

Constitution for *Cycling In Lowestoft* Group

1. Name

The group shall be called *Cycling in Lowestoft* (hereinafter called the Group).

2. Affiliation

The Group shall be a **partner group** of Cycling UK's *Cycling Advocacy Network*

It will join other like-minded organisations that promote the Group's aims (that would need to be formally agreed) if these become known to the Group.

3. Aims and Objectives

The aim of the Group is to advocate for a positive cycling environment in greater Lowestoft so as to encourage all people - adults and children - to cycle more for work, study, shopping, leisure and pleasure.

Objectives are: to encourage and promote safe cycling; to work with other organisations with similar aims.

4. Membership

The Group shall be member-led and officers of its management/executive committee elected by its members.

Membership will be open to anyone supporting the aims of the Group (i.e.: the member does not need to live in greater Lowestoft and does not need to cycle themselves).

It is expected that all members pay a nominal fee of £5 a year (or whatever they can afford) to support the work of the Group. The fee can be reviewed and adjusted at an AGM.

5. Equal Opportunities

The Group will support the furthering of equal opportunities for all to participate in and to enjoy cycling.

The Group and individual members of the Group will not discriminate against anyone or any other group on the basis of any protected characteristics (e.g. gender, race, ethnic or national origin, religion, sexuality, disability, or age).

6. Management of the Group

The Group will be administered by an Executive Committee (EC) of not fewer than five people.

The officers for the Group shall be: Chairperson, Vice-chairperson, Secretary, Treasurer, Social Media and Publicity Officer.

Officers shall be elected at the Group's Annual General Meeting or at an appropriate General Meeting in the event of an officer's resignation. All those standing must be proposed and seconded.

The management of the Group shall be vested in the Executive Committee who shall act for the members. The EC is accountable to the members; in the event of member dissatisfaction with the EC an EGM can be called.

Meetings of the Executive Committee shall be convened by the Secretary, Chairperson or Vice-Chairperson and the committee shall meet as required.

Any decision taken by the Executive Committee is required to be endorsed by at least two-thirds of the number of its members.

7. Finance

Membership monies and other monies raised or collected will be used for promotional materials, publicity and venue fees to allow the Group to carry out its work.

The Group Treasurer is responsible for the finances of the Group; the Treasurer will keep proper accounts of all sums of money received and paid out by the Group. The Treasurer will provide a statement of accounts and present these at the Annual General Meeting of the Group; members shall have the right to require that the statement be audited.

The funds of the Group shall be lodged at a bank or building society in an account the name of the Group and all cheques or drafts etc. drawn on any such account shall be signed by any two of the following: the Chairperson, Vice-Chairperson, Treasurer, Secretary, and any other officer.

Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith and having due regard for the resources of the Group). No commitment that may give rise to an uninsured liability exceeding the resources of the group shall knowingly be incurred.

8. Annual General Meeting and other meetings

The Annual General Meeting (AGM) shall be held on such date as the Executive Committee or the previous AGM may fix, when the annual report of the Chairperson, Treasurer and of such other officers as shall desire to report and the statement of accounts up to the end of the financial year shall be presented.

Not less than 14 days notice of the AGM shall be given to all members.

The AGM shall elect such officers of the Group as it may from time to time determine; nominations shall be proposed and seconded.

The Chairperson, Vice-Chairperson or Secretary may call a General Meeting (Extraordinary or otherwise) whenever any of them consider one to be desirable and on 14 days notice.

An Extraordinary General Meeting shall be called by an application in writing to the Secretary signed by not less than 10% of the membership or 3 members (whichever is larger).

9. Decision making

Decisions shall be arrived at through discussion and consensus; voting shall only take place in exceptional circumstances.

10. Discipline and Appeals

The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Group.

There shall be a right of appeal to the Executive Committee, or to an Appeal Committee set up by it to act on its behalf, against any disciplinary decision made by the Executive Committee.

The appeal should normally be considered within 14 days of it being received by the Secretary. By accepting membership of the Group, members agree to accept the decision of the Appeal Committee as final and binding.

11. Dissolution Procedures

In the event of the Group ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall be distributed by a representative committee (to be appointed by the members prior to dissolution) to a group/organisation or groups/organisations having similar objectives to those of the Group.

The Group may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose. At least 28 days notice of the special meeting shall have been sent to all members of the Group.

12. Reviewing the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

The Constitution was agreed at the inaugural annual general meeting of the Cycling in Lowestoft Group on

Date: 21, 10, 23.

Name and position in the Group John Thompson, Treasurer

Signed J. Thompson

Name and position in the Group Susan Steward Secretary

Signed Susan Steward

Name and position in the Group Claire Mynott - Chair
Claire Bernard - vice-chair

Signed Claire Mynott