

THE CONSTITUTION OF THE CHESTER CYCLING CAMPAIGN

(Adopted February 2003 - Amended February 2009, February 2013, February 2022 and July 2022)

1. Name

- 1.1. The name of the organisation 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 completion of a membership form and payment of an annual fee as may from time to time be determined at an Annual 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 an Annual 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 an Annual 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 membership* shall be available, at the discretion of the Monthly Meeting, to commercial organisations, local authorities and professional bodies

upon payment of a fee, as may from time to time be determined at an Annual General Meeting. The Annual General Meeting shall decide the rights and privileges of this class of member. Organisations with Corporate membership shall have one named contact person who shall enjoy all of the benefits of full membership. The named contact shall have voting rights. They are also permitted to circulate Campaign member communications and newsletters freely within their organisation.

- 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. Role Holders

- 5.1. Role Holders are to be elected at the Annual General Meeting. The Treasurer, Secretary and other Role Holders must be adult members. An adult member is defined as a member aged 18 or over. 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.
- 5.3. If there is more than one nomination for a post, a vote shall be conducted to decide the winner with votes cast on the basis of one vote per adult member present.
- 5.4. The Monthly Meeting may create, from time to time, such additional posts as it deems necessary to meet the aims and objectives of the CCC.
- 5.5. Election of Role Holders to these posts may take place at any subsequent Monthly Meeting. Role Holders, so elected, shall be appointed for a period of one year or such lesser period as may be determined at a Monthly Meeting.
- 5.6. 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.
- 5.7. If there is more than one nomination for a post, a vote shall be conducted to decide the winner with votes cast on the basis of one vote per adult member present.
- 5.8. The Secretary shall keep an up-to-date record of all Role Holders and make this record available to members upon request.
- 5.9. If the Treasurer or Secretary resigns or retires while in post, the Monthly Meeting must elect a member to fill the vacant post. If one of the other Role Holders resigns or retires while in post, the Monthly Meeting may appoint a member to fill the vacant post or leave the post vacant.

6. Administration

- 6.1. The CCC shall be administered through monthly ordinary general meetings, hereinafter referred to as Monthly Meetings. Monthly Meetings shall comprise all members present at the Monthly Meeting. The quorum for a Monthly Meeting shall be at least six adult members including at least three of the appointed Role Holders of the CCC.

- 6.2. Monthly Meetings may invite such other persons to attend its meetings as it considers appropriate, but only in an advisory, informative, or observational capacity.
- 6.3. Each Monthly Meeting shall nominate a meeting Chair from amongst the members present.
- 6.4. The Monthly Meeting shall be empowered to enact any measure in furtherance of the aims of CCC.
- 6.5. The Monthly Meeting shall have minutes taken by a member nominated from amongst the members present.
- 6.6. The Monthly Meeting may delegate any task to a subgroup. The subgroup shall report to the Monthly Meeting in accordance with the terms of its appointment.
- 6.7. The appointment of members to liaise with external organisations shall be the responsibility of the Monthly Meeting and any member so appointed shall report to the Monthly Meeting in accordance with the terms of their appointment.
- 6.8. Decisions at Monthly Meetings shall be made by general agreement or by voting on the basis of a simple majority. Votes shall be cast on the basis of one vote per adult member attending the meeting, either in person or online.
- 6.9. The meeting Chair 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.

7. Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs)

- 7.1. 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 Role Holders, to appoint a person to inspect the financial records, to elect the Treasurer, Secretary and other Role Holders for the period until the next AGM and to deal with any other relevant business.
- 7.2. At AGMs and EGMs, a meeting Chair shall be nominated from amongst the members present. The meeting Chair shall decide the order of business.
- 7.3. The Secretary must arrange for 42 days' notice to be given to all members of the dates of AGMs and EGMs. Resolutions to be moved at AGMs and EGMs must reach the Secretary at least 30 days prior to the date of the meeting. The Secretary shall arrange for the agenda together with the text of any resolutions to be voted on to be circulated to all members at least 14 days before the dates of AGMs and EGMs. The notice period must exclude the day on which notice is sent as well as the day on which the meeting is to be held.
- 7.4. An Extraordinary General Meeting shall be held upon a decision of the Monthly Meeting or by a request to the Secretary signed on behalf of at least 20 adult members or two thirds of all adult members whichever is the lesser. Any resolution to be moved shall accompany the request.
- 7.5. The quorum for AGMs and EGMs shall be ten adult members or one quarter of the adult membership whichever is the lesser, including at least four Role

Holders.

- 7.6. Voting at AGMs and EGMs shall be cast on the basis of one vote per adult member.
- 7.7. Voting on 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.
- 7.8. In the event of a vote or election, the meeting Chair may appoint tellers. No member standing for a Role Holder post may be appointed as a teller.
- 7.9. During AGMs and EGMs, the meeting Chair 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.

8. Finance

- 8.1. The financial year for the CCC shall be 1st January to 31st December.
- 8.2. 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.
- 8.3. Any expenditure of £250 or more shall require approval at a Monthly Meeting. Members must be given 14 days' notice of such expenditure proposals in advance of the Monthly Meeting at which the decision is to be taken. The notice period must exclude the day on which notice is sent as well as the day on which the meeting is to be held.
- 8.4. The Treasurer shall keep proper accounts of the finances of the CCC, a summary of which shall be presented to Annual General Meetings.
- 8.5. All monies shall be banked and/or invested in the name of the CCC and no other individual or organisation.
- 8.6. Authority to operate bank and/or investment accounts shall be vested in the appointed Treasurer and two other Role Holders nominated at an Annual General Meeting or at a Monthly Meeting. The signatures of any two of these persons shall be required for making payments, issuing cheques, and carrying out electronic payments. Where the use of two signatures is not possible or imposes unreasonable delay or complexity, the approval of any two of these persons is required instead. This approval should be in writing and may take the form of approval by email.
- 8.7. The Annual General Meeting should arrange for an annual independent inspection of the CCC's financial records and appoint someone to undertake this inspection. Role Holders are not eligible for appointment as inspectors during, and for the financial year immediately following, their term as Role Holder.
- 8.8. The independent inspector shall review the financial records of the CCC and may seek any further information relating to them as they deem necessary. The inspector shall report any concerns about the state of the financial records to the Treasurer for appropriate consideration and action.

9. Legal

- 9.1. The Role Holders, with the approval of the Monthly Meeting, may seek advice of any third party with regards to legal matters.
- 9.2. The Role Holders, on the direction of the Monthly Meeting, must make provision for adequate insurance for CCC events.
- 9.3. Subject to the agreement of the Monthly Meeting, the CCC may affiliate to any other organisations that helps to further the aims of the CCC. Any such affiliation to be reviewed annually.

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 Monthly Meeting to explain themselves. At least 30 days' notice must be given to the said member before the date of the hearing. The notice period must exclude the day on which notice is sent as well as the day on which the hearing is to be held.
- 10.2. Any decision taken at a Monthly Meeting 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 an Annual General Meeting, an Extraordinary General Meeting or a Monthly Meeting shall decide at any time that it is necessary or desirable to dissolve the CCC, a poll of all adult members shall be carried out 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 Monthly 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 an Annual General Meeting or Extraordinary General Meeting.

13. Other Matters

- 13.1. Any matters not covered by the CCC Constitution may be decided at a Monthly Meeting.

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