

BYE LAWS

1. This Division shall be known as the **NORTH WEST DIVISION** of the **BRITISH CYCLING FEDERATION**.
2. The Officers of the Division shall consist of Chairperson, Division Administrator, Treasurer, Registrar and Co-ordinators responsible for: Competition, Coaching & Development and Press & Media.
3. The Division Committee shall consist of the officers of the Division plus six committee members who shall have full voting powers. Other persons may be co-opted from time to time but shall not have any voting powers.
4. The quorum necessary for the Division Committee to transact any business shall be a minimum of five (5) members.
5. The Agenda for the Annual General Meeting shall be sent to each council member (or secretary), if no delegate(s) nominated 10 days prior to the meeting. Copies are available upon request for all North West members.
6. The Division Committee shall have full disciplinary powers of the Council as specified in the National Bye Laws and shall take full powers of the Council.
7. In the event of a committee member being absent from three (3) consecutive Committee meetings without special leave of absence being granted by the Committee or without giving reasons for such absence satisfactory to the committee, the member shall vacate office. A successor shall be elected at the earliest opportunity by the Committee which shall be ratified at the next Council meeting.
8. The Division Council shall comprise of delegates from each of the affiliated Clubs/Associations and Commercially named clubs/teams within the Division. The numbers for each shall be as laid down in the National Bye Laws.
9. The quorum necessary for the Division Council to transact any business shall be 10.
10. The appropriate number of National Councillors, as laid down in the National Bye Laws who must be members of the Division Council shall be elected annually at the Annual General Meeting.
11. Sub Committees will be set up where necessary by Divisional Officers to assist them in the running of their Divisional roles. The names and addresses of these sub committees members and their respective duties will be shown in the Divisional Handbook.
12. A Division levy of 50p shall be charged for all junior and senior category events. A proportion of this levy shall go towards funding of Division Teams.
13. Nominations for Division Officers must be accompanied with CV's for distribution to the Council Members prior to the Division Annual General Meeting.
14. Division Auditors shall be nominated annually.
15. North West Division Championships shall be held for all cycling disciplines and categories providing there is adequate funding available and sufficient competitor participation.
16. Nominated Division Teams may have their entry fees and part or all of their expenses paid providing there are sufficient funds available from within the Racing Fund.
17. All Chief Commissaire appointments except those made by BCF Headquarters must be taken from the approved Division Officials list. All other Officials, i.e. Commissaires, Judges, Handicappers, Timekeepers must be taken from the approved Race Officials list of the BCF Division from which they originate.
18. On all start sheets and programmes before/after each named official must state the exact duties he or she will be performing. No further officials shall be added following acceptance of the permit application except with the approval of the appropriate Committee.
19. The Division shall organise updating seminars for all Race Officials at least annually.
20. North West Division Championships & Promotions: The Division Committee may request from time to time, clubs, commercially names teams/clubs and affiliated associations listed within the Division to carry out stewarding and/or marshalling duties for these events. Notice of such requirement will be advised as early as possible and a rota will be required to be sent to each listed Secretary or BC contact at least 14 days prior to the event concerned. Disciplinary action (which may include fines) will be taken against clubs, commercially named teams/clubs and affiliated associations for the following infringements :
 - I. Late arrival of representatives for stewarding duties and/or at the marshalling points
 - II. Non-attendance of representatives for stewarding duties and/or at the marshalling points
 - III. Representatives missing from stewarding duties and/or marshalling points whilst racing is in progress
21. The National Articles of Association, the National Bye Laws and Technical Regulations shall take precedence on any matters not covered by these Bye Laws.