

THE CONSTITUTION OF THE CHESTER CYCLING CAMPAIGN

Amended February 2009

1. Name

- 1.1. The name of the organization shall be the Chester Cycling Campaign, hereinafter referred to as the CCC.

2. Aims and Objectives

- 2.1. To promote and encourage cycling as an important means of transport and as a recreational activity.
- 2.2. To raise the status of cycling and to promote recognition of the benefits of cycling for both individuals and society as a whole.
- 2.3. To encourage consideration of cyclists' needs in all aspects of transport planning and management.
- 2.4. To promote research on matters relating to cycling.
- 2.5. To support members by the dissemination of information and by providing opportunities to exchange information and experience.
- 2.6. To enhance the information and advice available to members, and thus assist their cycling activities.
- 2.7. To represent members on matters of both local and national importance relating to the aims of the CCC.
- 2.8. To encourage the mobility of people who require assistance to cycle, by reason of their disability, age or social or economic circumstances.

3. Territory

- 3.1. The CCC shall act in and around the Chester area.

4. Membership

- 4.1. Full membership shall be available to any single individual upon payment of an annual fee, as may from time to time be determined in General Meeting. Full members shall be entitled to all the benefits provided by CCC.
- 4.2. Family membership shall be available to two or more people living at the same address upon payment of an annual fee, as may from time to time be determined in General Meeting. Family members shall be entitled to all the benefits provided by CCC save that only one copy of the newsletter, other information and communications shall be sent to each family.
- 4.3. Life membership shall be available to any single individual upon payment of a fee, as may from time to time be determined in General Meeting. Life members shall be entitled to all the benefits provided by CCC for the rest of their lives without the need to pay any further membership fees.
- 4.4. Corporate and affiliate membership shall be available, at the discretion of the Members Committee, to commercial organizations, local authorities and professional bodies upon payment of a fee, as may from time to time be determined in General Meeting. The General Meeting shall decide the rights and privileges of this class of member.
- 4.5. With the exception of life members, all memberships shall be deemed to have lapsed three months after the date on which their renewal is due.

5. Administration

- 5.1. The CCC shall be administered through a Members Committee, hereinafter referred to as the Committee, which shall comprise all adult Members present at the Committee meeting. The quorum for a Committee meeting shall be at least five members including at least one of the Officers.
- 5.2. The Committee shall meet at least once a month and may invite such other persons to attend its meetings as it considers appropriate, but only in an advisory, informative, or observatory capacity.
- 5.3. At each Committee meeting a Chair shall be nominated from amongst the Officers present.
- 5.4. The Committee shall be empowered to enact any measure in furtherance of the aims of the CCC.
- 5.5. All Committee meetings shall have minutes taken by either the Secretary, another designated Officer or member.

- 5.6. The Committee may delegate any task to a subcommittee. The subcommittee shall report to the main committee in accordance with the terms of its appointment.
- 5.7. The appointment of members to liaise with external organizations shall be the responsibility of the Committee and any member so appointed shall report to the Committee in accordance with the terms of their appointment.
- 5.8. The Committee shall be accountable to the General Meetings of the CCC.

6. Finance

- 6.1. The financial year for the CCC shall be 1st January to 31st December.
- 6.2. All money raised by or on behalf of the CCC shall be applied to further the objectives of the CCC and for no other purpose, provided that nothing herein contained shall prevent the repayment in good faith of reasonable out-of-pocket expenses.
- 6.3. The appointed Treasurer shall keep proper accounts of the finances of the CCC, a summary of which shall be presented to General Meetings.
- 6.4. All monies shall be banked and/or invested in the name of the CCC and no other individual or organisation.
- 6.5. Authority to operate bank and/or investment accounts shall be vested in the appointed Treasurer and Secretary and one other Officer nominated by the Members Committee. The signatures of any two of these persons shall be required for the likes of cheques, funds transfer, etc.
- 6.6. An Auditor shall be appointed by the AGM. Officers are not eligible for appointment as Auditor whilst in office or during the financial year immediately following.
- 6.7. For the purposes of the audit, the Auditor shall inspect the books of the CCC and may seek any further information relating to them, as they deem necessary.

7. Legal

- 7.1. The Officers, with the approval of the Committee, may seek advice of any third party with regards to legal matters.
- 7.2. The Officers, on the direction of the Committee, must make provision for adequate insurance for CCC events.
- 7.3. Subject to the agreement of the Committee the CCC may affiliate to any other organisations that helps to further the aims of the CCC. Any such affiliation to be reviewed annually.

8. General Meetings

- 8.1. An Annual General Meeting shall be held each year during February to receive the annual report and accounts prepared by the Treasurer and the reports of the other Officers, appoint an Auditor, elect the Treasurer and Secretary for the period until the next AGM and deal with any other competent business.
- 8.2. The Chair shall decide the order of business at the AGM.
- 8.3. The Secretary must give one month's notice to all members of the dates and agenda of General Meetings. Resolutions to be moved at General Meetings must reach the Secretary at least one week prior to the date of the meeting.
- 8.4. An Extraordinary General Meeting shall be held upon a decision of the Committee or by a request to the Secretary signed on behalf of at least 20 adult members or two thirds of all members whichever is the lesser. Any resolution to be moved shall accompany the request.
- 8.5. The quorum for a General Meeting shall be ten adult members or one quarter of the eligible membership whichever is the lesser.
- 8.6. Each General Meeting shall be chaired by a member appointed by the Committee, or such other member, as those present and eligible to vote, may agree.
- 8.7. Voting at General Meetings shall be cast on the basis of one vote per adult member.
- 8.8. Voting on CCC policy and changes to the Constitution shall require the approval of not less than two thirds of those present and voting. On other matters a simple majority shall be sufficient.
- 8.9. In the event of a vote or election, the Chair may appoint tellers. No member standing for office may be appointed as a teller.

- 8.10. The Chair of the meeting shall have no vote except a casting vote in the event of a tie, when this should be cast in favour of the status quo.

9. The Officers

- 9.1. The Treasurer and Secretary are to be elected at the AGM by ballot.
- 9.2. Nominations for these posts may be either made from the floor of the meeting or given to the Secretary in advance of the meeting. One other member must second any nomination.
- 9.3. If there is more than one nomination for a post, a ballot shall be conducted to decide the winner with votes cast on the basis of one vote per adult member present.
- 9.4. The Committee shall create, from time to time, such additional posts, as it deems necessary to meet the aims and objectives of the CCC.
- 9.5. Election of Officers to these posts may take place at any subsequent Committee meeting. Officers, so elected, shall be appointed for a period of one year or such lesser period as may be determined by the Committee.
- 9.6. Nominations for these posts may be made from the floor of the meeting or given to the Secretary in advance of the meeting. One other member must second each nomination.
- 9.7. If there is more than one nomination for a post, a ballot shall be conducted to decide the winner with votes cast on the basis of one vote per adult member present.
- 9.8. The Secretary shall keep a record of all posts and Officers so created, with their respective duties and terms of reference and shall report all changes to General Meetings.
- 9.9. If the Treasurer or Secretary resigns or retires midway through their term of office, the Committee must elect a member to fill the vacant post from amongst themselves. If one of the other Officers resigns or retires midway through their term of office the Committee may appoint a member to fill the vacant post from amongst themselves or leave the post vacant.

10. Disciplining of Members

- 10.1. The Treasurer or Secretary may instruct any member who has been reported as bringing the CCC into disrepute, or worse, to attend a hearing before the Committee to explain themselves. At least 30 days clear notice must be given to the said member before the date of the hearing.
- 10.2. Any decision taken by the Committee with regards to disciplinary matters is final. In extreme cases, such as violent conduct, the member may be summarily expelled from the CCC. No refund or part refund of any fees shall be awarded to any member expelled for any reason.

11. Dissolution

- 11.1. If a General Meeting or Committee Meeting shall decide at any time that it is necessary or desirable to dissolve the CCC, a poll shall be enacted of all members with a proposal that the CCC be dissolved. If the majority decision of the poll supports the proposal, the CCC shall be wound up and any assets remaining applied towards such charitable purposes, in accordance with the aims and objectives of the CCC, as may be approved by the Charity Commissioners for England and Wales.
- 11.2. If the CCC becomes moribund, that is no quorum for Committee meetings can be established for one full calendar year, the CCC shall be automatically wound up and any assets remaining applied towards such charitable purposes, in accordance with the aims and objectives of the CCC, as may be approved by the Charity Commissioners for England and Wales.

12. Amendments to the Constitution

- 12.1. The Constitution may only be amended by a resolution at a General Meeting. Any alteration will require the approval of not less than two thirds of those present and voting.

13. Other Matters

- 13.1. Any matters not covered by the CCC Constitution may be decided by the Members Committee.

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