

Southampton Cycling Campaign Constitution – March 2018

1 - Name

The name of this organisation is Southampton Cycling Campaign - “The Campaign”

2 - Mission Statement

Southampton Cycling Campaign is an enthusiastic volunteer group promoting cycling as a sustainable form of transport. Our vision is to make the city and surrounding areas safe for people to cycle regardless of their age, ability or background.

3 - Aims and Objectives

- 3.1 To campaign for better infrastructure to aid the convenience, safety and practicality of cycling in and around Southampton for all cyclists no matter what age, ability or background.
- 3.2 Promote cycling as a fun, healthy, inexpensive and low carbon form of transport
- 3.3 Create a forum for the local community to exchange ideas about how cycling can be improved in Southampton.
- 3.4 Build relationships with key influencers and decision makers and when possible collaborate on projects. Work with them to promote the positive impact that cycling and walking can have on everyone's lives.
- 3.5 Create a rich online resource of knowledge that can be shared with people in Southampton and beyond, to aid the development of cycling
- 3.6 Promote safe and courteous cycling, and help educate all road users in schemes designed to increase road safety and awareness
- 3.7 To represent the views of cyclists and be the true voice of cycling in Southampton

(NOTE: The organisation has no political affiliations)

4 - Membership

4.1 - Types of membership

4.1.1 Full Membership

Full members are people who share the values of The Campaign, and wish to have a more active role in The Campaign's business, be that rides, social events, promoting cycling in the city etc. Full member must agree to obey the constitutional rules as a condition of membership.

- Full members pay a membership fee on an annual basis
- Membership fees are agreed at the AGM or in a special committee meeting
- Membership fees can be waived or reduced for the following people
 - Unwaged / OAPS
 - Children under 18
 - Students
- Full Members receive the following benefits
 - Can become members of the committee or officers
 - Can vote in general meetings
 - Can be involved in working groups
 - Can receive special discounts or offers negotiated by the organisation
 - Can receive benefits from The Campaign being an associate members of national groups such as Cycling UK and Cycle Nation
 - Have access to an online discussion forum
 - Regular email newsletter
 - Invitations to local cycling events
 - Can participate in and lead campaign bike rides

4.1.2 Associate Membership

Associate members are people who share the values of The Campaign, and wish to be kept up to date with The Campaigns business, but do not wish to be actively involved. They do not have to live in Southampton but should have a link to the city.

- Associate membership is free of charge, but donations are accepted.
- Associate members may participate in open meetings, social meetings and campaign rides and may be canvassed for their opinions on specific questions about cycling in Southampton.
- Associate members receive the following benefits
 - Can be involved in working groups if they have specific knowledge or skills
 - Receive email newsletters
 - Can be invited to local cycling events
 - Can participate in campaign bike rides and will be covered by The Campaigns liability insurance
 - May be invited to social events

5 - Management

5.1 A Management Committee elected annually at the Annual General Meeting (AGM) shall manage The Campaign.

5.2 The committee shall consist of a minimum of the following:

- Chair
- Secretary
- Treasurer

5.3 Other full members can be invited to join the committee as officers, in positions including, but not exclusive to:

- Vice Chair
- Membership Secretary
- Minutes Secretary
- Events Co-ordinator
- Rides Co-Ordinator
- Press & Publicity
- Web Manager
- Social Media Manager
- Planning Applications Scrutiniser
- Newsletter Editor
- Social Events Organiser
- Working Group Heads

5.4 Assistant officers or working group leaders and working group members may be appointed at any time, as required by a general meeting or by the committee.

5.5 In the case of an officer not completing her/his term of office, an acting replacement shall be elected at the earliest possible general meeting.

5.6 Committee Powers

To further The Campaign's aims the committee shall have power to:

5.6.1 Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of The Campaign

- 5.6.2 Associate local authorities, voluntary organisations and the residents of Southampton and Hampshire in a common effort to carry out the aims of the The Campaign
- 5.6.3 Do all such lawful things as will further the aims of The Campaign
- 5.6.4 Any full member can also attend a committee meetings if invited.
- 5.6.5 The committee shall meet at least 10 times each year
- 5.6.6 At least 3 committee members including one of the following officers – Chairman, Treasurer, Secretary must be present at a meeting to be able to make decisions on behalf of The Campaign
- 5.6.7 A proper record of all transactions and meetings shall be kept. This should be published in The Campaign website
- 5.6.8 The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member. The member must be given fair opportunity to be heard, and may nominate a friend to speak in their defence.

6 - Working Group Guidelines

Working groups act as an extension of the committee and can work on behalf of The Campaign on specific issues.

- 6.1 There are two types of working group
 - 6.1.1 Single Issue Working Group: These are convened for a single purpose and will be dissolved once the issue has been dealt with
 - 6.1.2 Continuous Working Group: This will be a group of members who work on projects that have a long term benefit to The Campaign and could include obtaining technical skills and working in advisory roles internally and externally to The Campaign.
- 6.2 Members of working groups will be appointed by the committee.
- 6.3 A working group must be led by a full campaign member, but can include non members if they have specific specialist knowledge or skills.
- 6.4 Records of meetings must be kept and reported back to the committee where any decisions can be made
- 6.5 If a decision needs to be made quickly then can be made on behalf of The Campaign if the working group includes at least 3 full members. If this is not the case then the committee must be consulted by the most convenient means – EG by Email

7 - General Meetings

- 7.1 The general meeting is the sole governing body, by which regulations and policy of the organisation is controlled.
- 7.2 An Annual General Meeting shall be held within 12 months of the date of the adoption of

this constitution and each year thereafter.

7.3 Notices of the AGM shall be published two weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

7.4 A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members two weeks beforehand.

7.5 A General Meeting can only take place if at least 9 full voting members and no fewer than 2 committee members are present.

7.6 Proposals to change the constitution must be given in writing to the secretary at least 2 weeks before a general meeting and approved by a 2/3 majority of those present and voting.

8 - Accounts

8.1 The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.

8.2 The funds belonging to the group shall be applied only to further the aims of the group.

8.3 A current record of all income, funding and expenditure will be kept.

8.4 Expenses over £50 must be agreed by the committee

9 - Equal opportunities

9.1 Southampton Cycling Campaign is committed to treating all people equally and with respect irrespective of their age, disability, race, religion, beliefs, gender, or sexual orientation

9.2 Members do not have to be able to cycle to join the campaign.

9.3 The campaign can help with advice if riding a standard bicycle is not possible

This could include:

- trailers and seats for children
- cargo bikes for child and adult passengers
- inclusive bicycles
- tricycles

10 - Dissolution

10.1 The Campaign may be dissolved by a resolution passed by a simple 2/3 majority of those present and voting at a Special General Meeting.

10.2 If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to The Campaign or some other charitable purpose(s) as The Campaign may decide.