



Cycle Chesterfield

CYCLE CHESTERFIELD CONSTITUTION

1. NAME

The group shall be called "Cycle Chesterfield".

2. AIMS/OBJECTIVES

Cycle Chesterfield objectives are to promote, encourage and campaign for safe and convenient local cycling opportunities in the local area. This includes lobbying for improved cycle routes and cycle parking, encouraging local cycle participation and raising awareness of cycling issues generally. Members of the committee or their nominees may liaise with local councils and other appropriate bodies in order to meet these aims and objectives.

3. MEMBERSHIP

Membership of the Campaign is open to everyone subject to paying an agreed annual subscription fee. By joining, members agree to support the aims and objectives of the group and to work positively to encourage cycling opportunities in the local area. Members who undermine the reputation or the aims and objectives of the group may have their membership rescinded following a two thirds majority vote in a Committee Meeting, EGM or AGM.

There are a number of membership types:

- Individual and family
- Corporate

Corporate Memberships are available to any local business engaging in the Cycling UK Cycle Friendly Employer Assistance Scheme and seeking the support of Cycle Chesterfield in order to achieve accreditation. Details of this scheme, the charges and the support available are detailed within a separate document. Employees of any corporate member organisation may join Cycle Chesterfield as Individual or Family Members for free.

4. MEETINGS

The Cycle Chesterfield committee should aim to meet at least 10 times per year. These meetings are open to Members to attend. The Secretary should give at least 3 days notice of such meetings and include details of the agenda and any documents that are to be discussed.

An Annual General Meeting (AGM) should be held each calendar year, not more than fifteen months after holding the preceding AGM. The Secretary shall give at least seven days notice of the date, time and place of the AGM. With the notice of the meeting, the Secretary shall circulate the agenda of the business to be discussed at the meeting. Notice of business, should be submitted to the Secretary at least 7 days before the date of the meeting so that it can be included on the agenda of the AGM. The annual accounts shall be presented at the AGM.



Cycle Chesterfield

The Secretary, upon receiving a written request from at least six members, stating the need for an urgent meeting, should call an Extraordinary Meeting. The Secretary should give 3 days notice of the proposed Extraordinary Meeting to members and provide details of the business to be discussed and no other business shall be discussed at the extraordinary meeting.

All members will be able to vote at all meetings. Votes shall only be recorded by persons present (in person or online) at the meetings unless agreed otherwise by the committee. A simple majority of those voting is required to carry a motion. In the event of an even vote the Chair is entitled to one extra casting vote. Voting can only take place on meeting items that were pre notified to members. Any individual members or sub-groups that are formed will not enter into legal or financial commitments without the authority of the full committee.

5. ORGANISATION

The "Committee" should be made up of at least four members and these four should include the Chair, Secretary and Treasurer and at least one other of the following roles: Vice Chair, Membership Secretary, Newsletter Co-ordinator, Media Co-ordinator and any other role deemed necessary by the Committee at the time.

All committee members should be Members of Cycle Chesterfield. The Committee will be elected annually at the AGM and each committee postholder should be proposed and seconded by two different members. Committee postholders may hold more than one office, but the Chair, Secretary and Treasurer should be held by different members

The chair role, when not filled, can be rotated between the other committee members. The committee should still comprise of at least 4 separate members

No business shall be conducted at any meeting unless a quorum of members is present. A quorum shall be five members which must include 3 committee members.

6. POWERS

Cycle Chesterfield may raise funds from trusts, grant-making authorities, public donations, subscription or any other lawful means. They may also affiliate to any group, association or society that is appropriate to the aims/objectives of Cycle Chesterfield and to disaffiliate from any such organisations if appropriate and agreed by the Committee.

7. FUNDS AND FINANCE

All funds will be used to further the aims of the group. The Treasurer shall be responsible for the accurate record of accounts and their presentation at the annual general meeting. An account at a bank or building society will be operated in the name of the organisation. All cheques and withdrawals will require any 2 of the authorised signatories. The accounting year will run from 1st Sept to 31st August each year



Cycle Chesterfield

8. DISSOLUTION

Cycle Chesterfield may be dissolved following the consent of two thirds of the membership present and voting at any properly convened meeting. If dissolved, any remaining funds shall be either returned to the fund givers or distributed among groups pursuing similar aims at the discretion of the Committee.

9. ALTERATIONS

Any alterations to this constitution can only be made by a resolution passed by two thirds of members present and voting at a Committee Meeting, Extraordinary Meeting or AGM, as long as prior notice of the proposed change has been given to members in accordance with Section 4 above.

Chairperson.....

Secretary.....

Treasurer.....

Date.....