

# ANDHRA PRADESH CYCLING ASSOCIATION

D. No.49-24-51/A, Flat 201 A, Sri Pavan Estates,  
Shankaramatam Road, Dwarakanagar,  
VISAKHAPATNAM – A.P. - 530 016

## CONSTITUTION & BYE-LAWS

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### Affiliated to:

ANDHRA PRADESH OLYMPIC ASSOCIATION,

CYCLING FEDERATION OF INDIA

[Recognized by the Ministry of Youth Affairs & Sports- Government of India].

# ANDHRA PRADESH CYCLING ASSOCIATION

## MEMORANDUM OF ASSOCIATION

### 1. NAME OF THE ASSOCIATION:

This Association shall be called the ANDHRA PRADESH CYCLING ASSOCIATION [APCA]

### 2. HEADQUARTERS:

The registered office of the Association shall be located in the jurisdiction of Andhra Pradesh, located at D. No. 49-24-51/A, Flat No. 201 A, Sri Pavan Estates, Shankarmatam, Dwarakanagar, VISAKHAPATNAM – A.P. - 530 016.

### 3. JURISDICTION:

The jurisdiction of the Association shall extent over all the Districts of Andhra Pradesh.

### 4. AIMS AND OBJECTIVES:

- a) To be sole Association responsible for promotion and development of cycling in the all the Districts of Andhra Pradesh.
- b) To obtain affiliation of Cycling Federation of India and A.P. Olympic Association.
- c) To be the channel of communication between the affiliated units of the Andhra Pradesh Cycling Association and AP Olympic Association.
- d) To grant Affiliation to District Units : institutions and sports bodies promoting Cycling in AP State that are in accordance with the constitution and bye laws of the Association.
- e) To control affiliated members in accordance with the constitution and By-Laws of this Association within the jurisdiction of the State.
- f) To collect / raise funds for the furtherance of the sport of cycling.
- g) To organize regular State Championships at least one in every year, exhibition and demonstrations of the sport whenever possible.
- h) To make, alter, maintain, and enforce the rules and regulations for the control and governance of the sport to maintain discipline and spirit of sportsmanship and camaraderie amongst, players, official, club/centers etc in the State.
- i) To grand financial assistance to players as per the availability of funds.

## **CONSTITUTION / RULES & REGULATIONS**

### **1. NAME OF THE ASSOCIATION**

ANDHRA PRADESH CYCLING ASSOCIATION [APCA]

### **2. ADDRESS OF THE OFFICE**

The registered office of the Association shall be located in the jurisdiction of Andhra Pradesh, located at D. No. 49-24-51/A, Flat No. 201 A, Sri Pavan Estates, Shankamatam, Dwarakanagar, VISAKHAPATNAM – A.P. - 530 016.

### **3. DEFINITIONS & EXPLANATIONS**

Unless otherwise indicated by the context:

- i. "Association" means the AP Cycling Association in short "APCA".
- ii. Affiliated District Cycling Associations whose membership is currently valid, as per the provisions of the constitution, (Member Unit).
- iii. "Representative" means office bearer of the affiliated member unit who has been authorized to attend the meetings of the Association in accordance with provisions hereinafter contained.
- iv. General Assembly means and includes the representatives deputed by the Members in accordance with rules herein after contained.
- v. Constitution means the constitution of the AP. Cycling Association.
- vi. Executive Council: means the Executive Council of the Association constituted under the Rules and Regulations hereinafter contained to whom the management of the affairs of the Association is entrusted.
- vii. "Office Bearers" means the office bearer of the Association elected in accordance with the rules and regulations hereinafter contained.

### **4. MEMBERSHIP**

- i. The membership of the Association will be open to the under mentioned institutions of the State, subject to approval by the Executive Council.
- ii. Approved District Cycling Associations.
- iii. Government bodies in the State promoting and developing Cycling in the AP State as the Executive Council deemed fit.
- iv. All affiliated Members shall commit themselves to voluntarily surrender their right of seeking redress in any court of law at the first instance. They shall appeal only to the President APCA, who shall place the matter before the next immediate executive Council meeting.



**5. MEMBERSHIP FEE (Admission Fee & Annual Renewal Fee)**

1. Every affiliated member shall pay the following fees:

- i) Affiliation fee : Rs. 1,000/-
- ii) Annual Renewal fee : Rs. 1,000/-

The annual membership fee of all affiliated members shall become due on 1<sup>st</sup> April every year & shall be paid by 30<sup>th</sup> of April. Defaulting members will be debarred from attending any meetings, if they do not clear all of their pending dues by 30<sup>th</sup> June of the current year.

- 2. Failure to pay membership for one full year shall result in disaffiliation of the Member District unit. For example, if the annual renewal fee is due on 1<sup>st</sup> of the Member. For example, if the annual renewal fee is due on 1<sup>st</sup> April Current year & the member fails to pay the fee along with delayed payment till 31<sup>st</sup> March, proceeding year the membership will cease automatically)
- 3. In the event of disaffiliation, fresh application must be submitted for re-affiliation

**6. FUNDS**

The funds of the Association shall be kept in a Scheduled Bank. The amounts can be withdrawn from the bank by means of Cheque signed by the President and either the Secretary or the Treasurer.

**7. STRUCTURE OF THE ASSOCIATION**

**A) GENERAL ASSEMBLY**

It is the Supreme Governing Body of the Association having full powers in the district. The General Assembly comprises of President and Secretary of each Member or two authorized representatives of the constituent member. Each Member of the Association is authorized to send only two representatives. The Office Bearers of the Association do not have a voting right in General Assembly unless they represent a Member of the Association. The president of APSTA shall preside over the Annual General Assembly meetings of the Association. Only eligible Members as per provisions of this constitution are permitted to send their two representatives.

**B) EXECUTIVE COUNCIL**

The Executive Council comprises of elected office Bearers of the Association. They are elected for a term of four years in the Annual General Meeting. The President is the Chief Bearer of the Association. The elected office bearers have been entrusted duties as provided in the constitution.

## **8. MEETINGS**

### **A) ANNUAL GENERAL ASSEMBLY MEETING**

The Annual General Meeting shall be conducted once in a year preferably during the month of June every year. The **quorum** for the meeting is one half of the eligible members. Fifteen days prior notice shall be given to all the members. The notice shall include the agenda for the General Assembly. One copy sent to the Cycling Federation of India.

The normal Agenda amongst other things shall include:

1. Confirmation of the minutes of the last General Assembly meeting.
2. Consideration and adoption of the Annual Report of the Secretary of the Association.
3. General Elections, if due.
4. Preparation of sports calendar for conduct of various District Cycling Championships.
5. Considering and passing the audited statement of accounts for the previous financial year and the budget for the next year.

### **B) EXECUTIVE COUNCIL MEETING**

The Executive Council shall meet at least once in a year. The **quorum** for the meeting shall be one half of the elected office Bearers: Executive Council Members. One week notice shall be given to all the members of the Executive Council.

### **C) SPECIAL GENERAL MEETING**

Special General Meeting may be summoned at any time by the President at his discretion and/or shall be convened by the President ACTA within 15 days on a written requisition signed by not less than fifty percent (50%) of the Presidents/ Authorized Signatories of affiliated members.

## **9. ELECTIONS**

Elections shall be held once in four years at the Annual General Meeting of the General Assembly to elect the following office bearers in the presence of TFobserver:

- |                      |       |
|----------------------|-------|
| 1. President         | One   |
| 2. Vice-President    | Two   |
| 4. Secretary         | One   |
| 5. Joint Secretaries | Two   |
| 6. Treasurer         | One   |
| 7. Executive Members | Five. |

## **10. VOTING**

1. The Electoral College comprises of authorized representatives of Member unit. Each Member unit is authorized to send two representatives who shall be regular members of Member Unit. The member should be eligible to send representatives in accordance with the provision of this Constitution.
2. Voting if necessary, for the elections of the Executive Council members of the Association shall be by show of hands or secret ballot as decided by the assembly.
3. For election of Office-Bearer of the Association, only the "authorized representatives" of the Members (two per unit) shall be eligible to participate and cast their votes.
4. The office-Bearers of the outgoing body not form a part of the Electoral College unless they represent a Member.

## **11. TENURE OF POSTS**

The office bearers shall hold office for a term of four years from the date of elections, if elections are not held within stipulated time, TFI may disaffiliate the STA. However, the Executive Committee is competent to extend the period for holding elections with the prior approval of TFI within six months of the expiry of term. The period of six months cannot be further extended under any circumstances.

## **12. HOLDING OF OFFICE**

- i) No office-bearer of a Member shall be eligible to be the Office-bearer simultaneously of any other Member Unit.
- ii) If an Executive Council member absents from three consecutive meetings of the executive council without leave of absence of the Executive Council, the concerned member would be deemed as removed from office.

## **13. POWERS, FUNCTIONS & DUTIES OF**

### **A) GENERAL ASSEMBLY**

- i) To formulate and enforce the policy of the Association.
- i. To hold elections of the Office Bearers of the Executive Council every four years in accordance with the provisions of this Constitution.
- ii. To approve the membership granted by the Executive Council.
- iii. To approve disaffiliation of member as per provisions of this constitution.
- iv. To hold and control the funds and other properties of the Association.
- v. To appoint committees or sub-committees, as and when necessary.
- vi. To enforce all rules and regulations of the Cycling Federation of India.
- vii. To enforce and defend the exclusive right of the Association.

- viii. To be the official organization in complete and sole charge of all Cycling matters in Andhra Pradesh.
- ix. To have power to frame byelaws and rules which are consistent with the Association
- x. To be the Supreme Governing body of the Association in all matters pertaining to Cycling in the State.
- xi. To amend the constitution as per procedure laid down in the constitution.

#### **B) EXECUTIVE COUNCIL**

- i) To conduct the business of the Association and frame guidelines for the members.
- ii) To sanction any expenditure above Rs. 10,000/- (Rs. Ten Thousand only)
- iii) To approve guidelines for the conduct of Cycling in the State.
- iv) To ensure that Office Bearers function within their prescribed duties.
- v) To interpret the provisions of the constitution for which the decision of the council will be final.

#### **14. DUTIES OF OFFICE BEARERS**

##### **A) PRESIDENT**

- 1. To preside over all the meetings of the General Assembly and the E. C.
- 2. To implement the objectives of the association.
- 3. To sanction expenditure up to Rs. 20,000/- (Rupees Twenty Thousand)
- 4. To deal with disciplinary matters arising in the association or the member units.
- 5. To appoint staff, auditors for the association which will be ratified by the executive council in its next meeting.
- 6. To issue guidelines to members as per decisions of the General Assembly / E.C.
- 7. To ensure that State Championships are held every year.
- 8. In case of emergency requiring immediate action, he may adopt such measures as the circumstances may deem fit, and get it ratified in the next E.C. meeting.
- 9. To call for meeting of the General Assembly: Special General Meeting & E.C. at a convenient date time & place by him or through Secretary of the Association.

##### **B) VICE-PRESIDENTS**

- 1. One of the Vice-Presidents (authorized by the President) will preside over the meetings in the absence of the President.
- 2. To perform such functions as authorized by the President.
- 3. One of the Vice-Presidents will assist the President in promotion of the game while the other Vice-President will assist in mobilization of funds.

### **C) SECRETARY**

1. The secretary shall be responsible for the day to day activities of the Association as per directions of the President.
2. To organize State championships once in every year.
3. To maintain the movable & immovable assets of the Association.
4. To maintain records minutes of the meetings of the Association.
5. To ensure that each member follows the guidelines directions; rules & regulations of the APCA & CFI.
6. Convene the meeting of the General Assembly, Executive Council and prepare Agenda at the directions of the President of the Association.
7. Scrutinize and pass all the bills up to Rs. 10,000/- per item.
8. To maintain a maximum impress of Rs. 2000/- for day to day expenditure.
9. To prepare Annual Report of the Association in consultation with the President. The report has to be approved by the Executive Council before it is placed before the General Assembly.
10. Shall have the power to authorize expenditure up to Rs. 10,000/- at a time.

### **D) JOINT-SECRETARY**

1. They will assist the Secretary in discharging his duties. In the absence of Secretary, the Joint Secretary (authorized by the President) will perform the functions of the Secretary.
2. They shall perform such duties as may be assigned to them from time to time by the Secretary.

### **E) TREASURER**

1. The treasurer shall issue regular receipts for all sums received by the Association.
2. He shall deposit all the amounts received by him within three working days in a Bank may be approved by the Executive Council.
3. Maintain Vouchers for Expenditure.
4. Help the Secretary in preparing periodical statements of receipts and expenditure for the approval of the executive council.
5. Maintain bills, registers as prescribed by the Executive Council.
6. The Treasurer is responsible for getting annual accounts approved by the E.C. and audited by the auditor, under the guidance of the President & or Secretary.
7. Mode of operation is joint with President / General Secretary.



## **15. AMENDMENT OF THE CONSTITUTION (PROCEDURE)**

An amendment of the constitution can be carried out in the following manner:

1. Any proposed amendment will be submitted by the Member, desirous of such amendments, to the President of the Association in writing with full justification.
2. The Secretary will place this in the next meeting of the Executive Council with the approval of the President.
3. If approved by the E.C. or as amended by it, the proposed amendment(s) will be circulated, by the Secretary to all the Members fifteen days prior to holding the General Assembly Meeting.
4. The amendment shall be passed by at least two third members present and voting. The quorum for such meetings will be two third of the eligible members. The presence of the observer from the TFI will be mandatory to ensure transparency and fairness in the amendment proceedings of the constitution.

*Note: Above procedure is mandatory. No amendment in the constitution of the Association without following the above procedure would be valid. Any other procedure followed, non-confirming to the above, will be violation of the provisions of this constitution and the amendment shall be treated as "null and void".*

## **16. GENERAL DISCIPLINARY REGULATIONS**

1. Violation of the existing rules cannot be excused on grounds of ignorance.
2. Any member or the Office Bearer of the Association is bound to follow the provisions of this constitution failing which; they can be disaffiliated or removed from the post they are holding. Any such action will have to be passed in the executive council by a majority vote of the members present and voting. The quorum for disciplinary matters is one half of the Executive Council Members.
3. All members are bound to follow the dope control tests as circulated by Indian Olympic Association (IOA) and adopted by CFI.

## **17. ARBITRATION**

In the event of any dispute in the Society / Association, the same shall be settled by Arbitration only, under the provisions of the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996). The decision of the Arbitrator shall be final and binding on all the parties concerned with the Association/Society. No member shall approach any Court of Law without referring a dispute for Arbitration.

## **18. GENERAL – WINDING UP**

In the event of dissolution of the Society / Association, all funds and assets of the Association after meeting all liabilities, shall be transferred to any Association or body having similar objects and aims provided the resolution for dissolution receives the assent of at least 3/5ths of the members.