



# Cycling UK Member Groups Governance Framework

April 2026

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# 1. Introduction

This governance framework sets out the specific requirements and expectations for all Cycling UK Member Groups. It should be read alongside the **Cycling UK Groups Handbook**, which provides the overarching policies, procedures and guidance for running member groups safely and in line with Cycling UK's charitable obligations.



## 2. Structure of a member group

A committee structure helps share responsibility fairly and ensures each group is managed safely, legally and effectively. Every Cycling UK member group must have a committee of at least three different Cycling UK members.

### 2.1 Compulsory roles (All must be filled)

The following four roles are mandatory. The first three must be held by separate individuals:

- Chair (or President)
- Secretary
- Treasurer
- Safeguarding Officer

### 2.2 Additional recommended roles

In addition to the above roles, we strongly recommend the committee also includes the following roles, which can be carried out by any committee member:

- Registration Officer (or Membership Secretary)
- Promotions (or Publicity) Officer,

These additional roles may be combined with compulsory roles where appropriate. For example, the Secretary may also act as Registration Officer. However, it is recommended that the secretary is NOT also the safeguarding officer.

More information on the specific duties of each role can be found in the [groups handbook](#).

**Note:** *Cycling UK members may be elected to the committees of more than one Member group.*

## 2. Structure of a member group

### 2.3 Guidelines for filling vacant roles

Cycling UK recognises that committees are run by volunteers and vacancies may arise unexpectedly. The following principles apply:

- Compulsory roles should be filled as soon as reasonably possible.
- No compulsory role should remain vacant for more than **eight weeks**.
- A committee member should cover the essential duties of any vacant role temporarily.
- Both group members and Cycling UK must be informed of any vacancy (email: [membership@cyclingsuk.org](mailto:membership@cyclingsuk.org) for Cycling UK notification only).

#### Examples:

- If the Chair role is vacant, another committee member should chair meetings temporarily.
- If the Safeguarding Officer steps down, an appropriate person must handle safeguarding concerns and be familiar with Cycling UK's safeguarding procedures.

### 2.4 Informal groups

Informal member groups operate under the oversight of a parent member group. They may organise activities in a more flexible, informal way but will remain within Cycling UK's governance structure and part of the wider member group network. Informal groups:

- cannot hold a bank account or claim an annual subscription allocation.
- may have a publicity page on the Cycling UK website.
- may choose to have their own committee and AGM.
- should register their volunteers with Cycling UK through the supervising member group.

# 3. Roles and responsibilities

## 3.1 Member group Secretary

In addition to duties outlined in the Groups Handbook, Secretaries must:

- convene the AGM and submit AGM details to Cycling UK by end of February
- complete and submit annual survey to Cycling UK following the AGM by mid May
- act as point of contact for informal groups connected to the member group
- act as contact point for Cycling UK members and non-members locally
- ensure a suitable programme of rides and activities is provided for Cycling UK members in the area

## 3.2 Member group Treasurers

Member groups hold their financial and intellectual property in trust for the benefit of current and future members and must submit annual financial and activity reports to Cycling UK in order to receive subscription allocations and access training support. In addition to the roles outlined in the Groups Handbook, member group Treasurers should fulfil the following duties:

- complete the annual financial returns and return them to [accounts@cyclingsuk.org](mailto:accounts@cyclingsuk.org) by the middle of May each year
- complete an annual subscription allocation claim and submit it to the finance team ([accounts@cyclingsuk.org](mailto:accounts@cyclingsuk.org)) at Cycling UK
- return any monies to Cycling UK on dissolution of the group
- liaise with the honorary auditor appointed by the group
- submit a claim for **Special Allocation Funding** if required by the group.

# 3. Roles and responsibilities

## 3.3 Non-committee role

- **Honorary Auditor** to audit the group's accounts before submission of Financial Returns.

## 3.4 Registration Officer

In addition to duties outlined in the Groups Handbook, member group Registration Officers must:

- ensure group ride participants are paid-up members of Cycling UK
- use the member look up tool located on the group publicity page to keep track of the membership status of those that ride with the group
- ensure guest riders do not ride with the group more than 3 times before joining Cycling UK



## 4. Membership of Cycling UK member groups

- Participation in member group activities is included within a Cycling UK membership; no additional payment is required.
- Members may join and ride with any member group, regardless of location.
- Groups should operate in line with Cycling UK's **Equity and Diversity Policy**.
- Membership of devolved nation Member Groups (such as CTC Cymru) is based on the member's residential postcode.



## 5. Member group AGMs

Our guidance regarding AGMs has relaxed a fair amount over the last few years and we're pleased to continue with this flexibility. Here's a reminder of our recommendations:

- Cycling UK's member groups are required to have at least one General Meeting open to all Cycling UK members once a year. This can be held at any time of the year, although we suggest you keep Cycling UK's financial year end (31 March) in mind when planning. An AGM in April or early May is ideal.
- If you have your AGM at another time of the year, the annual returns and accounts will still need to be completed for the year 01 April – 31 March.
- The date, time and venue of this meeting must be submitted to Cycling UK by the end of February of the year in question so that we can advertise it in our communications channels, giving members a chance to plan to attend.
- You can host your AGM in person or online (such as Zoom). If held in person, the AGM should be at a time and location likely to be accessible to the majority of members in the group's postcode area. Meetings should be near to public transport if possible and you should make sure the venue is accessible for disabled members.
- Admittance to meetings is open to all Cycling UK members on presentation of their own valid membership card.
- Any business done at a General Meeting with fewer than ten members present is subject to ratification by Cycling UK.
- Each eligible member shall have one vote, with the chair having a second casting vote.



## 5. Member group AGMs

### Purpose of the AGM:

- approve annual reports and accounts
- elect the committee
- discuss group matters and plan ahead

### Special General Meetings

A Special General Meeting can be convened outside of the AGM season to discuss extraordinary business.

Notice of the meeting should be sent by email to Cycling UK at [membership@cyclingsuk.org](mailto:membership@cyclingsuk.org) and added as an event to your group publicity page at least two weeks in advance so that members are given the chance to attend. The notice should state the business for which the meeting is called, and no business, other than that stated in the notice calling for the meeting, may be transacted.

## 6. Group names and logos

### 6.1 Member group names

- The title of all new member groups should include the words 'Cycling UK' e.g. 'Merrow' part of Cycling UK' or 'Cycling UK Merrow'.
- Groups may also use the words 'Cyclists' Touring Club' or 'CTC' if their activities primarily cover touring but they should also refer to 'part of Cycling UK' on their websites and other media, for example 'Parklands Cyclists' Touring Club, part of Cycling UK' or 'Guildford CTC, part of Cycling UK'.

### 6.2 Logos

- Only the current Cycling UK logo, colours and branding may be used. Cycling UK's brand guidelines can be found [here](#).

## 7. Communications

All official written or electronic communications must include Cycling UK's name, registration number and registered address. This applies to both emails and websites where official communication from groups is published. The standard wording to be included is as follows:

*Cyclists' Touring Club (Cycling UK) a Company Limited by Guarantee registered in England No 25185, registered as a charity in England and Wales Charity No 1147607 and in Scotland No SCO42541. Registered office: Parklands, Railton Road, Guildford, Surrey GU2 9JX*

## 8. Member group areas

Member groups usually cover a specific geographic area defined by, but not limited to, a particular set of postcodes, or any local or national government-defined boundary.

Member groups may also be defined by a particular activity, for example New Forest Cycling Week, with no geographically based membership list.

Boundaries of groups may overlap; however, new member groups are not normally approved by Cycling UK where they are indistinguishable from existing groups by type of activity or geographical reach.

Cycling UK member groups can operate independently of other Cycling UK groups covering the same area, but there will be an expectation of non-competition and co-operation between groups.



## 9. How to make changes to a member group

Member groups that wish to make changes to their title or area of operation should propose such changes at a General Meeting of the group. They should then submit a request for those changes by completing a **proposed change to a member group form** and submitting it to Cycling UK for approval via email to [membership@cyclingsuk.org](mailto:membership@cyclingsuk.org).

For a proposed change to a group name, we have a few basic guidelines to comply with. In terms of restrictions, we generally ask that names:

1. clearly identify the geographical area or community you serve
2. don't imply national or wider representation
3. avoid duplication with other Cycling UK groups

## 10. Dissolution of a member group

### Groups wishing to dissolve must:

- give notice to Cycling UK of their intention at least two months before the General Meeting
- hold a General Meeting to approve the dissolution

### Cycling UK may dissolve a group if:

- it has been dormant for more than 12 months
- if the group does not provide any recognised activities that contribute to Cycling UK's strategy
- it does not comply with Cycling UK's guidance and policies

Cycling UK will take possession of all property, funds and financial assets of dissolved groups. The group committee, or a group of at least ten regular rides, shall have the right to appeal to Cycling UK, in which case they should appoint two representatives to state their case.

Find us on: [Facebook](#) and [Instagram](#)

**T: 01483 238301**  
**[cyclingsuk.org](https://www.cyclingsuk.org)**

Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX

Cycling UK is a trading name of Cyclists' Touring Club (CTC) a company limited by guarantee, registered in England no: 25185.

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