

BYE-LAWS

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BYE-LAWS

BYE LAW 1 - DEFINITIONS

In the Bye-Laws and Technical Regulations of the Federation the following words shall have the following meanings (these are additional to the definitions shown in the Articles of Association :

	<i>Words</i>	<i>Meanings</i>
1.1	Articles	The Articles of Association of the British Cycling Federation
1.2	Bye-Laws	The Bye-Laws of the Federation.
1.3	Cycling	Bicycling, tricycling or the use of any similar vehicle of which the whole motive power is that of the rider or riders.
1.4	Region Secretary	The Secretary for the time being of a Region elected by the Regional Council, or the person acting in that capacity, or carrying out certain of his duties by direction of that Region Council.
1.5	Memorandum	The Memorandum of Association of the British Cycling Federation
1.6	Month	Calendar month.
1.7	Prescribed Time	The time fixed by the Bye-Laws, Standing Orders or Technical Regulations in that behalf.
1.8	Registered Address	The address given in the application for affiliation or enrolment.
1.9	Technical Regulations or T.R.	The Technical Regulations of the Federation.

BYE LAW 2 - MEMBERSHIP OF THE FEDERATION

2.1 Classes of Membership.

There shall be four categories of individual membership and all are subject to the terms and conditions prescribed herein.

RACE

2.1.1 **Bronze** Membership - Individuals and club members who may not be active cyclists but wish to support the Federation and the sport as officials and/or coaches.

2.1.2 **Silver** Membership - Individuals and members of cycling, athletic and other clubs, and/or works, house or recreation clubs, affiliated to the Federation.

2.1.3 **Gold** Membership - Individuals and members of cycling, athletic and other clubs, and/or works, house or recreation clubs, affiliated to the Federation

RIDE

2.1.4 **Ride** Membership - Individuals and members of cycling, athletic and other clubs, and/or works, house or recreation clubs, affiliated to the Federation

2.2 Membership Age Groups

Members shall be divided into age groups as follows:

RACE

2.2.1 **U12's** Members under the age of 12

2.2.2 **Youth** Members over the age of 12 but under the age of 16 within the current year.

2.2.3 **Junior** Members whose 17th or 18th birthday falls within the current year.

2.2.4 **Senior** Members older than the Junior requirement.

RIDE

Members shall be divided into age groups as follows:

2.2.5 **U12's** Members under the age of 12

2.2.6 **Youth** Members over the age of 12 but under the age of 16 within the current year

2.2.7 **Junior** Members whose 17th or 18th birthday falls within the current year.

2.2.8 **Senior** Members older than the Junior requirement

2.3 Application for Membership

2.3.1 Any individual desiring full membership of the Federation shall make application to the Headquarters of the Federation, the Scottish Cyclists' Union or the Welsh Cycling Union, as appropriate, in such terms as the Board shall require and shall forward one year's subscription and such further information as may be required.

2.4 Each member of the Federation shall, subject to his election, be furnished by the Chief Executive with the appropriate membership certificate on receipt of his subscription, which certificate shall act as a receipt therefore. The membership certificate must be produced when required by the Chief Executive.

2.5 Membership Entitlements

2.5.1 **RACE Bronze** Membership shall entitle the holder to:-

- A membership card
- Discounts on a range of products and services
- A provisional racing licence giving access to a range of 'entry level' type competitions in all disciplines of cycling (free of charge to designated volunteers).
- A copy of the Memorandum & Articles of Association and the Bye Laws on request and payment of a cover charge.
- A copy of the British Cycling Annual Handbook upon request and payment of a cover charge (free of charge to designated volunteers).
- Representation on the appropriate Regional Council in accordance with these Bye-Laws.
- Participate in social events organised by the Federation for Members
- The right of appeal under these Bye-Laws

Note: Professional indemnity insurance and a regular newsletter will be available, for an additional fee, to all BCF registered Coaches and Activity Leaders who have taken out Bronze membership.

2.5.2 **RACE Silver** Membership shall entitle the holder to: -

- All the benefits of Bronze Membership
- Third Party (Public Liability) insurance whilst cycling, in accordance with the terms of the policy adopted by the Federation. (subject to residency in the United Kingdom).
- Legal advice and assistance in accordance with the Federation's Legal Assistance Scheme (subject to residency in the United Kingdom).
- Professional Indemnity insurance and a regular newsletter for all BCF registered Coaches and Activity Leaders.

- Registration for the purpose of Racing under the Federation's Technical Regulations on payment of such fees as may be therein prescribed.
- 2.5.3 **RACE Gold** Membership shall entitle the holder to: -
- All the benefits of Silver Membership.
 - Personal Accident insurance, in accordance with the terms of the policy adopted by the Federation
 - Quarterly Racing Calendar & Magazine
- 2.5.4 **RIDE** Membership shall entitle the holder to: -
- a membership card
 - Third Party (Public Liability) insurance whilst cycling (excluding competitive cycling), in accordance with the terms of the policy adopted by the Federation. (subject to residency in the United Kingdom).
 - Legal advice and assistance in accordance with the Federation's Legal Assistance Scheme (subject to residency in the United Kingdom).
 - Discounts on a range of products and services
 - A copy of the Memorandum & Articles of Association and the Bye Laws on request and payment of a cover charge.
 - The right of appeal under these Bye-Laws
 - A copy of the British Cycling Annual Handbook upon request and payment of a cover charge (free of charge to designated volunteers).
 - Representation on the appropriate Regional Council in accordance with these Bye-Laws.
 - Participate in social events organised by the Federation for Members

Note :

- Family Membership is available with the Race Silver, Race Gold and Ride membership categories. This provides all the benefits of the relevant category to each member of the family (up to two adults and any number of family members under 18 years of age). A single copy of each edition of the quarterly magazine (where applicable) will be sent to the principal member.

- Life Members shall be entitled to all the benefits of Race Gold Membership.

- Personal Accident Insurance is not applicable to members under the age of 5 or over the age of 75 years

2.6 Conditions of Membership

- 2.6.1 All applications for affiliation to the Federation from organisations and individuals shall be deemed an acceptance of the Federation's Memorandum, Articles, Bye-Laws, Standing Orders and Technical Regulations
- 2.6.2 The election of members, clubs and organisations shall rest with the Board which may refuse to accept an application without being required to give an explanation for the refusal.
- 2.6.3 Any organisation desiring to renew its affiliation to the Federation shall submit a signed application to the Federation Headquarters in such terms as the National Council shall require.
- 2.6.4 An affiliated organisation desiring to alter its name shall make application to the Company Secretary of the Federation for approval. It shall not normally be permitted to alter the name to one similar to that of another club.

2.7 Affiliated Organisations Entitlements

All affiliated organisations within Great Britain, the Isle of Man, and the Channel Islands shall be entitled to:

- 2.7.1 Representation on their respective Regional Councils in accordance with these Bye-Laws.
- 2.7.2 Permits for their Race Meetings in accordance with the Technical Regulations of the Federation.
- 2.7.3 Public liability insurance cover for the organisation of £10,000,000. In the case of School Clubs this benefit is only applicable if the increased subscription has been paid.
- 2.8** The rights and privileges of members and affiliated organisations shall be as laid down in these Bye-Laws and shall not be transferred or transmitted.
- 2.9** "If at any National Council Meeting a resolution be passed by two-thirds of those present and voting to the effect that a member or an affiliated organisation be excluded from the Federation, the membership of such member or the affiliation of such organisation as the case may be shall thereupon terminate entailing forfeiture of all rights and privileges of membership affiliation or enrolment without prejudice to any liability of the member to the Federation. Provided always that notice of such resolutions shall be inserted in the agenda paper for such meeting and that no resolution for exclusion shall be valid unless seven clear days notice shall have been given to such member or affiliated organisation that the question of his exclusion is about to be considered by the Federation and inviting him to attend before the National Council and give such reasons against his exclusion as he may think fit but he shall not be entitled to be present at the voting or to take part in the proceedings (save as aforesaid) otherwise than as the National Council shall permit.

BYE LAW 3 - SUBSCRIPTIONS

3.1 Subscriptions of Members

3.1.1 Every member shall pay an annual subscription according to a scale to be fixed from time to time by the National Council. In the event of any member objecting to an alteration of subscription he may at any time before the expiration of his membership resign by notice given in writing to the Company Secretary of the Federation. In the absence of such resignation he shall at the expiration of his current membership be bound by the altered scale. Subscriptions for members shall become due for renewal one year after the day on which the membership is taken out.

3.1.2 Life Members

3.1.2.1 To qualify for life membership a member must have had 10 years continuous gold or silver senior membership before life membership can be purchased.

3.1.2.2 For members under 65 years of age the subscription shall be 12 times the annual Gold Senior membership subscription.

3.1.2.3 For members 65 years of age and over the subscription shall be 5 times the annual Gold Senior membership subscription.

3.1.3 All fees, subscriptions and levies defined in these bye-laws shall be determined each year by National Council and shall be published on the Federation's website and other appropriate media as well as being available on demand to any member or prospective member.

3.2 Subscriptions of Affiliated Organisations

3.2.1 Affiliated Clubs and Commercially named teams.

10% of the affiliation fee of all affiliated clubs, associations and commercially named teams shall be returned to the Region of the Club, Association or Team. Payment shall be made annually by 1st October.

3.2.2 Affiliated Associations shall consist of not less than six clubs, except in the case of Commonwealth Cycling Associations not directly affiliated to the Union Cycliste Internationale.

- 3.2.3 Affiliated School Clubs shall be entitled to free silver senior membership for their respective General Secretary.
- 3.2.4 Membership of such Clubs shall be confined to the pupils and staff of the parent School or Association of local Schools within the same Regional boundary, and the School or Association name shall be embodied in the name of the club.
- 3.2.5 The annual subscription of an affiliated organisation shall become due on 1st October in respect of the ensuing calendar year. Should a renewal fee be received before 31st December a discount will apply.
- 3.3 Sponsorship Fees**
- 10% of all sponsorship registration fees shall be returned to the Region of the Club or Team. Payment shall be made annually by 1st October.
- Note:**
Although there is no limitation on the number of sponsors with whom agreements can be made and any additional sponsors over the first four will not be subject to any registration fee, it will still be required for formal advertising agreements to be registered for all sponsors as detailed in Technical Regulation 9. Each club, team or individual member must supply, at the time of registration of contracts, details of the advertising inscriptions to appear on race clothing.
- 3.4 The Board may make consequential changes to contributory fees and other service charges to allow for changes in insurance premiums and excess payments, fluctuations in VAT and Federation staff emoluments.
- 3.5 Licence Fees**
- 3.5.1 Racing Licences shall be issued at Federation Headquarters on payment of the current fees as determined by National Council.
- 3.5.2 Members applying for a Racing Licence after 1st July in any year shall be charged at half price.
- 3.5.3 Any rider not under suspension by the Federation or any Organisation with which the Federation has an agreement may obtain a temporary racing licence which is valid for the duration of a single competitive event on payment of the current fees as determined by National Council for members and non-members
- 3.5.4 The reduced rate for a temporary racing licence will only be granted if proof of current membership of the Federation is provided to the organiser.
- 3.5.5 Apart from racing licences, other licences shall be issued by the Federation. These licences shall include, but not necessarily be limited to : - Team Manager (Sponsored Team or Club); Team Manager (Un-sponsored Team or Club); Commissaire; Referee; Motor Pacer; Anti Doping Inspector; Carer; Masseur; Mechanic; Doctor, Driver and Timekeeper. In certain circumstances a fee will be payable and details are available from headquarters.
- 3.6 Race Fees**
- 3.6.1 "Where the promoting body is affiliated to the Federation the grant of a permit shall (except in the case of the events listed in Technical Regulation 15.2.1) be subject to the payment of the current permit fee as determined by National Council.
- 3.6.2 The whole of the permit fee shall be retained by the Region issuing the permit.
- 3.6.3 Only one application, one permit and one permit fee, shall be necessary in respect of a track meeting but a separate application, separate permit and separate permit fee, shall be necessary for each road race even when promoted by the same organiser, on the same course and on the same day as another road race.
- 3.6.4 No permit fee shall be payable in respect of a National Championship.
- 3.6.5 No permit fee shall be payable in respect of a sanctioned mountain bike event. The insurance rates shall be as currently determined by the Board.
- 3.6.6 A free permit shall be issued for meetings open only to Under 16's, a track meeting or closed circuit race confined to first claim members of the same club, and roller racing meetings.
- 3.6.7 In the case of the applications listed in Technical Regulation 15.2.1 (non affiliated promoters and televised and other major events) the permit fee and any conditions attached to the grant of the permit shall be decided by the Board.
- 3.6.8 The Board or Region, as the case may be, shall have power to waive payment of a permit fee in respect of racing which it is satisfied is being promoted wholly for a charitable object or objects, or may return the whole or part of the permit fee where it considers such action justified.
- 3.7 Race Levy**
- 3.7.1 A race levy must be paid by each entrant in all events.
- 3.7.2 This levy shall be additional to any entrance fee charged by the race organiser.
- 3.7.3 No levy shall be paid by competitors in Youth events or in events on the international calendar.
- 3.7.4 Entrants for a track meeting or a closed circuit meeting shall pay one levy for that meeting.
- 3.7.5 Entrants for a track league, a stage race, or a road criterium series shall pay one levy for each meeting, or each day's racing.
- 3.8 Event Insurance**
- 3.8.1 All events shall be covered by third party insurance provided by the Federation and the fees set by the Federation shall be paid.
- 3.8.2 In all other cases the fees set by the Federation shall be paid.
- 3.8.3 The necessary amount must accompany the initial application to promote an event.
- 3.8.4 Where an event is subsequently cancelled for reasons which are acceptable to the Board and the Federation's insurers, the premium shall be refunded by the Federation to the Region Treasurer by 31st December of the same year, subject to the satisfactory completion of all of that Region's financial matters for the relevant calendar year.
- 3.8.5 An event is only insured on receipt of the appropriate registration fee.
- 3.8.6 An insurance levy shall be paid by each entrant in all events. This levy which shall be set by National Council shall be paid in accordance with the provisions of Bye Law 3.7 with the exception that it shall also be paid for events on the international calendar and by all Youth category competitors.
- 3.8.7 For events under Technical Regulation 7.12 an insurance fee shall be paid by each competitor in addition to the entry fee set by the organiser. The fee shall be set by National Council.
- BYE LAW 4 - NATIONAL COUNCIL**
- 4.1 General Conditions**
- 4.1.1 The Annual General Meeting of the National Council shall be in October, November or December each year.
- 4.1.2 The normal duration of the Annual General Meeting of the National Council shall be a maximum of six hours.
- 4.1.3 National Council meetings shall be open to members of the Federation and the Press, subject to exclusion of the latter by resolution and the Chairman's regulations as to the location of strangers.
- 4.1.4 None but National Councillors shall take part in the business without the leave of the meeting.

4.1.5 The Chief Executive and the Company Secretary shall be members of the National Council with the right to speak but not to vote.

4.1.6 One representative each of UK Sport and Sport England shall be members of National Council with the right to speak but not to vote.

4.1.7 No representative National Councillor shall be allowed to take part in or vote at the Annual General Meeting of the National Council unless the Regional Council of which he is a representative shall previously have held its Annual Meeting in accordance with the provisions of Bye-Law 10.5, and shall have forwarded to the Board a copy of the Region's audited accounts as prescribed. A statement made by the Chief Executive in writing as to the non-forwarding of any such accounts shall be accepted as conclusive.

4.1.8 No National Councillor may represent more than one Region.

4.2 National Council Powers

The National Council at every Annual General Meeting shall have the following powers in addition to those already stated in Article 17:

4.2.1 Election of Senior Vice Patrons and Vice Patrons.

4.2.2 Election of the nine members of the Appeals Board.

4.3 Nomination for elected positions

4.3.1 All nominations for the appointment of the Appeals Board shall be made by a Regional Council, Organisation with direct representation on National Council, or the Board, and be given to the Company Secretary at least forty-five days before the date of the Annual General Meeting of the National Council.

4.3.2 Members of the Board shall not be eligible to be elected to the Appeals Board.

4.3.3 All contested elections shall be by ballot.

4.3.4 Members of the Board not subject to re-election shall annually re-state, within the Annual Report of the Board any business interests and/or directorships held.

4.4 Agenda Items

4.4.1 A Regional Council, Organisation with direct representation on National Council, the Board, and any special committee appointed by the National Council shall be entitled to place motions on the Agenda of the National Council.

4.4.2 Notice of any motion for discussion at a meeting of the National Council shall be given to the Company Secretary at least forty-five days prior to the date of such meeting, except as provided hereinafter.

4.4.3 All motions to recommend the alteration or rescission of the existing Memorandum or Articles, or to alter or rescind any existing Bye-Law or Technical Regulation shall indicate the number of the existing Article, Bye-Law or Technical Regulation and the words affected.

4.4.4 When adopted, such motions and those recommending new Articles or making new Bye-Laws and Technical Regulations shall be subject to codification and any necessary revision by the Board, which shall have the power also to recommend any consequential alteration in other Articles, or make consequential alterations in other Articles, Bye-Laws or Technical Regulations.

4.5 Notices of Meetings

Notices of Meetings of the National Council, together with the Agenda Paper of all matters to be discussed or voted on and all nominations for election, shall be sent by the Company Secretary of the Federation to each Member of the National Council and to the Secretary of each Region, Organisation with direct representation on National Council, and Affiliated Club, at least twenty-one days before the meeting.

4.6 The Chairman of the National Council

4.6.1 The Chairman shall decide on every question of order.

4.7 Voting

4.7.1 A motion for leave to discuss business not on the agenda paper shall require to be supported by not less than two-thirds of the votes cast.

4.7.2 A motion for urgency shall require to be supported by not less than four-fifths of the votes cast.

4.7.3 No opposed business shall be brought forward for discussion after six hours of business except by leave of the Chairman and four-fifths of the National Councillors present and voting.

4.8 No new Article of Association, Bye-Law or Technical Regulation or alteration of existing Article of Association, Bye-Law or Technical Regulation shall come into force until the first day of January succeeding the date on which it is passed unless urgency be granted by four-fifths of those voting in which case it will become operative on such earlier date as the National Council shall decide either at the same or any subsequent Meeting.

4.9 Motions Without Notice

The following motions may be proposed without notice :

4.9.1 To elect a Chairman.

4.9.2 To adjourn.

4.9.3 To amend.

4.9.4 For leave to withdraw.

4.9.5 Vote of thanks, etc.

4.9.6 To conduct a ballot.

4.9.7 To grant urgency.

4.9.8 To raise a point of order.

4.9.9 For leave to extend the meeting beyond 6 hours.

4.9.10 For leave to discuss business not on Agenda Paper.

4.9.11 To proceed to next business.

4.10 The Chief Executive shall, within three months of the National Council meeting at which they were made, issue Draft Minutes to each Region.

4.11 Technical Regulations - Changes

4.11.1 The Board will establish a Technical Commission which will recommend changes to Technical Regulations. All changes will be subject to approval by the Board and will be notified to Regions, Affiliated Organisations and all listed Commissaires within 14 days of the change being approved. No changes will be effective until this formal stage of notification has been completed, and no change may be applied retrospectively. Regional Councils and all Affiliated Organisations may suggest changes to the Technical Group at any time throughout the year.

4.11.2 Any Club, Region or Nationally Affiliated Organisation whose proposal under Bye-Law 4.11.1. is not accepted by the Board shall still have the right to place the proposal before the National Council under the provisions of Bye-Law 4.4.1.

BYE LAW 5 - PATRON, SENIOR VICE PATRONS AND VICE PATRONS

5.1 The Federation shall have power to appoint or elect any person as the Patron or as a Senior Vice Patron or as a Vice Patron of the Federation.

5.2 The Patron shall be appointed by the Board.

5.3 The Senior Vice Patrons and Vice Patrons shall be elected annually at the Annual General Meeting when they shall be eligible for re-election.

BYE LAW 6 - APPEALS BOARD

- 6.1 A Panel of five members shall be called upon to deal with all matters referred to the Appeals Board.
- 6.2 The members of this panel may also call upon a qualified member of the legal and/or medical profession to assist in an advisory capacity.
- 6.3 No member of a Regional Council concerned with an appeal nor any person directly involved may serve at an Appeal Hearing.
- 6.4 The Panel shall elect a Chairman from among its members.
- 6.5 A secretary may also be elected from the members or this duty may be delegated to the Chief Executive who shall appoint a suitable person from the Federation's staff.

BYE LAW 7 - BOARD

- 7.1 The Board shall be appointed under the provisions of the Articles of Association.
- 7.2 A Board member shall not count against his Region's or Organisation's entitlement of National Councillors.
- 7.3 Members of the Board shall be ex-officio members, with the right to speak but not to vote, at all Regional Councils, including any Committee which has power to deal with Regional business.
- 7.4 Board – Commissions and Sub Commissions**
 - 7.4.1 The Board may appoint such Commissions or Sub-Commissions as it thinks fit, but no such Commissions or Sub-Commissions shall have any executive power under the Memorandum, Articles, Bye-Laws or Technical Regulations, and its functions shall be confined solely to reporting to the Board or Commission concerned on the matters entrusted to it by the Board, or Commission, as appropriate.
 - 7.4.2 The Board and its Commissions or Sub-Commissions shall have power to invite a person or persons having specialised knowledge to attend meetings for the purpose of giving advice on the subject of his/their specialised knowledge.
- 7.5 A member of the Board or of any Commission or Sub-Commission as detailed above shall declare at any meeting of such Board, Commission or Sub-Commission any business, commercial or other pecuniary or non-pecuniary interest the member might have in any matter under consideration and shall take no part in the discussion or voting upon that matter. His presence in the room shall be at the discretion of the said Board, Commission or Sub-Commission.
- 7.6 The Board shall :**
 - 7.6.1 Decide all referred questions of exceptional importance where the delay in calling a meeting of the National Council might be prejudicial to the interests of the Federation.
 - 7.6.2 Define or interpret the Memorandum, Articles, Bye-Laws and Standing Orders of the Federation, all Regions being notified in due course of such definition or interpretation.
 - 7.6.3 Appoint from among members of the Federation a Chairman, Secretary, and Directors of any Limited Company or Companies incorporated under the provisions of the Memorandum to act in accordance with the directions of and otherwise subject to the control of the Board.
 - 7.6.4 Control all the Federation's Legal and Parliamentary affairs.
 - 7.6.5 Investigate and adjudicate upon any matter:
 - 7.6.5.1 referred to them by Regions or by organisations or individuals after investigation by a Region.

- 7.6.5.2 relating to disputes between Regions.
- 7.6.5.3 in which the interests of the Federation are concerned, subject to appeal.
- 7.7 The decision of the Board as to the correct interpretation of the Memorandum, Articles, Bye-Laws, Technical Regulations and Standing Orders of the Federation shall be final.

BYE LAW 8 - ACCOUNTS

- 8.1 The Federation's banking account shall be kept with such banker or bankers, and Federation monies invested, as the Board shall from time to time determine.
- 8.2 Written requests can be made by Regions for budgetary information on Federation accounts; this information to include proposed and current expenditure/income.

BYE LAW 9 - LOCAL REGIONS

- 9.1 The Board shall define the area of each Region.
- 9.2 All affiliated organisations having headquarters situated in, or for those organisations with no headquarters, where the majority of its members reside in, the defined area of each Region shall be affiliated organisations of such Region.
- 9.3 Affiliated organisations may not transfer to any other Region, except with the prior approval of both Regions concerned.
- 9.4 New Regions**
 - 9.4.1 Any district in which, for the time being, there shall be no Regional Council shall be under the control of the Board and members of the Federation in such districts shall not be entitled to representation on the National Council of the Federation until a Regional Council has been formed and Councillors have been elected, as provided in these Bye-Laws.
 - 9.4.2 When it appears to the Board that a Regional Council can be formed in any district, it shall nominate a Secretary (pro tem) who shall call a meeting of all cyclists in the neighbourhood and a formal motion to form a Regional Council shall be proposed at such meeting.
 - 9.4.3 In the event of the motion being carried a temporary Committee shall be elected by those present to carry on the work until the first meeting of the Regional Council.
 - 9.4.4 The Secretary shall, as soon as possible thereafter, forward full details of the formation of a Region, together with the names and addresses of the Chairman, Secretary, Treasurer and other officers, to the Board, who shall report the formation of the Regional Council for ratification at the next meeting of the National Council.
 - 9.4.5 When a new Region takes in part of the territory of an existing Region, the boundaries shall be decided by the Board and the old Regional Council shall discontinue its control of that territory which has been taken away.
- 9.5 A Regional Council for each Region shall be elected by its affiliated organisations, the number of Councillors and their method of appointment shall be as laid down in Bye-Laws 10.5.4, 10.8 and 10.9.
- 9.6 The National Council or the Board may at any time form, construct or disband any Regional Council and either call a General Meeting of the Region to elect a new Regional Council or nominate such number of members of the Region as they shall deem sufficient to act as the new Regional Council.

out the duties of the Council shall have the full powers of the Regional Council therein.

BYE LAW 10 - REGIONAL COUNCILS

10.1 General duties and obligations

- 10.1.1 The Regional Council shall generally administer the business of the Federation within its district in accordance with the Memorandum, Articles, Bye-Laws and Technical Regulations of the Federation.
- 10.1.2 Each Regional Council shall meet as often as necessary, but at least twice yearly except with the written consent of the Board; one meeting being the Annual General Meeting and the other before a meeting of the National Council to consider the agenda for discussion at the National Council.
- 10.1.3 The Quorum necessary for the transaction of business at a meeting of the Regional Council shall be ten.
- 10.1.4 A Regional Council may make Regional Bye-Laws for the management of Regional business provided that such Bye-Laws shall not override, contravene or be inconsistent with any Article of the Memorandum, Articles, Bye-Laws, Standing Orders, or Technical Regulations of the Federation.
- 10.1.5 Copies of Regional Bye-Laws and any amendments thereto shall be submitted to the Board.
- 10.1.6 The National Council or the Board shall have power at any time to vary or rescind any Regional Bye-Laws.
- 10.1.7 Regional Council meetings shall be open to members of the Federation and the Press, subject to exclusion of the latter by resolution and the Chairman's regulations as to the location of strangers.
- 10.1.8 None but Regional Councillors shall take part in the business without the leave of the meeting.
- 10.1.9 Only Regional Councillors shall be permitted to vote.

10.2 Powers of the Regional Council

The Regional Council shall, subject as aforesaid, have power within its district to :

- 10.2.1 Suspend, cancel the appointment, and to reinstate in accordance with the Bye-Laws.
- 10.2.2 Investigate and adjudicate upon or refer to the Board any matters referred to it by organisations or individuals, or in which the interests of the Federation are concerned, and to adjudicate upon any matters arising in an event for which it shall have granted a permit.
- 10.2.3 Assist members in obtaining evidence relating to occurrences whereby the exercise of the member's right to legal advice and assistance and for insurance against claims by third parties, or to other privileges of membership may become necessary, and where necessary, to assist such member in compiling and forwarding to the Chief Executive of the Federation a report of such occurrence, provided that nothing herein contained shall confer upon any Regional Council or member thereof any authority to adjudicate upon such matter, or in any way to conduct any claim arising therefrom.
- 10.2.4 Administer for the benefit of the Federation all funds entrusted to the Region from time to time by the National Council in accordance with the Memorandum, Articles and Bye-Laws.
- 10.2.5 Administer the Bye-Laws and Technical Regulations in accordance with the Memorandum, Articles and Bye-Laws.
- 10.3 Any Region which elects a Committee or Committees shall define in Bye-Law form the composition, duties and powers thereof, and shall submit copies of such Regional Bye-Laws to the Company Secretary of the Federation.
- 10.4 Unless the Regional Council at its Annual Meeting shall decide to the contrary, any Committee elected to carry

10.5 Annual General Meeting

- 10.5.1 The Annual General Meeting of each Regional Council shall be held at least seven weeks prior to the Annual General Meeting of the National Council.
- 10.5.2 Notices of Meetings of the Regional Council, together with the Agenda Paper of all matters to be discussed or voted on and all nominations for election, shall be sent by the Regional Secretary to each Member of the Regional Council and to the General Secretary of each organisation affiliated to the Region, at least ten days before the meeting.
- 10.5.3 The Regional Secretary shall, within ten days after the meeting, send a report of the proceedings of each Annual General Meeting of the Regional Council, including the names and addresses of the Officers, Committee members and National Councillors, to the Company Secretary of the Federation.
- 10.5.4 At the Annual General Meeting of each Regional Council it shall :
 - 10.5.4.1 Receive the Secretary's Report and the Treasurer's Financial Statement (duly audited) for the year ending on the 31st day of December previous.
 - 10.5.4.2 Elect a Chairman, Secretary (or Secretaries), Competition Administrator, and Treasurer, who, if not already members, shall thereby become ex-officio members of the Regional Council.
 - 10.5.4.3 Elect two Auditors (who need not be members of the Federation).
 - 10.5.4.4 Elect from among its members a representative National Councillor or National Councillors.
 - 10.5.4.5 Elect, not necessarily from among its own members, any Committee necessary for the good organisation of the Region.
 - 10.5.4.6 All contested elections shall be by ballot.
 - 10.5.4.7 Consider the propositions and motions properly placed before it.
 - 10.5.4.8 Transact other businesses.

10.6 Special Meetings

Special meetings of a Regional Council shall be called :

- 10.6.1 on the instructions of the Board.
- 10.6.2 on the written requisition of 10 per cent of the membership of that Region.

10.7 Regional Committee

- 10.7.1 Any Committee to which a Regional Council delegates the conduct of its general business shall meet as often as necessary, but at intervals not greater than three months.
- 10.7.2 A member of a Regional Committee or sub-committee shall vacate office:
 - 10.7.2.1 If he ceases to be a member of the Federation.
 - 10.7.2.2 If being a member of the committee by virtue of being an officer of the Region he ceases to hold the office.
 - 10.7.2.3 If the committee of which he is a member call on him to resign from that committee after he has been absent from three consecutive meetings of that committee without special leave of absence being granted by the committee or without giving reasons for such absence satisfactory to the committee.

10.8 Regional and National Councillors

- 10.8.1 Each Regional Council shall elect from the total number of members residing within, or members belonging to organisations affiliated to the Region, one National Councillor for each complete percentage point of the

total membership represented by members from the Region as counted on the last day of August preceding the Annual General Meeting of the National Council. No Region shall have less than one National Councillor.

- 10.8.2 Representative National Councillors to fill vacancies, or additional appointments in consequence of increased membership, may be elected at any meeting of the Regional Council subject to notice in the agenda.
- 10.8.3 Representative National Councillors shall be individual or life members but no residential qualifications shall be required.
- 10.8.4 If a representative National Councillor is unable to attend a National Council Meeting, the Regional Council shall appoint a substitute who shall be a member of the Regional Council. Notification shall be made to the Company Secretary of the Federation.
- 10.8.5 A Regional or National Councillor may resign his office by notice thereof in writing addressed to the Regional Secretary or the Company Secretary of the Federation as the case may require, and upon the acceptance of such resignation by the Regional Council, or National Council, as the case may be, his office shall become vacant and not before, but he shall in any case continue to discharge the duties of his office and be responsible for the same until a successor shall have been duly appointed, subject to the right of appeal to the National Council.

10.9 Composition of Regional Councils :

- 10.9.1 Affiliated clubs shall be entitled to Regional Councillors as follows:
 - 10.9.1.1 One for up to 9 Federation members.
 - 10.9.1.2 Two for 10-24 Federation members.
 - 10.9.1.3 Three for 25-39 Federation members.
 - 10.9.1.4 Four for 40-54 Federation members.
 - 10.9.1.5 Five for 55 or over Federation members.
- 10.9.2 Other Affiliated Organisations shall be entitled to one Regional Councillor.
- 10.9.3 Affiliated Organisations shall appoint their own Councillors in accordance with these Bye-Laws according to their membership on 31st July previous and shall notify the names and addresses of such Councillors to the Regional Secretary concerned.
- 10.9.4 All Councillors representing Affiliated Organisations shall be Life Members or fully paid up individual Members.
- 10.9.5 Provided his qualifying subscription has been paid a Regional Councillor shall hold office until the appointment of his successor is notified to the Region.
- 10.9.6 A body appointing a Regional Councillor may appoint a deputy to attend any meeting or adjournment thereof, in the event of its elected members being unable to attend. Notices of such appointment must be sent to the Regional Secretary two clear days before the meeting.
- 10.9.7 No Councillor may represent more than one organisation.

10.10 Regional Council Meetings

Regional Council Meetings shall be conducted in accordance with the provisions made within the Articles for the conduct of General Meetings.

10.11 Regional Chairman

- 10.11.1 The Chairman shall decide on every point of order.
- 10.11.2 The Chairman shall have the right to vote on every motion as a Regional Councillor and, in cases of equality of votes, shall have a second or casting vote.

10.12 Regional Treasurer

- 10.12.1 The Regional Treasurer shall forward to Federation Headquarters by the 1st April in each year a detailed financial statement for the preceding financial year.
- 10.12.2 The annual financial statement shall be duly audited and in the form prescribed by the Board.
- 10.12.3 Any outstanding National income for the preceding year shall be forwarded with the annual financial statement.

10.13 Regional Accounts

- 10.13.1 Each Regional Council shall open a banking account, particulars of which shall be reported to the Board, and into which all monies received by the Region shall be paid.
- 10.13.2 The Regional Treasurer shall keep proper books of accounts, shall receive all monies due to the Region and discharge its liabilities as instructed by the Regional Council.
- 10.13.3 Cheques shall be signed by at least one member of the Regional Council and countersigned by the Regional Treasurer.
- 10.13.4 All funds in such banking account shall be deemed to be held for the Federation and, in case of dissolution of the Region, the funds at the bank shall be disposed of as directed by the Board.
- 10.13.5 The Regional Treasurer shall report to each meeting of the Regional Council, or to any Committee appointed to deal with its general business, on the financial position of the Region. He shall produce at each such meeting the Financial Statement, made up to date, together with a bank reconciliation statement.
- 10.13.6 The Board, or its nominee, shall have power to inspect the books of accounts of any Region at any time.
- 10.14 Regions shall be financially self-supporting and no Regional Committee, Regional Council or Regional Councillor shall have any power to pledge the credit of the Federation or to incur any liability whatsoever on behalf of or in the name of the Federation without the consent in writing of the Board first having been obtained.
- 10.15 Regions shall be responsible for collecting in the area under their jurisdiction permit fees which shall be aggregated and apportioned as may from time to time be directed by National Council into:
 - 10.15.1 Regional income.
 - 10.15.2 National income.
- 10.16 The Regional Treasurer shall forward to Federation Headquarters all moneys received under the heading of National Income in the manner prescribed by the Board, except that if at any time during the course of a financial year National Income held by the Region amounts in aggregate to over £100 it shall be forwarded by the 14th day of the following month to Federation Headquarters. Pending transfer to Federation Headquarters all National Income shall be retained in the Regional banking account.
- 10.17 Regional income shall also include profits on sales of Federation badges, handbooks and other Federation publications (which shall be available to Regions at special terms for bulk quantities), receipts from Regional promotions or other activities, fees for Regional or District Championships and donations.
- 10.18 Regions may make payments to Regional Officials for services rendered subject to the amounts being approved by the Regional Council and the Board. Such payments must be dealt with in accordance with the prevailing HM Revenue & Customs regulations.
- 10.19 All monies received by the Region as Regional income shall be retained for the benefit of the Region subject always to Bye-Law 10.13.4.
- 10.20 A Region shall be responsible for the payment of the whole of its expenditure, including losses on Regional

promotions or activities, except that the travelling expenses of its National Councillors to National Council Meetings shall be paid by Federation Headquarters from National Income.

- 10.21 The Board shall have power to make grants to Regions for purposes deemed by the Board to be in the interests of the Federation.

BYE LAW 11 - BADGES OF HONOUR

11.1 BCF Badge of Honour

The National Council has power to award the Federation's Gold Badge of Honour to any Member of the Federation for signal services to the Federation. A proposition to National Council for such an award may only be made by the Board. A Regional Council may submit a recommendation to the Board, duly carried by two thirds majority of those present and voting. All voting shall be by ballot. The names of such members shall be inscribed on the Federation's Roll of Honour.

11.2 BCF Regional Badge of Honour

A Regional Council shall have power to award a Regional Silver Gilt Badge to any member who has rendered outstanding service to the Region. A notice of such recommendation shall appear in the Agenda of the Regional Council and a two-thirds majority of those present and voting at the Regional Council Meeting shall be required for the award to be granted. The voting shall be by ballot. The award shall be subject to confirmation by the Board.

BYE LAW 12 - NOTICES

- 12.1 A notice may be served by the Federation upon any member or affiliated organisation by sending it through the post in a prepaid letter and addressed to such member or secretary of such affiliated organisation at his/her registered address or delivering by hand to the addressee in person.
- 12.2 Any notice, if served by post shall be deemed to have been served on the third day following that on which it was posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office or into any post box subject to control of the Royal Mail.
- 12.3 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person shall not invalidate any resolution passed or proceedings held at such meeting.

BYE LAW 13 - MISCELLANEOUS

- 13.1 No person who is not a member of the Federation shall in any circumstances be eligible to hold executive office or to be a member of the National Council or of any Commission or Committee of the Federation or its Regions.
- 13.2 All members of the National Council (except the representatives of the S.C.U., W.C.U., B.U.C.S., and B.S.C.A.) or of the Board or Commissions or Sub-Commissions of the Board shall be entitled to claim and receive the actual amount expended by them on standard class railway fares on attending any properly convened meeting of such respective bodies. Expenses in respect of any means of travel other than standard class rail fares may be paid at the discretion of the Board. The like travelling expenses shall be paid to any member or person who may be engaged upon the business of the Federation under the authority of the Board or any Commission or Sub-Commission of the Board and to the appointed representative of the Board or Region attending an Appeal Hearing. The Board may, in addition to the above, allow reasonable hotel or other

expenses actually and necessarily paid for which details shall be furnished.

- 13.3 In the event of any dispute in National Council, the Board, or any Commissions or Sub-Commission or Regional Council, no legal action shall be taken by the Council or Board or members acting individually until all internal disciplinary procedures for exclusion or suspension have been exhausted.

BYE LAW 14 - SUSPENSION AND RE-INSTATEMENT

- 14.1 The Board may for a time, or permanently, suspend any member, affiliated organisation or any officer or member thereof, or official of the Federation or other individual from membership of or affiliation to the Federation and all rights appertaining thereto, impose a fine upon any member or an affiliated organisation, prohibit any person from taking part in club management, the promotion of sport, or competing in races, or from entering the enclosure or dressing rooms of any track or place where race meetings are being held under Federation rules, for any reason which it may deem sufficient.
- 14.2 The Board may suspend or cancel the appointment of any official of the Federation for any reason and for such time as it may think fit and no such official may act in the relevant capacity at any meeting under Federation rules until he has been re-appointed.
- 14.3 Regional Councils shall have within their territorial area powers of suspension, fine, prohibition or suspension or cancellation of appointment similar to those of the Board.
- 14.4 Provided always that before making any decision under Bye-Laws 14.1. to 14.3. above, other than suspension pending full enquiry, the individual or organisation shall be given notice to attend a hearing as per the Bye-Laws hereto.
- 14.5 The express powers of suspension and otherwise named in Bye-Laws 14.1. to 14.4. hereof, shall not be deemed to exclude the exercise of the general inherent disciplinary powers of the National Council to require apology or other course to be followed by a member, affiliated organisation, club, or individual as disciplinary satisfaction or amend in respect of misconduct or other matter of complaint against him.
- 14.6 The Board shall have power of re-instatement or re-appointment in all cases in which it has taken disciplinary action under Bye-Laws 14.1 and 14.2.
- 14.7 Regional Councils shall have within their territorial areas power of re-instatement and re-appointment in cases where they have taken disciplinary action.

BYE LAW 15 - DISCIPLINARY PROCEDURE

Note :

Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations. Words importing clubs shall include teams and individually sponsored riders. Words importing the singular number only shall include the plural number, and vice versa.

15.1 Communication and Service

- 15.1.1 All communications with the accused must be sent by Recorded Delivery Postal Service to his registered address or last known address. The Certificate of Posting and any Advice of Delivery Form must be filed with the papers for the case. In addition or in the case of failure to achieve recorded delivery, delivery may be by hand to the accused person or representative of the accused organisation but a form, as below, must be duly completed for such deliveries.
- 15.1.2 Certificate of Service

By Hand

I(name) for the Committee of the British Cycling Federation hereby certify that on the 20 I served (accused) of (address) with a summons of which this is a true copy.

* by delivering the said summons to him/her personally.

* by leaving the said summons with (name if any) for him/her at (address) being his/her registered or last known place of abode.

Dated the day of 20

Signed

* Delete as applicable.

15.2 The notice of summons must be sent to the accused at least seven clear days before the meeting called to hear the charge.

15.3 Form of Summons

15.3.1 The summons shall be issued in one of the following forms:

15.3.1.1 You are summoned to appear before to answer a charge that in breach of Technical Regulation(s) (insert numbers) on (date) you (set out exact nature of the offence)

15.3.1.2 In accordance with the powers given to this Committee under Bye-Law 14 you are summoned to answer a charge of (misconduct)/(conduct prejudicial to the good order of the sport) in that you (set out the exact nature of the offence)

15.3.2 Both forms of summons shall continue as follows:

The meeting will be held at (place) on (date) and you should be in attendance at (time) You are entitled to appoint a representative to appear for or with you to assist in conducting your case but a notification in writing of such appointment should be sent or handed to the Committee prior to the commencement of the meeting. Such notification should state the name, address and occupation of the individual so appointed. If you desire any witness(es) to appear before the Committee you should make arrangements yourself for them to appear at the time and place stated above. If you are unable to attend in person the Committee will take into consideration any written signed statement sent by yourself or any witness on your behalf. Your absence from the meeting will not preclude the Committee from reaching a decision and furthermore the absence of yourself and, if appropriate, your appointed representative without a satisfactory explanation will preclude your right of appeal against any such decision.

The hearing will be conducted under the conditions as laid down in Bye-Law 15.5 and 15.6.

15.4 The accused may, within four days of receipt of the notice of summons, request an adjournment of the hearing of the charge. The request shall be in writing and shall set out the reasons for requiring an adjournment. Such adjournment shall normally be for a period not exceeding fourteen days and when the accused has been suspended pending the hearing of the

charge such suspension will continue in force until the adjourned hearing of the charge. The decision whether to grant an adjournment shall rest with the Chairman, or his appointed deputy, of the Committee or Region making the charge.

15.5 Disciplinary Hearing Procedure - Preamble

The procedure for hearing the charge shall be as follows:

15.5.1 The accused whether present or not at the hearing may appoint another person to represent him or it at the hearing of the charge. The appointment must be in writing and handed to the Chairman or Secretary of the Committee at or prior to the start of the meeting to hear the charge.

15.5.2 The Committee shall have the right to appoint a person to assist it in conducting any proceedings held under this Bye-Law.

15.5.3 The Disciplinary Committee shall normally consist of a majority of the Region or Committee conducting the hearing. However, no person who is concerned with the subject matter of a charge either personally or as a member of a club or organisation shall sit as a member of the Committee hearing the charge or remain in the room whilst the Committee is considering its decision on the charge. If the number of eligible members of the Committee is less than five then the hearing shall be adjourned until more members are available or can be co-opted onto the Committee.

15.5.4 A Chairman shall be appointed to conduct the hearing. A Secretary shall be appointed to keep minutes of the proceedings.

15.6 Procedure for the Hearing

15.6.1 The accused and/or his or its duly appointed representative are called into the room and his or their identities established. The failure of the accused or his or its duly appointed representative to appear at the time appointed for hearing the charge shall not preclude the Committee concerned from continuing with the hearing and taking such disciplinary action under the Technical Regulations or Bye-Laws of the Federation as it thinks fit and in such situations the Right of Appeal may be precluded.

15.6.2 The Chairman, Secretary and other persons present including the duly appointed representative as mentioned in Bye-Law 15.5.1 shall establish their identities.

15.6.3 The Chairman outlines the procedure to be followed.

15.6.4 A copy of the notice sent under Bye-Law 15 is read.

15.6.5 The accused is asked to admit or deny the charge.

15.6.6 The Committee may call witnesses as follows. The first witness is called into the room and after identifying himself makes his statement without interruption. The Chairman and members of the Committee may then question the witness after which the accused or his or its representative may question the witness. Witnesses, having been heard, shall retire from the room but remain at the premises until dismissed by the Chairman. Second and subsequent witnesses are heard similarly.

Note : Written statements may be acceptable from witnesses unable to be present and such statements shall be available to both the Committee and the accused and/or his or its representative.

15.6.7 The accused and/or his or its representative are invited to state their case.

15.6.8 The accused and/or his or its representative may call witnesses as follows. The first witness is called into the room and after identifying himself makes his statement without interruption. The accused or his or its representative may then question the witness after which the Chairman and members of the Committee may

question the witness. Witnesses, having been heard, shall retire from the room but remain at the premises until dismissed by the Chairman. Second and subsequent witnesses are heard similarly.

- 15.6.9 All persons other than the Committee shall retire from the room while the Committee consider the evidence and reach a decision which shall be by majority vote. If, at any time, the Committee consider that a fair hearing has not been achieved, e.g. by the failure to attend of a key witness, then the hearing may be adjourned to a later date within the next fourteen days.
- 15.6.10 The accused and/or his or its representative are called into the room and informed of the Committee's decision.
- 15.6.11 If disciplinary action has been taken the accused is informed of his or its right of appeal to the Appeals Board under Bye-Law 17.2.
- 15.6.12 Where a charge is found to be proved the Committee may exercise all or any of the powers conferred upon it by Bye-Law 14.
- 15.7 If the Committee decide to discipline by suspension, the following should be borne in mind:
- 15.7.1 The wording of a sentence of suspension is important and an exact definition of what the person or organisation is suspended from doing should be given.
- 15.7.2 The period of suspension must be stated exactly, i.e., from, up to and including the dates mentioned.
- 15.7.2.1 Suspension from competing under Federation Regulations would mean the person is barred for the period mentioned from competing in track, road, circuit, roller, mountain bike, BMX, cyclo cross or cycle speedway racing, as well as acting as an official of the Federation, and also from competing under the rules of any body with which the Federation has an agreement for mutual recognition of suspension.
- 15.7.2.2 Suspension from officiating or organising under Federation Regulations would mean the person is barred for the period mentioned from officiating at or organising Federation events, as appropriate.
- 15.7.2.3 Suspension from membership of the Federation and all rights appertaining thereto includes the penalties as set out in Bye-Laws 15.7.2.1 and 15.7.2.2 above and in addition deprives the person of all benefits of membership for the period of suspension.
- 15.7.3 The Committee shall within three days of the hearing notify any penalty imposed by it by notice in writing to the person or organisation concerned, together with details of any appeals procedure. The Committee shall also notify any penalty imposed to the club of the person concerned and to the Region to which the person or organisation is affiliated if that Region is different from the Committee imposing the penalty.
- 15.7.4 Where a Region imposes a suspension or fine it shall inform the Company Secretary of the Federation who shall keep a register of such suspensions and fines.
- 15.7.5 A Committee may publish reports of its proceedings and decisions under this Bye-Law. All correspondence, documents, statements of witnesses and minutes of the hearing shall be kept in case they are needed for an appeal.

BYE-LAW 16 - DISCIPLINARY PROCEDURE – ANTI-DOPING REGULATIONS

- 16.1 All disciplinary matters relating to Anti-Doping shall be dealt with by a Disciplinary Panel appointed by the Board and in accordance with the procedures for hearings, appeals as contained within the Federation's Anti-Doping Regulations.

BYE LAW 17 - APPEALS

- 17.1 Without prejudice to the statutory and special regulatory provisions of the Bye-Laws and Technical Regulations, all actions initiated by any member, club, Region or affiliated organisation or any other person, persons or organisation subject to the Regulations of the Federation shall be inadmissible unless the procedures under the Bye-Laws have been exhausted.
- 17.2 Any member, affiliated organisation, or other person having been the subject of a disciplinary action under Bye-Law 14 or the Technical Regulations may appeal to the Appeals Board.
- 17.3 Any member, affiliated organisation, or other person feeling aggrieved by any decision or action of a Regional Council or the Board under the Technical Regulations may appeal to the Appeals Board.
- 17.4 Any member, affiliated organisation, or other person feeling aggrieved by any action or decision of a Regional Council, except those covered by Bye-Laws 17.2. and 17.3. may appeal to the Board and from it to the National Council.
- 17.5 Any member, affiliated organisation, or other person feeling aggrieved by any action or decision of the Board, except those covered by Bye-Laws 17.2. and 17.3. may appeal to the National Council.
- 17.6 The Federation will not be responsible for any costs incurred by the appellant in preparing his appeal, nor for any costs of the appellant and/or any witnesses called on his behalf in attending the appeals hearing.
- 17.7 Any organisation or person writing to appeal under Bye-Laws 17.4. or 17.5. shall lodge notice and particulars of such appeal and a deposit of £25.00 with the Company Secretary of the Federation.
- 17.8 The Company Secretary shall place any appeal received before the next meeting of the Board.
- 17.9 Any organisation or person writing to appeal as provided in Bye-Laws 17.2 to 17.3 shall within fourteen days after receiving the decision of the Board or Regional Council, lodge notice and particulars of such appeal and a deposit of £25.00 with the Company Secretary.
- 17.10 On receipt of an appeal as mentioned in Bye-Law 17.9. the Company Secretary shall call a meeting of the Appeals Panel as early as convenient and in any case not later than twenty-eight days after the date of receipt of the notice of appeal.

BYE LAW 18 - APPEALS PANEL

- 18.1 The Appeals Panel shall meet publicly in a location convenient to the majority of its members. The term publicly is to include members of the Federation, the appellant, the Federation Committee concerned, witnesses and the Press.
- 18.2 All meetings of the Panel called to deal with any question relating to suspension, prohibitions or expulsions, or declaring riders not eligible to ride under the Technical Regulations of the Federation, or cancellation of appointment, shall be held in private.
- 18.3 In any special cases the Panel shall have power to exclude the Press.
- 18.4 The lodgement of an appeal within the prescribed time shall not suspend the operation of the decision in respect of which the appeal is brought until the hearing of the appeal.
- 18.5 No organisation or person may appeal who shall have neglected to appear or to offer an explanation when called upon to do so and who shall for this reason have been dealt with in default.
- 18.6 Any disciplinary decision under Bye-Law 14 or any decision of the Board or Regional Council under the

Technical Regulations may be confirmed, varied, or quashed by the Appeals Panel after hearing the appeal.

- 18.7 All questions shall be determined by the votes of a majority present when the decision is made, the Chairman having a second or casting vote if required.
- 18.8 The decision of the Appeals Panel shall be final.
- 18.9 The deposit may be returned at the discretion of the Appeals Panel. The Appeals Panel may instruct that the partial or complete costs of any hearing should be borne by the appellant(s). The appellant has the right to appeal to the Board with the Board decision on matters relating to the costs of the appeal being final."
- 18.10 On receipt of notice of appeal, the Company Secretary shall, within 24 hours, advise the Secretary of the Committee or Regional Council that conducted the hearing that the decision made is subject to appeal.
- 18.11 In all cases the Secretary of the Committee or Regional Council shall, within seven days of receipt of such advice, send to the Company Secretary a copy of the full minutes relating to the case, certified as correct by the acting Chairman or Secretary, all correspondence and documents relating to the case and, if demanded, the minute book or books relating to the case.
- 18.12 In all cases when the appeal concerns a disciplinary action, the Secretary of the Committee or Regional Council shall include a copy of the letter summoning the appellant to appear to answer the charge or charges made against him and any signed statements made by witnesses and/or the appellant.
- 18.13 In all cases when the appeal concerns conduct at or in connection with Race Meetings, the Secretary of the Committee or Regional Council shall include copies of the entry form, programme, the signing on sheet of the meeting and the original entry form of the appellant.
- 18.14 The evidence in the appeal shall consist only of that previously laid before the Committee or the Region, except by special leave of the Appeals Panel, but the Panel shall have full discretionary power as to procedure and admission of evidence. In such cases as it may deem necessary, after a preliminary hearing of the case, the Panel may hear the case anew at such time and place as it may decide.
- 18.15 A member of the Appeals Board who, as a member of another Committee has previously sat in judgement, or has taken part in a case, shall not act on the Panel in an appeal on that case.
- 18.16 The Committee and the Region concerned may each appoint one person to represent them, and the appellant may appoint some person authorised in writing by him to assist in conducting his case; except these persons and the witnesses, no one shall take any part in the

proceedings before the Appeals Panel, or have any right of speech. Notwithstanding his appointment of such representative, the appellant must appear in person at the hearing of the appeal, unless, at its discretion, the Appeals Panel excuses his attendance.

- 18.17 The Appeals Panel shall inform the parties concerned and the Press of its decision and, at its discretion, its reason for reaching such decision.

BYE LAW 19 - ARBITRATION PANEL

- 19.1 In instances where there is a dispute between a member and his club/team/sponsor and where both such parties are affiliated / registered with the Federation, the Federation may be willing to act as arbitrator between the two parties, subject to the agreement of both parties.
- 19.2 By agreeing to accept the Federation as arbitrators, both parties are required to accept the decision reached by the arbitration panel as final and binding.
- 19.3 The Arbitration Panel shall consist of up to three persons, one being nominated by each party involved and one nominated by the Chief Executive, each from the list of possible members provided by the Federation's Board.
- 19.4 The Arbitration Panel shall meet in a location convenient to its members.
- 19.5 The Arbitration Panel has the power to exclude members of the public and/or press as it feels appropriate.
- 19.6 On receipt of the agreement in writing from both parties that arbitration will be accepted, the Chief Executive must arrange for the Arbitration Panel to meet within fourteen days. Once a date and venue has been fixed he will, by registered post, summon those parties involved to the meeting to state their position verbally to the Panel. Either party may nominate a person to attend in their place to represent them if they so wish.
- 19.7 With that correspondence as submitted by each party agreeing to accept arbitration, both parties shall submit that documentation which it wishes the Panel to consider. At that time the Panel must also be advised of any additional persons whom they wish to present to the Panel to further defend their case. The Panel will have the discretionary power as to the procedure and admission of evidence.

The Panel shall inform the parties concerned of its decision and, at its discretion, its reason for reaching such a decision.