

JAMAICA CYCLING FEDERATION CONSTITUTION



To Be Approved

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ARTICLE 1

MISSION STATEMENT

1.1 To promote and develop the sport of cycling into the leading sporting discipline in this nation, to inspire our youths to further achieve their goals in the sporting world. We commit to this as well as support and protect the interest of cyclists both competitively and recreationally. These will be achieved by continuous improvements of the systems and structures of the sport. We will enhance our athletes, officials and communities through the disciplines of cycling for pleasure, work and competition.

ARTICLE 2

NAME AND HEAD OFFICE

2.1 The name of the organization shall be the Jamaica Cycling Federation, hereinafter referred to as the Federation, and it shall have its head office in Jamaica.

ARTICLE 3

DEFINITIONS AND INTERPRETATION

3.1 When used herein, unless the context specifically and explicitly requires otherwise, the following terms shall have the meanings ascribed to them hereunder: -

JADCO - Jamaica Anti-Doping Commission

JOA - Jamaica Olympic Association

SDF – Sports Development Foundation

JCF - Jamaica Cycling Federation

UCI - Union Cycliste Internationale (World Governing Body for Cycling)

WADA - World Anti-Doping Agency

CCC - Caribbean Cycling Confederation

COPACI – Pan-American Cycling Confederation

AGM – Annual General Meeting

EGM – Extraordinary General Meeting

3.2 **“Articles”** means and refers to these Articles of this Constitution and ‘Article’ when followed by a number refers to the specific Article of these Articles which are divided into clauses, sub-clauses and paragraphs.

3.3 **“Days”**: reference to calendar days including weekends and public holidays,

3.4 **“the Federation”** means JAMAICA CYCLING FEDERATION.

3.5 **“General Meeting”** means Extraordinary General Meeting and Annual General Meeting.

ARTICLE 4

AFFILIATION

4.1 The Federation shall be affiliated to the UCI, COPACI, CCC, JOA, JADCO and the SDF and any other governing bodies associated with cycling. All necessary requirements for membership in the UCI and COPACI shall always be met and upheld for future participation in international conventions, events and meetings.

ARTICLE 5

OBJECTIVES

The objectives of the Federation shall be;

- 5.1 To endorse, encourage and develop the sport of cycling and to support and protect the interest of cyclists both competitively and recreationally in Jamaica.
- 5.2 To manage, supervise and regulate all sanctioned cycle racing as well as grow and promote all levels and types of sanctioned cycle racing in Jamaica.
- 5.3 To establish and maintain a repository of records pertaining to the sport of cycling in Jamaica, including all certified and approved records by amateur and professional racing cyclists.
- 5.4 To encourage and oversee the involvement of Jamaican cyclists in International U.C.I. events.
- 5.5 To manage and supervise the travel of National cyclists for internationally registered U.C.I. events and other foreign Federation events.
- 5.6 To do or carry out any activities that are conducive to the attainment of the Federation's goals**

ARTICLE 6

MEMBERSHIP

6.1 . The members of the Federation shall consist of the Registered Cyclists, Registered Coaches, Registered Commissaires, Race Organizers, Registered Clubs and Teams, Honorary members as well as members of the Executive and Management Committees.

6.2 Licenses shall be issued to Cyclists, Coaches and Commissaires to represent their registration with the federation.

6.3 No person shall be discriminated against or withheld from joining regarding membership.

ARTICLE 7

MEMBERSHIP FEE

7.1 The annual subscription fee (if any) and any other fees payable by members to the Federation, the time for, the amount and manner of payment shall be as determined by the Federation from time to time.

7.2 The yearly subscription fee shall be due on 1st of February and shall be payable on or before 1st of March of each year.

7.3 Any individual member or entity whose yearly fee is in arrears shall be notified by the Secretary and until the fee is paid, shall not be entitled to speak or vote at any meeting nor be entitled to any benefits, advantages, privileges or services attached to their membership.

7.4 If the Fee is not paid fourteen (14) days after being notified by the Secretary, then that member or club shall be removed from the list of registered members and clubs/teams with the requisite consequences following.

7.5 Any member or club/team whose name has been removed from the list of members for non-payment of the yearly fee may on payment of the full amount due, apply to be restored to such a list.

ARTICLE 8

TERMINATION AND SUSPENSION OF MEMBERSHIP

8.1 Membership shall be automatically terminated;

- I. If a member resigns by delivering a written resignation to the General Secretary of the Federation.
- II. If a member is banned, suspended or expelled from the UCI.
- III. If a member is convicted of Criminal Offense other than traffic offense.
- IV. If a member's action brings the JCF or an individual of the JCF into disrepute.
- V. If a member develops a disability which does not permit his or her functionality in the organization.
- VI. If a member suffers from substance abuse.
- VII. If the terminated member by virtue of his membership holds any items belonging to or pertaining to the Federation including but not limited to documents, equipment and monies, they must be handed over to the board.

8.2 A member may be suspended for the following reasons;

- I. Failure to pay the annual membership fee as determined at the Annual General Meeting, unless otherwise decided by the Federation; or
- II. Not fulfilling the rules for membership and not complying with the code of conduct of members, as defined in the Constitution and/or byelaws.

8.3 Termination of clubs or teams

- I. Automatically upon the dissolution of the club or team.
- II. If a club or team's action brings the JCF or an individual of the JCF into disrepute.
- III. If the club or team as a whole or in part systematically retains or supports, the actions of members who are terminated under article 8.1

ARTICLE 9

COMMISSIONS OF THE BOARD

9.1 The Board shall appoint Commissions of the Board in order to support its objectives and goals;

9.2 These shall include but not necessarily limited to the following:

Finance Committee

Racing Committee

Disciplinary Committee

National Selection Committee

Constitution Committee

Athlete Committee

Nomination Committee

9.3 Each Committee shall carry out meetings in accordance to their goals as set by the given executive and shall have their own secretary, unless specifically pre-appointed, to take minutes and document plans and activities done.

9.4 All Committees are to create reports for the Executive at meetings and any documentation done in the Committees must be sent to the Secretary.

9.5 Non-members as well as members may be appointed to any Management Committee as the board deems fit.

9.6 The Federation's Management Committees shall be deemed to begin on the day it is created and approved by the Board and will expire at the Board's discretion.

9.7 Virtual Meetings will be permissible including Annual General meetings and Extraordinary General meetings if there are circumstances which prevent a face to face meeting as determined by the board. Notice of the meeting must state that it is a virtual meeting and the appropriate electronic information provided to allow access by members. The usual voting will be allowed at these meetings.

ARTICLE 10

OFFICERS

The Officers of the Federation and their respective tenures shall consist of;

President	– 4 years
1 st Vice President	– 4 years
2 nd Vice President	– 4 years
Secretary	– 4 years
Treasurer	– 4 years
Assistant Secretary	– 2 years
Assistant Treasurer	– 2 years
Public Relations Officer	– 1 year
Immediate Past President	– 1 year
Race Director	– 1 year
Head Coach	– 1 year

10.1 All officers shall be elected except Immediate Past President, Head Coach and Race Director. The Officers will be elected at the Annual General Meeting of the Federation except the Race Director and Head Coach who shall be appointed by the President and ratified by the board. The Immediate Past President will be automatically filled by the outgoing president.

10.2 An elected member shall not hold the same post for more than two (2) consecutive terms but can serve on the board for not more than three (3) consecutive terms.

10.3 No Member shall hold more than one elected and/or appointed office within the Executive at the same time.

10.4 In the event a President is re-elected then the position of Immediate Past President shall be left vacant.

10.5 If any vacancy arises among officers, the board shall use its discretion to appoint a replacement or leave the post vacant until the next AGM when the post shall be filled by election of a new officer, with the exception President which shall be filled by the first or second vice President until the next AGM.

ARTICLE 11

DUTIES OF THE OFFICERS

11.1.1 The President shall chair the Annual General Meeting and board Meetings of the Federation. In his absence he may designate any Vice-President to preside. if no Vice-President be in attendance, then any executive member who is present will chair the meeting.

11.1.2 The President shall be an ex-officio member of all committees and subcommittees of the Federation but shall not preside over them but shall have the right to vote on matters and decisions based on reports from each.

11.1.3 A Policy document shall be created by the Board to effectively assign duties and responsibilities based of skill levels of the elected/appointed officers within thirty (30) days of the AGM. Duties/Responsibilities may be changed/expanded at the discretion of the Board at any time during their respective tenure period.

ARTICLE 12

REMOVAL OF OFFICERS

- 12.1 Any Board Member may be removed from their duties by a vote of no confidence before the expiration of their term of office by a decision reached by a two third (2/3) members present and eligible to vote at an Extraordinary General Meeting convened for that purpose, of which notice specifying the intention to pass such a resolution has been given, and may elect any qualified person in their stead for the remainder of their term on any of the following grounds:
- 12.2 Breach of fiduciary duty;
- 12.2.1 Behavior or conduct inimical to the best interests of the Federation; as determined by the Disciplinary Committee
- 12.2.2 Any member can propose a vote of no confidence and such proposal must be in writing to the President or Secretary as appropriate to the circumstances.
- 12.2.3 If either the President or the Secretary is the subject of above, the written proposal shall be brought to one of the Vice Presidents or Assistant Secretary.
- 12.3 The proposal shall state;
- 12.3.1 The name(s) of the officer(s) who is/are to be the subject of the proposed vote.
- 12.3.2 A brief statement of the grounds on which the vote is being proposed, of which one must be provided for each officer if more than one (1) is proposed.
- 12.3.3 The name of the member who is proposing the vote.
- 12.3.4 The name of the member who is seconding the proposed vote.
- 12.3.5 A list of at least twenty (20) members supporting the proposal, not including the proposer and seconding proposer.
- 12.4 No second or subsequent vote of no confidence can be proposed by that same person or any other person, relating to the same post holder, in the same post, on the same grounds, relating to the same incident, in any one year of office of a post holder.
- 12.5 On receipt of the written proposal for a vote of no confidence, the President or appropriate executive must take steps to call an Extraordinary General Meeting and inform all of the other members of the Federation, including the proposer of the matter, outlining the details as specified in the proposal sent, within **fourteen (14)** of receipt.

- 12.6 Notice shall be served on the Officer, no more than fourteen (14) days prior to any vote taking place, in writing, outlining details as specified in the proposal, including the date, time, and place of the Extraordinary General Meeting, informing the Officer that he may attend and speak at the Extraordinary General Meeting and may also make written submission.
- 12.7 Once due consideration of the matter has been given, the proposal for removal of the Officer shall be put to a vote.

ARTICLE 13

EXECUTIVE COMMITTEE

- 13.1 There shall be an Executive Committee consisting of the twelve Officers referenced previously **under Article 10**.
- 13.2 At any point in time the Executive Committee may, through a vote among its residing members, **coopt** new positions to the Executive Committee to help carry out the goals of the Federation for the remainder of the current President's tenure. These new appointed positions do not have to be members of the Federation but will have no vote **at Board, Annual or Extraordinary General Meetings**.
- 13.3 The Executive Committee shall carry out the ambitions and goals of the sport of cycling and preside over all set Management Committees. The function of the Executive Committee will be 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.
- 13.4 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, with approval from the membership at an Annual General Meeting or Extraordinary General Meeting, including such matters as: races, meetings, national and international races, championships or competitions, provided always that all such rules, regulations, and by-laws shall be in accordance with the general rules of the UCI.

- 13.5 The Executives Committee shall meet no less than six (6) times a year, either in person, via conference call, video call or other virtual meeting platforms, and in the absence of the President or Vice Presidents at any meeting, the Executives Committee shall elect a Chairman for such a meeting. **A board member can be removed if absent from three (3) consecutive meetings without the approval of the President.**
- 13.6 At any meeting the Chairman shall have an ordinary vote, and in the event of a tie, the casting vote.
- 13.7 At every meeting the Quorum shall consist of at least six (6) Executive members.

ARTICLE 14

ANNUAL GENERAL MEETING

- 14.1 At the Annual General Meeting the following will have votes;
- 14.1.1 Each **elected member of the Board** will have one (1) vote except the Athletes commission president
- 14.1.2 Each registered Club/Team will be allowed two (2) representatives whom will carry two (2) votes each.
- 14.1.3 A coaching organization that is duly recognized and affiliated with the Federation will be allowed two (2) representatives whom will carry two (2) votes each.
- 14.1.4 A commissaires organization that is duly recognized and affiliated with the Federation will be allowed two (2) representatives whom will carry two (2) votes each.
- 14.1.5 The Athlete commission president will be allowed two (2) votes.**
- 14.2 Individuals who hold multiple positions, such as a club representative and executive or any other combination will have their votes limited to a maximum of two (2) and the additional votes will be marked off as unused.
- 14.3 **The Quorum of the Annual General Meeting shall be five (5) voting members, three (3) of which must be clubs** at the point of voting.

- 14.3.1 If Quorum is not met in one (1) hour from start time, then meeting is to be adjourned. A Notice shall be sent out within fourteen (14) days for the new date for the AGM.
- 14.4 A Nominations Committee is to be established two (2) months prior to the AGM which will responsible for the recommendation of nominees. Nominee for election must be active in sport for minimum of one (1) year and submissions must be presented in a resume format.
- 14.4.1 Only persons not going up for elections can be on the Nominations Committee.
- 14.4.2 The final decision on nominees is to be made by committee and recommended to the board.
- 14.4.3 The Nominations Committee shall preside over the elections and is to be dissolved after same.
- 14.4.4 At least twenty-one (21) days prior to the elections final recommendations for nominees are to be made public.
- 14.5 Eligible voters (Executive and Official Representatives) can submit names for nomination, that have been seconded by another voter, to the Secretary of the nominations committee no later than twenty eight (28) days prior to the Annual General Meeting.
- 14.6 Nominated candidates will be contacted prior to the Meeting to accept or reject the nomination for the position put forward to them.
- 14.7 In the event no nominations occur for a specific position then at the Annual General Meeting any member may be put forward, with their consent, for the position with a vote of approval then following.
- 14.8 Within thirty (30) days after the conclusion of the Annual General Meeting the President is expected to formally announce and send in writing his appointments (or re-appointments) for the positions of Race Director and Head Coach.

ARTICLE 15

PROCEEDINGS OF AN ANNUAL GENERAL MEETING

- 15.1 The ordinary business of an Annual General Meeting shall be;
- 15.1.1 To confirm the minutes of the proceeding Annual General Meeting and of any Extraordinary General Meetings which may have been held since the date of the last preceding Annual General Meeting.
 - 15.1.2 To deal with any matters arising from the minutes as confirmed.
 - 15.1.3 To receive the report of the Executive Committee on the activities of the Federation since the date of the preceding Annual General Meeting.
 - 15.1.4 To receive the report of the Treasurer on the finances of the Federation, together with the audited financial statement for the previous fiscal year.
 - 15.1.5 To discuss and deal with the reports submitted.
 - 15.1.6 To announce any appointments to the Executive or Management Committees.
 - 15.1.7 To amend, modify or amplify the Constitution and/or byelaws of the Federation, provided that due notice, **twenty-one (21)** days, of such changes were given.
 - 15.1.8 To consider and determine any motion or other business included in the agenda or, if not included therein, which all the members present and two-thirds (2/3) of the votes may agree to entertain at the Annual General Meeting.
- 15.2 At the Annual General Meeting taking place in the year of the election of Officers, the following will be included in the Agenda;
- 15.2.1 All nominations that have been carried out prior to the meeting.
 - 15.2.2 The list of candidates for each electable position given/read out.
 - 15.2.3 Voting shall be by secret ballot.
 - 15.2.4 The election result shall be by simple majority.
 - 15.2.5 **Proxy voting is permissible: A member who is qualified to vote may appoint a proxy. The appointment of a proxy is to be done by way of a written document to the Federation stating who is being appointed as the proxy. The written request must be accompanied by a photo ID of the member who is unable to attend. The written document must be received prior to the meeting being called to order. The proxy**

becomes null and void if the member appointed as proxy is unable to attend the meeting.

- 15.2.6 If Quorum is not met in one (1) hour from start time, then meeting is to be adjourned. Notice is to be sent out within fourteen (14) days for another meeting at a later date.

ARTICLE 16

EXTRAORDINARY GENERAL MEETING

- 16.1 The Federation shall meet at times other than the Annual General Meeting for a specified purpose as the Executive Committee shall direct, and at least fourteen (14) days' notice shall be given to the Membership. This notice will be distributed by the General Secretary.
- 16.2 On the requisition sent in by of any of the members of the Federation, the President or General Secretary shall, at their discretion, convene an Extraordinary General Meeting and give due notice of at least fourteen (14) days to the Executive Committee and Membership.
- 16.3 The quorum for all Extraordinary General Meetings shall be the same as is in an Annual General Meeting and voting and votes work the same way.
- 16.4 No motion or other business shall be included in the Agenda of any Extraordinary General Meetings except that which caused the meeting to convene.
- 16.5 At any Extraordinary General Meeting, the Executive Committee shall appoint a Chairman who does not sit on the Executive or Management Committees, who shall preside and have all the privileges of the President at the said meeting.
- 16.6 **Meetings - AGM's, EGM's can be convened in various forums including virtual. Voting can also be done during a virtual meeting. See article 9.7**

ARTICLE 17

AUDIT

- 17.1 In every calendar year the accounts of the Federation shall be audited by an auditor or auditors who are duly appointed. Such appointment shall be made by the Federation at each

Annual General Meeting and any auditor or auditors so appointed shall hold office until the next Annual General Meeting and shall be eligible for reappointment.

17.2 The audited accounts and balance sheet, together with the Treasurer's report thereon, shall be circulated to each member and presented at the Annual General Meeting.

ARTICLE 18

CLUBS, TEAMS AND ORGANIZATIONS

18.1 Clubs will be defined as constituted sporting organizations, operated by an executive body in place by volunteerism or elections.

18.2 Each Club will be required to have its own constitution, executive structure, strategic business plan, growth and development outlay and resolution outlining authorization for application for membership.

18.3 The Board will be responsible to create a Policy Document which will outline the requirements, rules and regulations and expectations by the JCF. Clubs will be expected to operate within the guidelines outlined in this policy

18.4 Teams will be defined as constituted sporting organizations with a sole proprietor or any other legal enterprise structure.

18.5 Each team will be required to have a Team Manager and a treasurer/accountant with which all the affairs of the team will be handled.

18.6 Board will be responsible to create a Policy Document which will outline the requirements, rules and regulations and expectations by the JCF. Teams will be expected to operate within the guidelines outlined in this policy.

18.7 A coaching/commissaires organizations must be properly constituted and in order to be recognized by the Federation.

18.8 At the discretion of the Executive Committee, a coaching/commissaires organization will gain affiliation with the Federation once they have been reviewed and legitimized. The board shall create a policy document to outline the rules requirements and regulations for such bodies.

18.9 The Federation shall **encourage the formation of Regional Associations** with an executive that shall meet and report to the Federation regarding programs and cycling development activities.

ARTICLE 19

ANTI-DOPING COMPLIANCE

19.1 The Federation shall adhere to the rules, principles, intent and spirit of a fair and clean sport. It shall be in line with the W.A.D.A. and the U.C.I. regarding doping rules and regulations while incorporating, whether by reference or otherwise, the provisions of the National Anti-Doping Policy established by J.A.D.C.O.

ARTICLE 20

CHILD PROTECTION

20.1 The Federation shall ensure that it has adopted appropriate and up-to-date child protection policies in keeping with national and international practices and provisions in child protection schemes.

ARTICLE 21

DISSOLUTION

21.1 The Federation shall not be dissolved except upon a resolution proposed at an Extraordinary General Meeting especially convened for that purpose; of which a full Quorum of votes available is necessary for the dissolution motion to be voted on.

21.2 Once a Quorum is met then a **two third (2/3)** vote for the dissolution motion must be met provided also that the voting on any such resolution shall be by secret ballot.

21.3 If upon dissolution of the Federation there remains after the satisfaction of all its debt and liabilities any property or assets, then it shall be paid **in accordance to the record, transferred or assigned in accordance with the relevant law.**

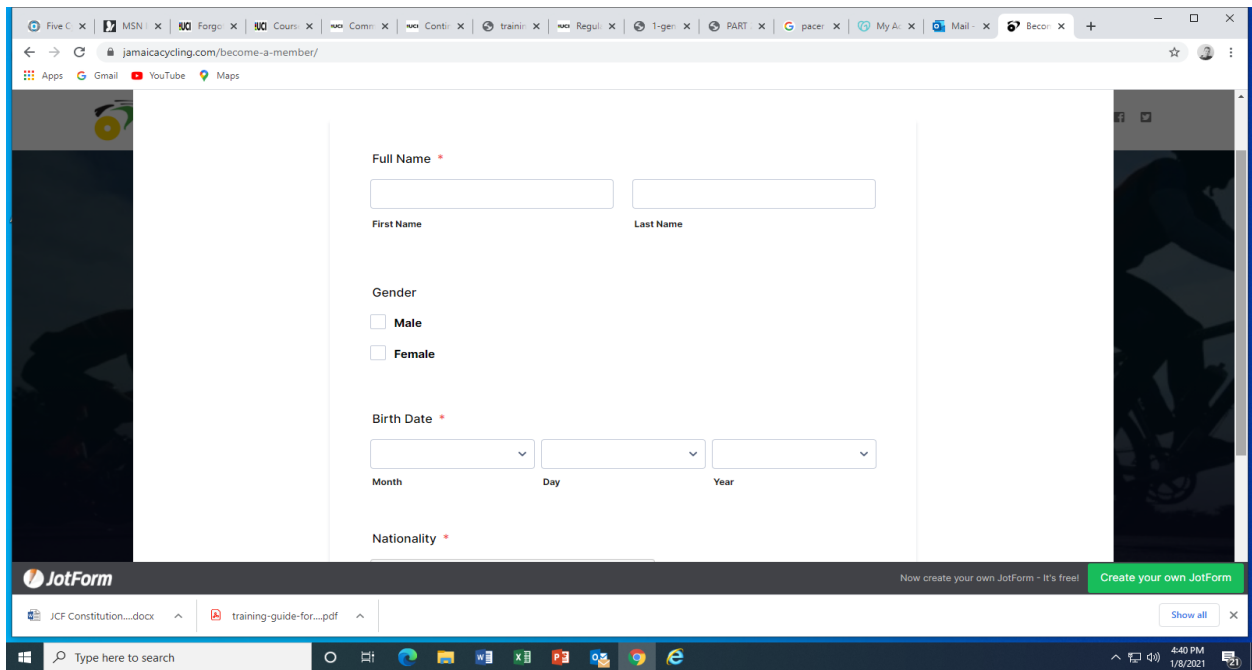
ARTICLE 22

AMENDMENT

22.1 With exception given to the Article on Dissolution, which shall be irrevocable and unalterable, these Articles or any other Articles hereafter made may be annulled, rescinded or varied; and new Articles may be made at any General Meeting of the Federation; provided, however, that no less than twenty-one (21) days' notice of such proposed annulment, rescission or variation or of any such new Articles would have been given and circulated with the notice of the Meeting; and provided also that the proposal is carried by a majority of at least (2/3) two-thirds of the total available votes.

SCHEDULE I

Online Member Registration Form (<https://jamaicacycling.com/become-a-member/>)

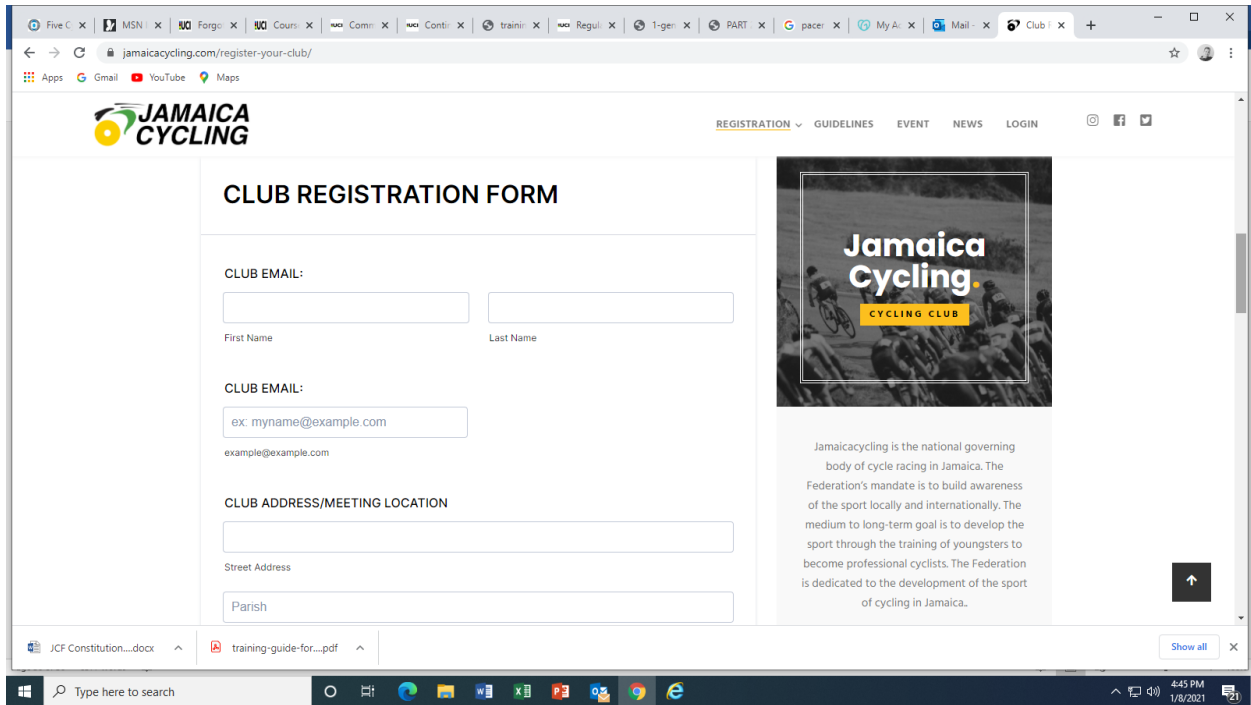


The screenshot shows a web browser window displaying the online member registration form on the Jamaica Cycling website. The browser's address bar shows the URL jamaicacycling.com/become-a-member/. The form is a JotForm and includes the following fields:

- Full Name ***: Two text input fields for "First Name" and "Last Name".
- Gender**: Two radio button options for "Male" and "Female".
- Birth Date ***: Three dropdown menus for "Month", "Day", and "Year".
- Nationality ***: A text input field.

The JotForm logo is visible in the bottom left corner of the form area, and a banner at the bottom right says "Now create your own JotForm - It's free! Create your own JotForm". The Windows taskbar at the bottom shows the time as 4:40 PM on 1/8/2021.

Online Club Registration Form (<https://jamaicacycling.com/register-your-club/>)



Proxy Voting Form



P.O. Box 230, Kingston 10 JAMAICA,
 WI info@jamaicacycling.com
www.jamaicacycling.com.

The Provisions are as follows:

1. A member who is qualified to vote may appoint a proxy.
2. The appointment of a proxy is to be done by way of a written document to the Federation stating who is being appointed as the proxy.
3. The written request must be accompanied by a photo ID.
4. The written document must be received prior to the meeting being called to order.
5. The proxy becomes null and void if the member appointed is unable to attend the meeting.

Form of Proxy Jamaica Cycling Federation

I

of

in the parish of.....being a Member of the Jamaica Cycling Federation, hereby appoint the following Member as Proxy:

Name:

of Address: as my Proxy to vote for me on my behalf at the Extraordinary General Meeting of the Jamaica Cycling Federation to be held on the 27th day of **December 2020**. The Proxy will vote or abstain from voting at his/her discretion.

On the resolutions to the proposed amendment to the Jamaica Cycling Federation's Constitution;

As witness by my hand this..... day of December 2020.

NOTE: To be valid, this form of Proxy must be sent to the Secretary of the Federation by email to: jcfsecretary.info@gmail.com at least 1 hour before the time appointed for the holding of the Meeting.

..... Signature