



CYCLE LEWES Constitution

1: Name

The name of the Group shall be **Cycle Lewes**

2: Aim

The aim of the Group shall be **to promote cycling**, particularly in and around Lewes. The group works for:

- policies which encourage cycling, especially those which form part of an overall strategy to reduce the impact of motor vehicles
- better transport, commuting and leisure facilities for cyclists and policies which are not to the detriment of pedestrians and mobility-impaired people
- a reduction in road danger especially to cyclists
- improved links with public transport operators

3: Powers

In order to achieve its aim the Group may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Organise activities and events
- e) Work with similar Groups and exchange information and advice with them
- f) Do anything that is lawful which will help it to fulfil its aim.

4: Membership

a) Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- interested in helping the Group to achieve its aim
- willing to abide by the constitution of the Group and
- willing to pay any subscription agreed by the Committee.

b) The membership of any member may be terminated for good reason by the Committee: provided that the member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

5: Management

a) The Group shall be administered by a Committee of not less than five and not more than 12 individuals elected at the Group's Annual General Meeting (AGM).

b) The Officers of the Committee shall be: the Chairperson, the Treasurer, Secretary and the Membership Secretary.

c) The Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.

d) The Committee shall meet at least six times a year.

e) At least four Committee members must be present for a Committee meeting to take place.

f) Voting at the Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

g) The Committee shall have the power to remove any member of the Committee for good and proper reason.

h) The Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded. This will be required to be endorsed at the next AGM.

6: The Duties of the Officers

a) The duties of the **Chairperson** shall be to:

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to and act as the spokesperson of the Group when necessary.

b) The duties of the **Secretary** shall be to:

- prepare in consultation with the Chairperson the
- agenda for meetings of the Committee and the Group

- take and keep minutes of all meetings and
 - collect and circulate any relevant information within the Group.
- c) The duties of **the Treasurer** shall be to:
- supervise the financial affairs of the Group and
 - keep proper accounts that show all monies received and paid out by the Group.
- d) The duties of the **Membership Secretary** shall be to:
- keep a membership list
 - communicate/correspond with membership on behalf of Committee

7: Finance

- a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheque issued shall be signed by the Treasurer and one other nominated member of the Management Committee.
- d) The Group shall ensure that its accounts are audited or independently examined every year.
- e) The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Committee members while carrying out agreed duties (by the Committee) on behalf of the Group

8: Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of March.
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include: receiving a report from the Chairperson on the Group's activities over the year, receiving a report from the Treasurer on the finances of the Group, electing a new Management Committee and considering any other matter as may be decided.

9: General Meetings

- a) The Committee will decide whether to hold General Meetings (excluding the AGM) each year
- b) All members shall be entitled to attend and vote.

10: Special General Meeting

A Special General Meeting may be called by the Committee or a minimum of 10 to discuss an urgent matter. The Membership Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed.

11: Alterations to the Constitution

Any changes to this Constitution must be agreed by the AGM or a Special General Meeting

12: Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim, for example, Cycle Seahaven.

13: Adoption of the Constitution

Until the first AGM takes place the persons whose **names, and email addresses** appear at the bottom of this document shall act as the Committee referred to in this constitution.

Agreed at Committee Meeting, 27 January 2014 document

	Committee	Email address	Status
1	Simon Giddey	simongiddey@hotmail.co.uk	Chair
2	Neil Dickenson	neilsdickinson@gmail.com	Treasurer
3	Susan Thompson	susan@artboxdesign.co.uk	Membership Secretary
4	Sheila O'Sullivan	saosullivan@aol.com	Secretary
5	Nick Weisman	n.neighem@btinternet.com	
6	Matthew Bird	matthew.bird@ymail.co.uk	
7	Lucy Dance	lucy.dance@sustrans.org.uk	
8	Carmen Slijpen	carmen.slijpen.3@gmail.com	
9	Phil Manning	philip.manning@sustrans.org.u	
10	Dan Goodchild	dangoodchild@hotmail.co.uk	
11	Julian Sullivan	juliansullivan33@yahooo.co.uk	
12	Vacant		
@ 3rd December 2013			