

# **LEEDS CYCLING CAMPAIGN**

## **CONSTITUTION**

### **1.0 TITLE**

This organisation shall be known as the '**Leeds Cycling Campaign**', hereinafter called the 'Club'.

### **2.0 OBJECTIVES**

The objectives of the Club are:

2.1 to promote cycling in the Leeds area

2.2 to make Leeds a 'better place in which to cycle'.

2.3 to encourage all cyclists to cycle with consideration for other people.

2.4 To engage with the local authority, relevant public bodies and elected representatives to develop and implement cycling strategies and increase public investment in cycling as a mode of transport.

### **3.0 MEMBERSHIP**

3.1 Membership is open to any person who pays a membership fee. The Club has a policy of non-discrimination.

3.2 The membership fee is to be set each year for the ensuing year at the Annual General Meeting.

3.3 The membership fee is due to be paid annually. A member who has not paid a membership fee within thirteen months of their last payment shall be deemed to have resigned from the Club. Notwithstanding the Club shall make every effort to retain members and encourage renewals.

3.4. Honorary Life Memberships may be granted to individuals who have made a substantial and enduring contribution to the Club. Nominations for new Honorary Life Members shall be made to the Committee and formally ratified at the next Annual General Meeting. No membership fee shall be due from Honorary Life Members.

3.5 All members of the Club are deemed to have accepted all terms of this Constitution.

### **4. AFFILIATION**

4.1 Any organisation whether incorporated or unincorporated which supports the aims of the Club may apply to become affiliated to the Club.

4.2 The Committee shall decide at its absolute discretion whether to admit an organisation which applies to become affiliated.

4.3 An affiliated organisation shall pay the relevant category of affiliation fee which shall be set each year for the ensuing year at the Annual General Meeting.

4.4. Each affiliated organisation has the right to appoint one representative who shall have the right to attend, vote and speak at general meetings of the Club. The affiliated organisation must confirm the name of its representative at the time of application and at every renewal of affiliation thereafter. The representative's authority shall cease upon their leaving the affiliated organisation or upon written notice by the affiliated organisation advising the Club of a change of representative.

4.5 The affiliation fee is due to be paid annually. An organisation which has not paid an affiliation fee within thirteen months of its last affiliation payment shall be deemed to be no longer affiliated to the Club.

4.6 Individual members and employees of an affiliated organisation, whether engaged on a paid or voluntary basis, may apply to become members of the Club upon payment of a reduced membership fee. This fee shall be set each year for the ensuing year at the Annual General Meeting.

4.7 Any affiliated organisation which no longer supports the aims of the Club, or whose conduct has been deemed prejudicial to the interests of the Club, shall have its affiliation terminated by the Committee. A representative of such a disaffiliated organisation shall upon giving due notice have the right of appeal to an Extraordinary General Meeting of the Club.

## **5.0 OFFICERS**

5.1 The officers of the Club are to be elected by the Club at the Annual General Meeting and shall fill the following positions:

- 5.1.1 Chair
- 5.1.2 Vice Chair (who may hold one of the other posts)
- 5.1.3 Secretary
- 5.1.4 Treasurer
- 5.1.5 Membership Secretary

5.2 All officers of the Club shall hold office for one year or until the next Annual General Meeting.

5.3 Members may stand for office by submitting a request in writing to the Secretary at least 14 days before the AGM. Those standing for office should be nominated and seconded by existing Members and details of those nominated are to be sent out with the Agenda for the Annual General Meeting. Nominations will also be accepted at the AGM provided that the nominee is present at the meeting.

## **6.0 MANAGEMENT**

6.1 The management of the Club shall be vested in a Committee composed of:

- 6.1.1 The Officers of the Club
- 6.1.2 The remainder of the Committee shall consist of not more than eight ordinary Members of the Club, to be elected in the same manner as the Officers. Specific roles, if any, to be undertaken by these committee members may be agreed at the Annual Meeting at which they are elected, or at any subsequent committee meeting.

6.2 The Committee shall have the power to fill any vacancy occurring on the Committee. The appointee shall hold office for the remainder of his/her predecessor's term and shall be subject to the same rules outlined in the Constitution as his/her predecessor.

6.3 A quorum for a meeting of the Committee shall consist of four members present of whom one shall be the Chair or Vice Chair, or other Committee member appointed to deputise as Chair for that meeting.

6.4 Any committee member who fails to attend three committee meetings in a row should make a representation to the Chair as to the reasons for their inability to attend meetings and how they intend to contribute effectively to the business of the Club. A committee member who is absent for more than three meetings in a row without making such representation shall be deemed to have resigned from the Committee.

## **7.0 ADMINISTRATION**

7.1 Meetings of the Club shall be held at such intervals as the Committee shall decide, but an Annual General Meeting is to be held before the end of May each year.

7.2 The Financial Year of the Club shall commence on 1<sup>st</sup> January each year.

7.3 At least 28 days advance notice is to be given for Annual or Extraordinary General Meetings at which time proposals (including any motions to amend the Constitution) are requested, together with nominations for membership of the Committee. The detailed Agenda, together with nominations for membership of the Committee, is to be sent to all members not less than 7 days prior to the meeting.

7.4 Eight members present, of whom the Chair or Vice Chair shall be one, shall form a quorum at an Annual General Meeting.

7.5 The Annual General Meeting shall appoint a person to inspect the accounts, who shall not be a member of the Committee and who need not be a member of the club.

7.6 The Officers of the Club are to maintain a bank account for which there are to be at least four signatories. Two signatories (not including the beneficiary of the transaction) are required to approve all outgoing payments. The Club's funds may also be held in other appropriate forms as agreed by the Committee.

7.7 Officers are to be reimbursed for reasonable expenditure incurred in performance of their duties against production of appropriate evidence in the form of receipts and other documentation.) The Committee shall set financial limits as it sees fit on the amount of money that can be reasonably spent by a Committee member without the prior agreement of the Committee.

## **8.0 ACTIVITIES**

8.1 The Club is to achieve its objectives by organising a number of activities, which include:

- 8.1.1 Regular lobbying of Leeds City Council at consultation meetings;
- 8.1.2 Writing to local newspapers on behalf of cycling and local cyclists;
- 8.1.3 Encouraging Members to make donations to the Club to support its activities;
- 8.1.4 Organising regular 'Social Rides' to enable members and prospective members to enjoy cycling in the company of others;
- 8.1.5 Producing a publication which is designed to keep the membership informed and amused. This publication will be free to members.
- 8.1.6 Encouraging Members to organise or participate in any local cycling events.
- 8.1.7 Maintaining a presence on the internet with a website and social media presence as appropriate.

## **9.0 MISCELLANEOUS**

9.1 The Committee shall have the power at a meeting specially called for the purpose to investigate any charge made against a member or to expel a member whose conducts shall be considered prejudicial to the interests of the Club. Such member, on giving due notice, to have the right of appeal to an Extraordinary General Meeting of the Club.

9.2 Amendments to this Constitution shall only be made by a majority of two thirds of those voting at an Annual General Meeting or Extraordinary General Meeting of the Club.

9.3 The Committee shall be the sole authority for the interpretation of this Constitution and the decision of the Committee thereon shall be final.

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