

# Constitution for Cyclesolihull

## Name

The name of the organisation is “Cyclesolihull”

## 1. Aims

The aim of Cyclesolihull is to promote cycling, within the area covered by Solihull Metropolitan Borough Council, as a sociable, healthy, environmentally-friendly and fun activity. The emphasis will be on cycling as a mode of transport (‘utility’ cycling) and as a means of exploring the locality for recreation.

The main activities designed to achieve this will include:

- i) Organising and advertising regular short ‘community cycle rides’, normally between 5 and 35 miles long, which are free and open to everyone, starting primarily but not exclusively in Solihull. The objectives and organisation of these rides will be set out in the ‘Cyclesolihull Ride Guide’ which will be prepared by the Cyclesolihull Committee and made available to members on request.
- ii) The provision of information on suitable routes and cycling facilities in the local area for people to try.
- iii) The provision of other cycling-related information to the public by means of a website, email, telephone and personal contact.
- iv) Organising other ad-hoc events which are consistent with the above aims including ‘Cycle-to-Solihull Day and other special rides and events.
- v) The provision of a cycling perspective to any public or private body which may be planning infrastructure, policy or other changes which may materially affect the interests of people cycling in Solihull and the surrounding area.

## 2. Membership

Membership is free and open to anybody aged over 16 who are regularly involved in Cyclesolihull rides as set out below. Riders will automatically become members if they have:

- i) been on five or more rides in the previous 12 months; and
- ii) provided a contact email or other address.

Where one email address has been provided for a family group ‘family membership’ will apply for those riders meeting the above ridership criteria.

A list of current members and their contact details will be kept by the Cyclesolihull Management Committee (see 5 below). This will be reviewed at least twice a year with a view to removing non-active members as defined in i) above. However non-active members may be retained on the list at the discretion of the Cyclesolihull Management Committee.

Members have the right to speak and vote at the AGM and any Special General Meetings that may be called and to be considered for membership of the Cyclesolihull Management Committee.

### **3. Equal Opportunities**

Cyclesolihull will not discriminate on the grounds of gender, age, race, colour, ethnic or national origin, sexuality, disability, religious or political belief. As a cycling organisation Cyclesolihull will also not discriminate based on a rider's type of bike, clothing and decision to wear or not to wear a helmet.

### **4. Management Committee**

Cyclesolihull will be organised by the Cyclesolihull Management Committee (hereafter referred to as 'the Committee'). This will consist of a minimum of four, and a maximum of eight people normally elected by the members at an AGM. No more than two of these may be non-members co-opted by the Committee.

The Committee will have at least three named officers: a Chair, Secretary and Treasurer. The Committee's role will be to ensure that Cyclesolihull meets its objectives and undertakes its activities in a timely, efficient and safe manner using the available time and monetary resources available.

The normal method to join the Committee will be by election at an AGM. Such appointments will last until the next AGM. However, if spaces are available, new members of the Committee may be sought between AGMs by invitation by the Committee from the membership list. Any such appointments should be notified to the membership by email or other means.

To establish Cyclesolihull an Interim Cyclesolihull Committee will be formed from members of the Solihull Cycling Steering Group. The Interim Committee will be replaced by one appointed by the normal procedures within 12 months of the adoption of this constitution.

### **5. Meetings**

#### **Committee Meetings**

The Committee will primarily communicate via email but will meet at least twice a year to review the past and planned activities of Cyclesolihull.

#### **Annual General Meetings**

The year for Cyclesolihull reporting purposes will end on 31 December. An Annual General Meeting will be held by the end of February of each year to report back on the previous year.

The Secretary will give members at least two weeks notice of the meeting. The quorum for the AGM will be 10% of the membership or 10 members whichever is the greater number.

Nominations for the Committee may be give to the Secretary before the meeting or at the meeting.

The business of the AGM will be as follows:

- a) The Committee will report on the activities of Cyclesolihull since the last AGM.
- b) The Committee will present the accounts of Cyclesolihull for the previous year.
- c) The Committee and Officers will be elected for the next year.
- d) Any proposals given to the Secretary at least 7 days before the meeting will be discussed

### **Special General Meetings**

The Secretary will call a Special General Meeting at the request of a majority of the Committee or at least 8 other members making a written request to the Chair or Secretary. The meeting will take place within one calendar month of the request with members being given at least two weeks notice of the meeting.

The quorum for the Special General Meeting will be 10% of the membership or 10 members whichever is the greater number.

### **Rules of Procedure for Meeting**

All meetings will aim to have open discussion and seek consensus amongst those present. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting will have an additional casting vote.

## **6. Finances**

To encourage inclusivity and participation in Cyclesolihull rides, they will be free with no payment, or donation expected or encouraged to be made at the time of the ride which would benefit either Cyclesolihull or any other organisation.

However, the Committee will be able to seek general donations from members and other individuals as a means of raising funds to further the aims of Cyclesolihull. Funding may also be sought in the form of sponsorship and grants from charitable trusts, public bodies (including the National Lottery) and private organisations.

All money raised by or on behalf of Cyclesolihull is only to be used to further the aims of Cyclesolihull as set out in this constitution.

An account will be maintained on behalf of Cyclesolihull by the Committee at a bank agreed by the Committee. Three cheque signatories will be nominated by the Committee of which

any two must sign every cheque. Records of income and expenditure will be maintained by the Treasurer and a financial statement prepared for the AGM.

## **7. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Proposed amendments must be submitted in writing to the Secretary in time to be circulated with the notice of the meeting.

To be adopted, the proposed amendment must be supported by at least two thirds of those members present at the meeting.

## **8. Dissolution**

If the Committee, by a simple majority decides to close down Cyclesolihull it must call a Special General Meeting to explain the reason and give the members the opportunity to form a new Committee to continue the work. If this is not possible or considered desirable by the Special General Meeting, then Cyclesolihull will be dissolved.

Any remaining money or other assets, once outstanding debts have been paid, will be donated to a cycling-related charity working within the West Midlands, the organisation to be agreed at the meeting which agrees the dissolution.

This constitution was adopted by the Interim Cyclesolihull Committee on:

Date ...../...../.....

Names: