

# HARROGATE & DISTRICT CYCLE ACTION

## CONSTITUTION

### 1. Name

This is the constitution and rules of procedure of the Organisation named: Harrogate and District Cycle Action (HDCA) (“the Organisation”).

### 2. Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by the Members of the Committee.

### 3. Our Aim

The encouragement of cycling as a healthy, safe and enjoyable activity for all ages and as an alternative mode of transport.

#### B. Our Objectives

1. Actively engage with the local public to identify cyclists needs and priorities and draw in local knowledge to contribute to design of effective solutions
2. To work with all Agencies for the provision of better facilities for cyclists in the Harrogate District to enable local journeys to school, work, shops to be possible by bike with a benchmark level of safety suitable for a 12 year old child
3. To work with all Agencies to create safe cycling links to the National Cycle Network
4. Work with all organizations (local, regional and national) interested in promoting cycling and the well-being of cyclists.
5. To be the voice of current and potential cyclists to the Local Authorities and other public agencies on cycling related issues in Harrogate District.

### 4. Geographical area

The Organisation will pursue its vision, aims and objectives in the geographical area covered by Harrogate Borough Council via the North Yorkshire County Council and Harrogate Borough Council. The Organisation will pursue its interest in national matters that affect this area.

### 5. Other Groups

In furtherance of its objectives, HDCA may co-operate with and/or become affiliated to other groups. Organisations which support the campaign objectives may become affiliated to HDCA in agreement with the HDCA Committee. HDCA shall not be affiliated to any political party.

### 6. Membership

Membership will consist of the following categories:-

a) Full members- these are those representatives of Cycling Clubs, Organisations, shops and businesses involved or based around cycling and cycling activities and also organisations which support cycling as a part of their core activity. Full Members have full voting rights.

b) **Supporters**- these are any organisation or individual who supports the aims and objectives of HDCA and who will campaign and support the work of the organisation. They will receive minutes and all relevant information and

newsletters to keep them up to date on the work of the organisation. They do not attend Committee meetings but are entitled to attend the AGM. **Supporters** do not have any voting rights.

c) Co-opted Members-the Committee will have the power to elect up to 4 co-opted members to provide support to the Organisation through their specific expertise/skills. The committee must vote on the election of all co-opted members and this can only be passed with a majority decision of the committee present. Co-opted members will have full voting rights.

## 7. Management

a) The management of HDCA shall be conducted by a Committee elected at the Annual General Meeting, which will report to the Members through the newsletter, email-bulletins and General Meetings.

b) Committee discussions will be facilitated by Meetings or by an email forum.

c) A Committee shall be elected at the Annual General Meeting to carry out the business of the organisation.

d) The Committee shall have between 5 and 14 Members, who must all be members of the Organisation with voting rights.

e)The Committee will be made up of a Chairperson, Vice Chairperson and Secretary and Treasurer. Officer roles can be given to other Members as the Committee may decide.

f)The Committee can fill vacancies arising during the year by co-opting Members. These will be subject to ratification at the next Committee Meeting.

g)Additional co-opted Members may be appointed who in the opinion of the Committee have special skills or knowledge to contribute to the Organisation.

h) Any Officer or Committee Member must declare any relevant personal interest. The Committee shall have the right to determine whether that Member shall withdraw, or be allowed to speak or post replies but not vote, or be allowed to speak or post replies and vote.

j) The Committee shall meet at least 4 times a year.

k) Quorum. No Committee meeting or Committee decision can take place or be ratified if less than one third, or 4 Committee Members (whichever is more in number) are present or in agreement.

l) Meetings and decisions, including email forum decisions, shall be permanently minuted. Minutes will be made available to Members.

m) On a temporary basis Officers of the Committee may undertake two Officer Roles provided this is agreed by the Committee.

n)The Committee can terminate the Membership by a vote of simple majority of any Member (s) with reason. Such Member (s) shall have the right to be heard by the Committee before any decision is taken and shall have the right of appeal to the next Committee Meeting of the society, whose decision shall be final.

## 8. Powers of the Committee

a) The Committee has the power to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects or of similar objectives and to exchange information and advice with them. Organisations, which support HDCA's objectives, may become affiliated to HCA by agreement with the Committee.

b) The Committee has the power to do all such other lawful things as are necessary for the achievement of the aims and objectives.

c) The Committee has the power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any

substantial permanent trading activities and shall conform to any relevant requirements of the law.

#### 7. Finance

- a) All money received by or on behalf of the organisation is to be used to further the aims and objectives of the organisation to be agreed by the Membership.
- b) The Treasurer shall maintain a bank account in the name of the Organisation.
- c) There will be three signatories to the bank account who will be nominated by the Committee, one of whom will be the Treasurer. These should not be from the same household.
- d) All cheques and instructions to the Organisation's Bankers shall require 2 of the agreed signatories.
- e) The Committee must approve spending on any item of over £50 in advance.
- f) Regular financial reports of all the Organisation's accounts will be made available to the Committee on a quarterly basis, if necessary, and independently examined each year by an elected Member or auditor, if necessary.
- g) The accounts will also be received at the AGM and be made available to all Members.

#### 8. Sub-Committees

- a) The Committee may appoint subcommittees to carry out activities of a specific nature.
- b) Such subcommittees will be directly accountable to the Committee.
- c) The Committee will agree in advance the Terms of Reference for any subcommittee.
- d) All subcommittees shall report to the full Committee and may be dissolved at the discretion of that full Committee.

#### 9. Notice of Meetings and Motions

General Meetings are held 4 times a year. All meetings will be publicised in the newsletter and on the website with at least one month's notice. This includes General Meetings, AGMs, EGMs, and any motion to dissolve HCA. If there is a motion calling for the resignation of a Committee Member or the expulsion of a Member, the individual concerned must personally be given one month's notice in writing.

#### 10. Voting at General Meetings

A motion may be proposed and seconded at a General Meeting. The Committee is then bound to consider this motion at a Committee Meeting.

#### 11. Annual General Meeting

- a) The Annual General Meeting (AGM) shall take place no less than 11 months, and not more than 15 months from the date of the previous AGM with it being ideally as close to the start of the Municipal year(May/June).
- b) The Secretary will notify all Members of the date of the meeting, via the normal channels (newsletter, and/or website, and/or email forum), not less than one month before the Annual General Meeting.
- c) The business of the AGM will include:
  - Report on the Committee's work over the last year
  - Report on any Sub-Committees
  - Elect a new Committee
  - Amend the Constitution if necessary, subject to Members being advised of the

proposed changes within the agreed timescale

12. Extraordinary General Meeting

- a) An Extraordinary General Meeting (EGM) may be convened when deemed desirable and also upon the written request to the Secretary of 5 Members of at least 6 months standing.
- b) The Secretary will give 1 month's notice via the normal channels (newsletter, and/or website, and/or email forum) to all Members of such a meeting.
- c) At an EGM, the Constitution may be changed, Membership amended and Policy changed.

13. Voting at Committee Meetings

- a) A motion proposed and seconded at a Committee Meeting is put to the vote by a show of hands of Committee Members entitled to vote.
- b) A simple majority of votes shall carry a decision.

14. Amendments to the Constitution

- a) Any amendment to this Constitution shall be made at an EGM or AGM.
- b) All proposed alterations shall be given to the Committee in writing not less than one month before the EGM or AGM. These proposals should be outlined on notices advertising the Meeting at least one month prior to the EGM or AGM.
- c) Any amendment shall require the approval of a two thirds majority of Members present and voting at the Meeting.

15. Winding Up (Dissolution Clause)

- a) HDCA can be wound up if this is proposed at an Extraordinary General Meeting (EGM) for this purpose called by a Committee Member, and 2/3 of the Members present at the Meeting agree with the proposal.
- b) At the EGM called for that purpose any assets remaining will be transferred to a society with similar aims and objectives within the areas of interest or an appropriate charity to be agreed upon by the Committee.

Agreed at EGM .....

Signed ..... Chairperson