

**REGULATIONS**  
**OF THE**  
**AUDAX AUSTRALIA CYCLING CLUB INC**

**ABN 90 228 580 631**  
**ARBN 125 562 307**  
**(Registration No. A0014462N)**



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## **PART 1. GENERAL**

### **1. PURPOSE AND EFFECT**

- 1.1 These Regulations are made by the National Committee under rule 34 of the Constitution of the Audax Australia Cycling Club Inc
- 1.2 These Regulations include the creation of the framework for Regional Committees to operate their Regions in accordance with the Constitution and set the expectations of governance, and accountability, including duties and powers.

### **2. DEFINITIONS**

- 2.1 Capitalised terms in these Regulations shall have the same meaning as in the Constitution unless otherwise defined.

### **3. MEMBERSHIP**

- 3.1 A person may apply for Individual Membership for a period of one month, one year or 3-years.
- 3.2 A family may apply for Family Membership for a period of one year or 3-years.

### **4. NATIONAL COMMITTEE – ELECTION OF ELECTED MEMBERS**

- 4.1 If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be conducted at the Annual General Meeting to determine the Elected Members.
- 4.2 If a nomination is not received for any Elected Member position 30 days before the date of the AGM, Members shall be notified and advised that under clause 17(b) of the Constitution, further nominations for that Elected Member position may be made until 20 days before the AGM.
- 4.3 Each nominee may submit a supporting statement of 200 words or less.
- 4.4 If a ballot is required:
  - (a) ballot papers shall be made available to Members as soon as practicable after final close of nominations and shall be available to Members at the AGM,
  - (b) any supporting statement shall be included with ballot papers provided to Members,
  - (c) all votes shall be given personally or by post or by proxy,
  - (d) no Member may hold more than 5 proxies,
  - (e) a postal vote to be considered valid shall be received by the National Secretary no later than 5 business days prior to the date of the Annual General Meeting,
  - (f) the person receiving the highest number of votes cast in person or by post or by proxy for an Elected Member position shall be declared the holder of that position,
  - (g) in the case of an equality of votes, the person presiding is entitled to exercise a second or casting vote,
  - (h) a Member may only vote by one means, a Member who has lodged a vote by post shall not be eligible to vote in person or by proxy and the Secretary's

records on a Member's eligibility to vote in person or by proxy shall be conclusive,

- (i) a Member is not entitled to vote—whether in person, by proxy or by post—unless all money due and payable by the Member to the Association has been paid and
- (j) where a Member has nominated for more than one Elected Member position, ballots shall be conducted separately for such positions in the following order and the outcome declared before proceeding to the ballot for the next Elected Member position:
  - (i) President
  - (ii) Vice President
  - (iii) Treasurer
  - (iv) Secretary
  - (v) Committee Member.
- (k) A nomination for a person already declared to be the holder of an Elected Member position under rule 5.4(f) shall be withdrawn from the ballot for election to any further Elected Member positions.

## **PART 2. REGIONS**

### **5. REGIONAL BOUNDARIES**

- 5.1 The National Committee establishes or deems established under Rule 22 of the Constitution the Regional Committees to represent Jurisdictions.

Regional Committees	Jurisdictions
Australian Capital Territory	Australian Capital Territory
New South Wales	New South Wales
Queensland	Queensland
South Australia	South Australia and Northern Territory
Tasmania	Tasmania
Victoria	Victoria
Western Australia	Western Australia

- 5.2 The boundaries of each Jurisdiction are those of the Australian State or Territory of the same name.
- 5.3 A Member living close to the geographic boundary of a Region or a Member temporarily residing in another Region, may choose to be associated with the Region most convenient for their participation in the Association's activities. A Member may participate as a voting Member at the regional level only in the Region with which they are associated.

### **6. REGIONAL COMMITTEE**

- 6.1 Each Region shall elect a Regional Committee and Regional Positions to manage its affairs in accordance with the Constitution and Regulations of the Association and as directed by the National Committee from time to time.
- 6.2 All Regional Committee positions and Regional Positions shall be declared vacant at each Regional Annual General Meeting.

- 6.3 Each member of the Regional Committee and Regional Positions shall hold office until the next Annual General Meeting following their election or appointment but is eligible for re-election or reappointment.
- 6.4 The Regional Committee shall comprise a minimum of 3 and preferably 5 or more members. Regions with 100 or more members shall have a minimum of 5 members in their Regional Committee.
- 6.5 The Regional Committee shall include the Regional President. Other Regional Positions are usually members of the Regional Committee.

## **7. REGIONAL POSITIONS**

- 7.1 The Regional Positions shall include the following:
- a. Regional President
  - b. Regional Treasurer
  - c. Regional Brevet Secretary
  - d. Regional Calendar Co-ordinator
  - e. Regional Representative
- 7.2 A Member may hold more than one Regional Position.
- 7.3 Each Region may create further Regional Positions as deemed necessary.
- 7.4 The Regional President is the chair of the Regional Committee and is responsible for the overall direction and management of the Region for the purpose of promoting and facilitating Audax Cycling for the benefit of Members of the Association.
- 7.5 The Regional Treasurer is required to:
- a) ensure the financial affairs of the Region are managed in accordance with these Regulations and National Committee directions and
  - b) correspond with the National Treasurer as required.
- 7.6 The Regional Brevet Secretary is required to:
- a) ensure that ride results and brevet cards are received from Ride Organisers in a timely manner
  - b) ensure that ride results and brevet cards are processed correctly in accordance with ride regulations, also homologated brevet cards and medallions are returned to riders where requested
  - c) forward any miscellaneous financial details received directly from the Ride Organiser to the Regional Treasurer.
- 7.7 The Regional Calendar Co-ordinator is required to co-ordinate and prepare the Region's annual ride calendar, subject to the directions of the National Rides Calendar Co-ordinator.
- 7.8 The Regional Committee shall appoint a Regional Representative to the National Committee.
- 7.9 The Regional Committee shall advise the National Committee of the names of all members holding positions within the Region after each regional AGM and as and when any changes occur. These details should also appear on the Region's page on the Association's website.
- 7.10 All members of a Regional Committee and Regional Position holders shall be Voting Members of the Association.

## **8. REGIONAL ANNUAL GENERAL MEETING**

- 8.1 Each Region shall hold an Annual General Meeting not later than three weeks after the National Annual General Meeting.
- 8.2 The Regional Committee shall provide notice of the AGM to members of the Region and call for nominations to the Regional Committee at least 30 days prior to the meeting. Nominations should be received at least 10 days prior to the meeting. However, in the event no nominations for a position are received by then, nominations may be received until the conclusion of the AGM.
- 8.3 The Regional Committee shall present to Members at each Region's AGM a Financial Report and information about the Region's membership and activities for the previous Audax year ending 31 October.
- 8.4 Elections by secret ballot by Members of the Region present at the AGM shall be held for Regional Committee positions if there are more nominees than positions.
- 8.5 In the event of there being no nominations for a Regional Committee position at the AGM or if a member of a Regional Committee resigns or otherwise vacates their position, the Regional Committee may appoint a Member to hold that position until the next AGM of the Region.
- 8.6 The Regional Committee shall forward to the Secretary of the Association within 30 days of the conclusion of the meeting the minutes of the AGM, and a register of Members in attendance and apologies.

## **9. REGIONAL GENERAL MEETINGS**

- 9.1 The Regional Committee may of its own accord or at the request of a minimum of 3 other Members of the Region convene a General Meeting. Notice of the agenda and business to be conducted at the meeting shall be provided to Members of the Region at least 10 days prior to the meeting.

## **10. REGIONAL COMMITTEE MEETINGS**

- 10.1 The Regional Committee shall meet not less than 2 times per year. The Regional President shall chair the meeting or, if absent or unable to chair, the Regional Committee may appoint another of its members to chair. Meetings may be convened in person or by telephone or other electronic communication.
- 10.2 Questions arising at a Regional Committee meeting are to be determined by a majority vote. A resolution passed by a majority of the Regional Committee by email or other written or electronic communication shall be as valid as if it were passed at a meeting.
- 10.3 Regional Committees are responsible for record management in their Region, including keeping minutes of AGMs and Regional Committee meetings.
- 10.4 Rule 22.2 of the Constitution requires the Regional Committee to send a copy of the minutes of any meeting of the Regional Committee to the National Secretary within 30 days of the meeting. Unless directed by the National Committee, it is sufficient only to report the holding and outcomes of a Regional Committee meeting to the National Committee via the State Representative.
- 10.5 Each Regional Committee shall address Risk and Safety at each Regional Committee meeting and shall consider as a minimum:
  - (a) Incidents and Injuries occurring on rides held since the last Regional Committee meeting,

- (b) safety of upcoming rides and mitigation measures to be taken by the Association and ride organisers; and
- (c) any other risk and safety related matters as directed by the National Committee from time to time.

## **11. RIDE FEES**

- 11.1 Regions shall conduct Ride Events from time to time.
- 11.2 For each ride, the Region shall use the online entry system to collect Ride Entry Fees from each rider which shall comprise:
- (a) for all riders including the Ride Organiser if participating in the ride as a rider, the Ride Fee set by the National Committee;
  - (b) in respect of any supported ride, an additional amount to cover the reasonable costs of the support divided by the number of ride entrants; and
  - (c) for any rider who successfully completes a ride and wishes to purchase a badge or medallion appropriate to that ride, the prescribed fee for that badge or medallion.
- 11.3 The Ride Fee levied under 11.2(a) shall not be refunded in the event that a participant commences the ride but fails to finish. The fee for a medallion or patch shall be refunded where a rider fails to finish.
- 11.4 Ride Organisers are not permitted to intentionally conduct rides at a financial loss without the approval of the Regional Committee.

## **12. REGIONAL FINANCIAL MANAGEMENT**

- 12.1 The Regional Committee shall ensure that:
- (a) the Region does not open, operate or maintain a bank account of any kind
  - (b) the National Treasurer or their nominated book-keeping representative is provided with a ride financials report for each ride setting out all income and expenses or other relevant information in sufficient detail in relation to ride and non-ride income and expenditure
  - (c) the Region maintains sufficient receipts and records about all ride and non-ride income and expenses and other relevant information to enable the Region and Association to comply with all financial obligations, and
  - (d) the Region discloses to the National Treasurer honorariums or other amounts paid to Members and related parties for services rendered.
- 12.2 The Region shall use its best efforts to ensure that the Region runs at a surplus to its expenses. Should this not be possible then the Region should discuss the causes with the National Committee to ensure the Region's viability.
- 12.3 All monies received by or on behalf of the Association or its representatives are the property of Audax Australia Cycling Club Inc and shall be deposited into the Association's bank account as determined by the National Treasurer and the National Committee. No moneys are considered the property of any Region.

## **13. REGIONAL COMMITTEE EXPENDITURE**

- 13.1 Regional Committees may only approve expenditure in accordance with the Purposes of the Association. This may include, but is not limited to:

- (a) Reimbursing or contributing towards a Ride Organiser's reasonable expenses in the development and maintenance of Audax Cycling Events that cannot reasonably be met from the funds generated by the running of that event. For example, new route exploration and reconnaissance and existing route checking.
- (b) Dinners or other functions to recognise the efforts of Ride Organisers, volunteers
- (c) Promotion of the Association at other cycling events, or in the media.

13.2 The following Regional financial delegation and authorisation limits apply:

- (a) The Regional President or Regional Treasurer may approve for payment amounts up to \$1000 in ride-related expenses and \$500 for any other purpose in accordance with 13.1 above.
- (b) Authorisation of any two of the National President, Vice President, National Treasurer and National Secretary is required for approval of Regional expenditure of any amounts larger than clause 13.2(a).

#### **14. RETENTION OF ASSOCIATION RECORDS**

14.1 The Regional Committee shall ensure that Association records including Regional Committee meeting minutes, minutes of Regional AGMs etc are securely retained for a period of five years. Such records may be stored electronically if more convenient. All transactions appearing in bank statements shall be supported by electronic or other evidence.

#### **15. ABILITY TO ENTER CONTRACTS**

15.1 The Region may enter into short term agreements such as for the rental and use of local halls, parks etc. for the purposes of organising events or Regional Committee activities.

15.2 The Region shall not enter into any material legal agreement, such as sponsorship, grants, bank agreements and major purchases, without the prior agreement of the National Committee.

#### **16. MARKETING**

16.1 All marketing and promotional activities shall be conducted in accordance with the Constitution and, to promote and protect Audax Australia's identity as a national Association under Clause 2(e) of the Constitution, and any National Committee direction. This includes, but is not limited to, jersey design, newsletters and use of the Association's logo, by-line or website. Proposals for such material may be brought to the National Committee's attention through Regional reports at National Committee meetings. Any question or issue should be resolved through discussion.

#### **17. SIGNIFICANT EVENTS**

17.1 A Region may apply to the National Committee for financial support to conduct Nationally Significant Events to ensure that Regions and/or Ride Organisers are not financially disadvantaged in staging events of National Significance. Support shall be made available on presentation of appropriate event budgets,

17.2 A Nationally Significant Event status shall be determined by the National Committee. As a guide, it shall be an Audax Cycling event involving complex organisation, financial commitments well prior to the event, and / or participation by comparatively



large numbers. In particular, it may be a calendared 1000 km or 1200 km Audax Australia ride, or a Gran Turismo series.

- 17.3 On application of the Region, the National Committee may agree to provide seed funding for a Nationally Significant Event to enable the Region and/or Ride Organiser to finance early preparations for the ride or event. The seed funding is to be considered an interest free loan and shall be repaid in full once income from the ride or event is received. The National Committee may impose any reasonable conditions including the presentation of an appropriate event budget and management plan.
- 17.4 On application of the Region, the National Committee may agree to fund any shortfall in income from that ride or event. The National Committee may impose reasonable conditions in agreeing to fund any shortfall in income or part thereof, including being provided with, and satisfied with, the budget for the ride or event, management plan and any arrangements to limit possibilities for shortfalls.

## **18. REGIONAL NON-COMPLIANCE**

- 18.1 It is recognised that the Association is managed through a significant volunteer effort. These Regulations provide a framework within which Regions should operate to ensure a consistent standard of conduct in all Regions. Any non-compliance with the Constitution, or Regulations should be resolved in the spirit of co-operation and at the lowest possible level. If not resolved in 14 days, a dispute should be elevated to the relevant National Committee Elected Member (such as the Treasurer or the President)

## **PART 3. DELEGATION**

### **19. DELEGATION**

- 19.1 From time to time the National Committee may delegate Responsibilities to Responsible Parties. These maybe short-term or long-term in duration and include but are not limited to:
- a) Paris-Brest-Paris Committee to facilitate Audax Australia Members' participation in that event;
  - b) Risk and Safety Committee to manage the risk and safety relating to club activities;
  - c) A special event or task committee to co-ordinate and organise particular events or tasks.
- 19.2 A Responsible Party shall at all times operate consistently with the Constitution and the Regulations, and is responsible to the National Committee which may continue to exercise any function delegated.
- 19.3 The National Committee may:
- a) seek expressions of interest for Members to be appointed to hold a Responsible Party position.
  - b) appoint a Member to hold a Responsible Party position, whether or not they have sought expressions of interest.
- 19.4 The National Committee shall endorse all delegations on an annual basis.
- 19.5 The Responsible Party shall report to and make recommendations as directed to the National Committee.
- 19.6 The National Committee may terminate an appointment to a Responsible Party position for any reason. A Responsible Party may give notice to the National Committee for any reason.

19.7 The composition and activities of any Responsible Party may be reviewed by the National Committee.

19.8 Any National Committee Directions form part of the Regulations of the Association.

## 20. DELEGATION OF EVENTS

20.1 The National Committee establishes or deems established under Rule 22 of the Constitution the table of Events including the Responsible Party and their Responsibilities.

Event	Responsible Party	Responsibilities
Ride Events	The Regional Committees in the Regions they represent	Manage ride events
Social Events	The Regional Committees in the Regions they represent	Manage social events
Marketing and Communications	The Regional Committees in the Regions they represent	Manage marketing and communications related to ride events, social events and their Regional activities

## 21. DELEGATION OF SERVICES

21.1 The National Committee establishes or deems established under Rule 22 of the Constitution the table of Services including the Responsible Parties and their Responsibilities.

21.2 Where the Responsible Party for a Service is a Committee, the Committee Chair shall be on the National Committee.

Services	Responsible Party	Responsibilities
Membership	Membership Secretary	Manage membership applications and renewals, including to approve membership application, determine relevant category, notify applicant and enter into Register of membership
Media and Communications Services	Chair of Media and Communications	Facilitate coordination of, contributions to, and publication of Association publications, media and promotional material
Ride Services	Ride Services Committee	<ul style="list-style-type: none"> <li>Develop and maintain services for Ride Organisers</li> <li>Co-ordinate annual calendar of rides, including facilitating communication between Regions to ensure a balanced program of rides</li> </ul>
IT Services	IT Committee	Efficiently establish and maintain all Information Technology services as required by the Association
International Homologation	International Brevet Secretary	Receive, process and validate in a timely way all ride results and liaise as required with Audax Club Parisien (ACP), Les Randonneurs Mondiaux (LRM), Union des Audax Français (UAF), Regional Committees and other relevant Committees
Finance	National Treasurer	<ul style="list-style-type: none"> <li>Establishing financial procedures</li> <li>Day-to-day financial management</li> </ul>

Services	Responsible Party	Responsibilities
		<ul style="list-style-type: none"> <li>• Inform members of the financial results</li> </ul>
Policy and Compliance	Secretary, Audax Australia	<ul style="list-style-type: none"> <li>• Ensure Audax Australia Complies with regulatory requirements</li> <li>• Maintain Audax Australia Constitution, Regulations, Policies, Rules and Guidelines</li> </ul>
PBP Services	PBP Committee	Provide services to Members intending to ride Paris-Brest-Paris
Awards	Awards Secretary	Receive and process award applications and distribute awards. Arrange design and production of award memorabilia
Stores and Supplies	Stores Officer	Arrange production, purchase, storage and distribution of administrative stores such as brevet cards, ride patches, badges and medallions.
Shop	Shop Manager	Arrange production, purchase, storage, sale and distribution as relevant of merchandise and clothing for sale. Manage the Associations on-line shop
Life and Outstanding Membership Awards	President, Audax Australia	Receive and consider nominations for Life Membership and decide whether or not to grant Life Membership in accordance with processes, principles and criteria determined by the National Committee from time to time. Committee members comprise President Vice-President and past President
Risk and Safety	Risk and Safety Committee	Gather information, assess risk and recommend to the National Committee policy and practices to enhance the safety and well-being of the Association and related activities

## 22. TABLE OF DOCUMENTS

22.1 These Documents include:

- a) The Constitution
- b) The Regulations of the Association under Rule 34 of the Constitution.
- c) Policies and Rules that shall have the same force and effect as the Regulations, but shall not in any way oppose or be in conflict with the Constitution or Regulations.

22.2 The National Committee shall approve all changes to any of these documents.

22.3 All documents should be available to all Members via the Association's website.

22.4 The National Committee delegates under Rule 22 of the Constitution the custodianship of the following Documents to the Responsible Party:

Document	Version	Responsible Party
Audax Australia Constitution	11 Feb 2020	Secretary
Audax Australia Regulations (this document)	12 Oct 2021	Secretary
Audax Australia Awards Policy	12 Oct 2021	Award Secretary
Audax Australia Risk Management Policy	1 Aug 2018	Risk and Safety Committee
Audax Australia Safety Rules	10 Aug 2021	Risk and Safety Committee
Audax Australia Ride Rules	10 Aug 2021	Ride Services Committee

Regulations of the Audax Australia Cycling Club Inc.

Audax Australia Ride Entry Terms and Conditions	10 Aug 2021	Ride Services Committee
Audax Australia Life and Outstanding Member Policy	12 May 2020	President
Privacy Policy	Oct 2019	Secretary
Equality Policy	Oct 2019	Secretary
Conflict of Interest Policy	Oct 2019	Secretary