

## **Policy Handbook for Groups and Organising Committees Questions and Answers**

### **Committee Positions and Roles**

**Q1.** Our section currently combines the posts of Secretary and Treasurer. If we become a Member Group, do we have to separate the posts between two people or can we continue as we are?

**A.** If your section becomes a Member Group it will need to have one person for each of the three obligatory committee positions of Secretary, Treasurer and Chairperson. These three positions cannot be combined.

**Q2.** What if our Section cannot appoint all of the three positions of Secretary, Chairperson and Treasurer?

**A.** If the group cannot find three people to form the committee, it should consider becoming an informal activity of the DA.

**Q3.** Most of our sections are thinking of becoming Informal, the main reason being that they feel that if they become member groups they will all have to have their own committees, elected rather than the system at present where they exist under the DA. Is this correct?

**A.** Yes. Member Groups must have an elected committee with at least three members filling the three main roles of Secretary, Treasurer and Chairperson.

**Q4.** Registrar/ Registration Officer - the retention of names and addresses of CTC members could be a contentious issue. Is there a responsibility on us to cleanse our computers of this material? We also wonder what limits exist on the use of membership details supplied?

**A.** Registration Officers must conform to the CTC Data Protection Policy in using the membership information provided to them. This will be circulated to groups.

**Q5.** Auditing Accounts - there is a section in the Handbook that sets out which officials are statutory in nature and others that are optional. We were rather surprised to see that a post of auditor is not a statutory post. Is this correct?

**A.** The post of auditor has not been included as a statutory post as the auditor does not need to sit on the group committee. A local auditor is required to audit the group accounts at the year end, but does not need to be involved with the group in any other way or at any other time.

**Q6.** Welfare Officer - Is there any detailed guidance about what the responsibilities are?

**A.** National Office is producing guidelines for Welfare Officers and these will be distributed to groups.

### **Forming Informal Activities**

**Q7.** How would a section become an informal activity of the DA?

**A.** With the agreement of the DA, the section officials can continue to organise activities as part of the DA (Member Group) committee. The section officials may be able to join the DA (Member Group) committee, or form a sub-committee with one representative on the DA (Member Group) committee.

The informal activities would be listed in the name of the Member Group, together with the Member Group activities. It is the responsibility of the Member Group to ensure that informal activities conform to CTC policies and guidelines.

**Q8.** If a section became an informal activity what benefits would it lose?

**A.** The section would no longer be recognised as a CTC group but would take on the identity of the Member Group (DA) and share the benefits of the Member Group such as liability insurance and publicity.

### **Forming Member Groups**

**Q9.** Our sections have rides lists, club nights, Secretaries, Treasurers and bank accounts. We wish to stay as we are so as I understand it the sections become formal groups as part of the DA. Is this correct?

**A.** If a section is active and can fulfil the requirements of the Policy Handbook, it should become a Member Group. Member Groups can still remain within the DA – Section hierarchy and gain the benefits of this. For a section that has at least a Secretary, Treasurer and Chairperson, and can fulfil the roles of Welfare Officer, Registration Officer and Promotions Officer, the other changes are small. The main change to the group will be in name, i.e removing the term 'Section', and in the need to hold an AGM within the date range given. The only type of formal group is a Member Group.

**Q10.** Does the term Member Group mean DA or Section or both?

**A.** There is a definition of the term Member Group on page 8 of the Policy Handbook. All groups (DAs and Sections) have a choice to become either a Member Group or an informal activity of another Member Group. It is expected that most DAs will become Member Groups, and larger Sections will become Member Groups.

The Policy Handbook applies to all Member Groups, however, the current DA-section relationship will be maintained. See 'Maintaining the historic DA – Section hierarchy' for more information on this relationship.

**Q11.** On Page 10, 4th paragraph from the bottom, it is stated that 'where a subsidiary group is to take on responsibilities previously carried on by the parent group' it must conform to the policies in the handbook. Does this mean that if a subsidiary group carries on as before it is not bound by the policies?

**A.** This is saying that a section (subsidiary group) that chooses to become a Member Group must conform to the policies in the handbook even if it remains within the previous DA-Section hierarchy. The other option is for a section to become an informal activity of the DA. The Section must make a choice between becoming a Member Group or informal activity of the parent Member Group (the DA).

### **Maintaining the historic DA – Section hierarchy**

**Q12.** How is the Section – DA relationship maintained between Member Groups?

**A.** Assuming that the DAs become Member Groups, all Sections that become Member Groups will maintain the previous DA – Section relationship unless they opt-out. All member groups must be able to comply with the Policy Handbook, with one exception. Where a previous DA-Section relationship has been maintained, the Section can continue to send its annual accounts to the DA instead of direct to National Office. Apart from this, Sections must comply will all other areas of the Policy Handbook.

**Q13.** You say that sections becoming member groups and opting out of the DA/Section hierarchy need to make annual returns. However the Policy Handbook on page 4 states that 'Groups that wished to be recognised by the council in their own right ...must be able to demonstrate their conformance with these policies, even if they are also linked to a parent group through the historic DA/section structure.' One of these policies is that it is the duty of the secretary to forward an annual report to National Office. If the submitting of an annual report is an unwritten exception what other exceptions are there?

**A.** All Member Groups must conform to the Policy Handbook with one exception. Member Groups within the previous DA-Section hierarchy may return their annual accounts to the parent Member Group for auditing and return to National Office. This can be found on page 18 of the Policy Handbook under the heading 'Reporting'. This means that Member Groups within a hierarchy do not all need to appoint auditors for their accounts.

### **Differentiation between Policies, Guidance and Toolkit**

**Q14.** I find the term **Toolkit** very confusing because to me that means you are going to provide us with spanners, tyre levers, etc. Why not call it a General Guidance Handbook as opposed to the Policy Handbook?

**A.** The previous DA Handbook (1991 version) has been divided into two main areas – Policy and Guidance. Splitting these areas into two separate handbooks was intended to help groups to know what they must comply with as a group, compared with what is guidance or good practice.

Both areas, Policy and Guidance, needed updating. The Policy Handbook was updated first and is now nearing completion. This will be further updated based on the feedback from groups in Oct-Nov-Dec 2007. The Guidance Handbook is being updated and has not yet been sent to the CTC groups. This will be completed in spring 2008.

The Toolkit is a third area and is made up of forms and information sheets that groups may need in bulk for rides and events. For example, event entry forms and incident report forms, and the recently created Ride Leader Guidelines are part of the Toolkit.

### **Voting and Subscription Allocation Claim**

**Q15.** If I chose a DA as my specified group and therefore could vote at its AGM, then although I ride with the Section I cannot vote at its AGM. Is this correct?

**A.**

- Sections have historically operated their own membership system and this has not been recognised at National Office. All CTC members are allocated by National Office as members of their local DA according to the postcode where they live.
- With the current DA-Section system members vote in Sections if they are a member of that Section. Members not choosing to become a member of a Section have only been able to vote in the DA to which they are allocated.
- This has not changed with the new Policy Handbook. What will change is CTC membership processes.
- Members will now be able to choose which group is to be their main group in which to vote, and this can be any Member Group, which may have been a Section or a DA.
- If they choose a Section, they can also vote in the DA. If they choose a DA, they can't vote in any Sections.
- All voting memberships will default to the member groups that were previously DAs (as is currently the case).

- The difference is that instead of a member joining the Section through the Section Secretary, the member will need to move their voting membership to the Section through CTC membership.
- Moving voting membership to a Section will automatically give voting membership in the DA and the Section, but not vice versa. This has always been the case.

**Q16.** How will the Subscription Allocation Claim be allocated?

**A.** The claim will be allocated to the group where the main membership is held. Sections becoming member groups should encourage their regular riders to contact CTC membership to change their main membership from the DA to the Section. Only one claim can be made per member, so being a main member of a Section does not entitle the DA to that claim in the way that main members of sections can also vote in DAs (see Q15).

### **AGMs**

**Q17.** Each group must hold an AGM between October 15th and November 15th. Does this mean the DA *and* the Sections?

**A.** DAs and Sections that become Member Groups must comply with the Policy Handbook. This includes the requirement to hold AGMs between Oct 15<sup>th</sup> and Nov 15<sup>th</sup>.

### **Financial Returns**

**Q18.** Auditing Accounts

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**Q19.** You say that sections becoming member groups and opting out of the DA/Section hierarchy need to make annual returns. However the Policy Handbook on page 4 states that 'Groups that wished to be recognised by the council in their own right ...must be able to demonstrate their conformance with these policies, even if they are also linked to a parent group through the historic DA/section structure.' One of these policies is that it is the duty of the secretary to forward an annual report to National Office. If the submitting of an annual report is an unwritten exception what other exceptions are there?

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### **Subsidiary Companies**

**Q20.** Appendix 1 of the Policy Handbook extends the Eastern Region to the whole of the eastern side of the Country from the Thames to South Yorkshire. Is this extended division intended to be functional or merely for National Office convenience?

**A.** CTC pays VAT on its income, and this includes the income of the CTC DAs and Sections. However, VAT is only payable over a certain level of income.

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To keep the groups below this level of income, and therefore VAT free, CTC Council divided the country up into 4 areas and therefore split the groups into 4 companies (rather than combining all group incomes as was previously the case). The combined income of each of the 4 companies fell below the VAT chargeable level, so the groups didn't need to pay VAT.

This is purely financial, and does not need to be followed when organising groups into regions in order to organise activities for example.