherance of the forgoing objectives.

### PATRON

3. There may be a Patron of the Federation chosen and invited by the members from time to time.

### MEMBERS

4. The members of the Federation shall consist of the Registered Cyclists. Affiliate clubs, honorary members as well as members of the Executive and Management Committees.

### FEDERATION'S MANAGEMENT COMMITTEE YEAR

5. The Federation's year shall be deemed to begin on the first day of January and to expire on the thirty-first day of December of the same calendar year.

### OFFICERS

6. The Officers of the Federation shall consist of a President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Honorary Secretary and a Honorary Treasurer to be elected at the Annual General Meeting of the Federation as follows:

President	- every two years
1 <sup>st</sup> Vice President	- annually
2 <sup>nd</sup> Vice President	-annually
Secretary	-every two years
Treasurer	-annually

7. The President shall be the Senior Officer of the Federation. He shall summon and preside at all meetings (with exception of the Sub-Committee meetings), over which he shall have an ordinary vote on every question and in the event of a tie, the casting vote. The Federation shall obey the ruling of the President in that respect.

8. The 1<sup>st</sup> Vice President shall, in the absence of the President, summon and preside at all meetings with the exception of Sub-Committee meetings and shall have all the powers of the President in that respect.

9. The 2<sup>nd</sup> Vice President shall in the absence of the President and the 1<sup>st</sup> Vice President, summon and preside at all meetings with the exception of the Sub-Committee meetings, and have all the powers of the President in that respect.

10. The Honorary Secretary shall keep minutes of all proper proceedings of the Federation (Executive and Management Committee) and also a roll of members of the Registered Cyclists.

11. The Honorary Treasurer shall have the charge of the cash and financial affairs of the Federation. He shall prepare and present whenever required by the Federation or Executive Committee all accounts and financial statements which shall be audited annually by the Auditors appointed by the Federation.

The Executive Committee shall have the power to appoint an Assistant Honorary Secretary, an Assistant Honorary Treasurer, a National Coach and a Director of Racing to hold the office during any current year.

12. In the event of the absence, resignation, dismissal or death of any of the Officers, then the Executive Committee may make such acting appointments as found to be necessary until the next Annual General Meeting.

## EXECUTIVE COMMITTEE

13. There shall be an Executive Committee consisting of

- (a) The five Officers mentioned in Rule 6.
- (b) The National coach
- (c) The Director of Racing

14. The function of the Executive Committee shall to administer all matters in connection with the objectives of the Federation and the Executive Committee shall have committed to it all the governing functions of the Federation with the power to appoint Sub-Committees to deal with any particular matters.

15. The Executive Committee shall have the power from time to time to formulate, adopt, and amend the rules and regulations and by-laws governing all matters concerning cycling in Jamaica including such matters as: races, race meetings, national and international meets, championships or competitions, provided always that all such rules, regulations, and by-laws shall be in accordance with the general rules of amateur cycling as made from time to time by the Federation International De Amateur Cyclisme (F.I.A.C.) and the Union Cycliste International (U.C.I.).

16. The Executives Committee shall meet at least once a month, and in the absence of the President or Vice Presidents at any meeting, the Executives Committee shall elect a Chairman for such a meeting. At any meeting the Chairman shall have an ordinary vote, and in the event of a tie, the casting vote. At every meeting the Quorum shall consist of three members.

## MEETINGS

17. The Annual General Meeting of the Federation shall be held before the end of March each year.

At the Annual General Meeting the only persons entitled to vote shall be all Registered Licensed Cyclists, (who are registered before the first of January and shall have taken part in at least six (6) races organized by the Federation or its affiliate clubs in each year of registration), as well as members of the Executive and Management Committees. The Quorum at any Annual General Meeting shall be one half of the total eligible votes and an additional five such votes. The notice for these meetings shall be fourteen (14) days in advance of the meeting.

## SPECIAL GENERAL MEETING

18. The Federation shall meet at such other times as the President or Executive Committee shall direct, and at least fourteen (14) days notice shall be given to the Managing Committee. This notice shall be in writing and sent by the Honorary Secretary. The quorum of this Special General Meeting shall be two thirds of those specified in Rule 17.

19. On the requisition in writing of any ten Registered Amateur Cyclists of the Federation, the Honorary Secretary shall convene a Special General Meeting and give due notice of at least fourteen (14) days to the Management Committee. The quorum of this Special General Meeting shall be two thirds of those specified on Rule 17 plus at least half of the signatories of the requisition.

20. At all Special General Meetings, those eligible to vote are those specified in Rule 17 plus all members of the Executive Committee

and the Management Committee. At these meetings the Chairman shall have an ordinary vote, and in the event of a tie, a casting vote.

21. No motion or other business shall be included in the Agenda of any meetings of the Association except by the direction of the Managing Committee unless written notice shall have been given to the Honorary Secretary not less than fourteen (14) days prior to the meeting. The Honorary Secretary shall give seven (7) days notice of such motion or other business to all members prior to the meeting.

22. In the absence of the President and Vice President at any meeting, the Federation shall appoint a Chairman who shall preside and have all the privileges of the President at the said meeting.

### CLUBS

23. a) In the discretion of the Executive Committee and subject to the conditions hereinafter set out, the Executive Committee may from time to time accept or reject the affiliation to the Federation by cycle clubs.

b) The Executive Committee shall be satisfied, before accepting any application for affiliation (or renewals thereof) by cycle clubs, that:

i) The affiliation of cycling clubs, whilst creating healthy competition between riders does not cause an undesirable conflict or state of discontent between cyclists or members of the Federation. The Executive Committee shall be the sole judge of this matter.

ii) There exists at all relevant times, at least five (5) cycle clubs which are or may become affiliated to the Federation.

iii) Any cycle club seeking affiliation shall be properly constituted club, whose objectives do not conflict with the objectives of the Federation and whose rules or regulations provide, inter alia, for the election of officers, meetings, membership and the discipline of members.

iv) The cycling club has at relevant times at least ten (10) members who are considered by the Management Committee, in its discretion, to be registered cyclists.

v) The applicant has applied by form prescribed, submitted a copy of its Constitution or Rules, paid the prescribed fee in advance and submitted such other information as may be required by the Executive Committee.

c) An affiliated cycle club shall not of it itself be entitled to cause its representative to attend any meeting of the Federation or of the Executive Committee- unless specifically invited by the Federation so to do- provide, however, that individual members of the club shall maintain their rights of membership (if any) including attendance at meeting, in accordance with this constitution.

Further provided that the Executive Committee may if it deems fit, summon a meeting of affiliated cycle clubs and invite their duly appointed representative or representatives to attend such meeting.

The conduct and agenda of any such meeting of the representatives of affiliated cycle clubs shall be decided by the Executive Committee or by the President of the Federation as maybe convenient.

d) Any person who shall be an officer or member of an affiliate cycle club or one, whose affiliation has ceased for any reason within the previous two years, shall not be eligible to be a member of the Executive Committee.

e) Affiliation of a cycle club shall be for a period of one year and shall be renewable, in the discretion of the Executive Committee, for a further period of one year on the same conditions of renewal for each year.

f) Affiliation fees not exceeding \$500 per annum, as determined by the Executive Committee, shall be paid by each affiliated cycle club by the last day in January each year. In the year of application the Executive Committee may accept a reduced fee relative to the then unexpired portion of the year. A cycle club that shall fail to pay its affiliation fee within three months of the due date shall be automatically suspended as an affiliate of the Federation. The Executive Committee may renew the affiliation of the suspended club on payment of the arrears of fees and a penalty not exceeding 50% of the prescribed fee.

g) i) The Executive Committee shall have the power to discipline any affiliated cycle club by means of a fine not exceeding \$250 or suspension for a period not exceeding three months, or both for breach or of this constitution or of any regulations or rules of conduct or racing or for any conduct considered undesirable in the best interests of cycling in Jamaica. The decision of the Executive Committee in such cases shall be final.

ii) During any period of suspension of an affiliated cycle club its member cyclists shall not be permitted to take part in any of the activities of or races staged by the Federation unless specific permission for such participation shall be given by the Federation related to any one or more of such member cyclists.

iii) If the Executive Committee shall for any reason concerning breach of any rules or misconduct (other than non-payment of fees) see fit to suspend the affiliation of a cycle club indefinitely or for any period exceeding three months, it shall give the club at least seven days notice of a special meeting of the Executive



Committee called to consider the matter and will also give to the club written notice of the matter or matters under complaint. The club shall be entitled to be represented by two of its officers and also such other members as the Executive Committee shall summon to the meeting.

iv) Any cycle club suspended for disciplinary reasons (other than non- payment of fees) for any period exceeding three months, shall have the right of appeal to a special general meeting of the Federation to be called within thirty (30) days of the notice of appeal. The suspension shall be sustained or rejected by simple majority of the members present and voting, and the Chairman shall have the casting vote.

v) The aforesaid rules governing suspension are related to disciplinary measures and do not affect the Executive Committee's discretionary powers set out in sub-clause (a) and (b) of this Rule.

h) Cycle clubs may obtain commercial or other sponsorship for activities and for benefit of their riders provided that:

i) The club shall provide the Federation with the name of the sponsor and the general details of the sponsorship, and

ii) Such sponsorship shall not conflict with any regulations as to amateur status or rider as may be established by F.I.A.C or the U.C.I. The decision of the Executive Committee shall be final.

i)The Executive Committee may establish from time to time a policy or guideline as to the number of cycle club whose affiliation may be acceptable from any geographical area, whether urban parish or otherwise, of Jamaica.

j)The Executive Committee may, in addition to the foregoing provisions, establish by-laws and regulations concerning cycle clubs and shall deliver to affiliated cycle clubs copies of this

constitution and rules and all other regulations and guidelines in force from time to time.

24. At the Annual General Meeting of the Federation the auditors shall be appointed to hold office for the current year.

#### LIABILITY

25. There shall be no persona liability attached to any officer or member of the Federation for any bona fide action taken or intended in pursuance of any of these rules or of any of the objectives of the Federation. However, the Federation shall not be liable for any action beyond the scope to these rules and by any person in excess of his authority.

#### REGISTERED CYCLISTS

26. Any cyclists desiring to be enrolled in the Federation as a Registered Cyclist must satisfy the Executive Committee that he is:

(a) An "Amateur" as defined by and in the accordance with the rules governing international cycling, and Rule 26 of the I.O.C.

(b) A fit and proper person to be an amateur cyclist having good character and his conduct being of paramount importance.

(c) Willing to abide by the rules of the Federation governing racing as set by the Federation.

27. Rules governing the discipline or suspension of a Registered Cyclist or the removal of the name of a registered cyclist from the roll or the reinstatement on the roll shall be formulated from time by the Executive Committee and stated in the rules of the Federation.

## AMENDMENT OF THE CONSTITUTION

28. Any member proposing any addition, alteration, or amendment to the constitution of the Federation must forward the same in writing to the Honorary Secretary at least fourteen (14) days prior to the meeting of the Federation at which he proposes to move such addition, alteration, or amendment. The Honorary Secretary shall give due notice thereof to members.

29. No addition, alteration, or amendment to this constitution shall be made unless the same shall be proposed at the duly constituted meeting of the Federation carried by a vote of at least two thirds of the members present and voting. The Executive Committee shall have the power to deal with any other matter or matters not specifically provided for in the above mentioned constitution.