

Constitution of North Fife Cycling

Adopted on 9th May 2018.

1. **Name** The group will be called North Fife Cycling. *This name may be shortened on informal notices and reports.*

2. **Aims** **The aim of the group** is to -
'support and develop all forms of cycling in North Fife'.

3. **Membership** of the North Fife Cycling shall be open to anyone who supports the aims of the group (2 above).

a. **Membership categories** -

1. **Full** – age 18 or over, initial application in writing and subject to approval by the committee. Full members can vote at meetings.
2. **Supporter** – free membership on receipt of application in writing. Non voting at meetings.
3. **Junior** – age 14-17, free membership provided a responsible adult (who is a full member or supporter) has confirmed their consent and relationship to the junior applicant in writing by email Non voting at meetings.
4. **Group** – free to any organisation supporting the aims of this group on receipt of application (non voting at meetings).

b. New applications for membership should be acknowledged, by the committee member responsible, within 14 days of receipt of application. The application will be approved or declined at the next committee meeting with the applicant being informed of that outcome. The decision of the committee on each application is final. Full Members will pay an annual subscription which will be determined at the AGM. Payment is due within 30 days of being approved.

c. Any full member not renewing their annual membership by payment within 30 days of the AGM will revert to being a supporter member.

d. Any member may resign their membership by informing the secretary in writing.

e. Membership of any category may be refused or removed for conduct likely to bring the North Fife Cycling into disrepute. The chairperson may suspend any member and investigate any incident. The chairperson will report to the committee which will decide on any actions to take. Appeal against refusal or removal may be made to the chairperson who will appoint a panel consisting of 3 group members, with at least two office bearers and a full member to consider this. The panel's decision on such matters will be final. Any matters relating to

the welfare and protection of children or vulnerable adults must follow the appropriate legal procedures. If there is any doubt on any action to take, where appropriate or required by law, the Chairperson should report the incident to the relevant body or police for independent investigation.

f. **Communications 'In writing'** can refer to both paper based and electronic communications. Wherever possible electronic rather than paper based communications will be used.

1) Communications to Supporters, Full & Junior Members may be sent by email and all members and supporters should keep the Secretary informed of their current email address and any changes to this.

2) Communication from Supporters, Full and Junior Members - For any formal matters (eg submission of AGM proposals), or informal matters, submission of an email is not proof of receipt by the office bearer/committee member. A reply/receipt of any electronic submission should be given by the office bearer/committee member and kept by the person sending the original message.

4. Annual General Meetings The committee will hold an Annual General Meeting between 1 September and 30 November, which will be open to all members of the group.

- a. At least 4 weeks notice of the AGM should be given to all members by the Secretary.
- b. All full Members of the North Fife Cycling are permitted to submit a motion to the AGM in writing to the Secretary at least 14 days in advance of the general meeting. All full Members wishing to stand for election as Chairperson, Secretary, Treasurer or committee member should preferably inform the secretary in writing at least 7 days before the AGM but may volunteer to stand for election at the AGM. Any full member may stand for more than one position but can only hold one position if elected (see 7f). Anyone standing for Chairperson, Secretary or Treasurer and not elected as office bearer is automatically listed as standing for election as an ordinary committee member.
- c. All full members of the North Fife Cycling may vote at any General Meeting. The Chairperson will normally chair any general meeting or committee but will appoint a meeting chairperson if they are unable to attend. Decisions will normally be voted on by a show of hands. A confidential, written vote may be taken at the choice of the Chairperson of the meeting or request of any full Members. In the event of a tie on any vote the meeting Chairperson will have a second, casting vote. Full Members must attend in person to vote *and may not appoint a proxy*.
- d. At the AGM The Chairperson should report on the year's activity carried out on behalf of members and progress on the objectives of the group. The Secretary should report on membership and the Treasurer provide a statement of accounts. After the members have had an

opportunity to debate and vote on those reports, the new office bearers and committee should be elected. The new office bearers should then present their preferred objectives for the forthcoming year for discussion (with full members entitled to vote). Each Objective receiving more votes for than against will be adopted by the committee to progress in the forthcoming year.

- e. The quorum for all general meetings is 5 full Members present or 10% of the total Full membership, whichever is greater. If the meeting is not quorate a further general meeting will be arranged by the secretary to take place within 14-60 days time and advertised to all members. At that further meeting – business on the agenda can be carried out by those members attending even if the meeting is not quorate.

5. Special General Meetings of the North Fife Cycling may be held if a written request is received by the Secretary from any committee member, or at least 3 full members.

- a. The request should give details of the agenda items to be raised.
- b. The special meeting should be arranged by the Secretary to take place within 30-60 days and advertised to all members giving at least 21 days notice with details of the agenda items as submitted.
- c. Any Special Meeting will be chaired by the Chairperson who will appoint a meeting Chairperson if they are unable to attend.
- d. Decisions will normally be voted on by a show of hands. A confidential, written vote may be taken at the choice of the meeting chairperson or request of any full member. In the event of a tie on any vote the meeting chairperson will have a second, casting vote. Members must attend in person to vote *and may not appoint a proxy*.

6. Office Bearers The North Fife Cycling will be administered by a Committee consisting of at least three individuals acting as office bearers:

1. Chairperson

- 1. The Chairperson will normally chair committee meetings but will appoint a meeting chairperson from the committee if they are unable to attend.
- 2. The Chairperson may act in an executive role between committee meetings to further the aims and objectives of the North Fife Cycling provided regular reports of any actions taken are provided to the office bearers and the committee.

2. Secretary

1. The Secretary will keep a record of the key activities of the group, and important documents, in both electronic and paper based files.
2. The secretary will keep an up to date list of members.

3. Treasurer – see 8. Finances

4. In the event of any of the office bearers being unable to carry out their role for any reason the committee will arrange for this be covered as appropriate on a temporary basis. If an office bearer steps down from their post permanently the committee shall have the power to appoint replacements until the next AGM.

7. Committee Roles and Procedures. At the AGM, full members will elect a new Committee including office bearers.

- a. **Election of Office Bearers** will be by confidential, written single transferable vote from those standing for each position. The election of Chairperson will be followed by Secretary then Treasurer. **Single Transferable Voting** – all the candidates for the office bearers position or matter being voted on will be listed in alphabetical order on the voting paper. Members entitled to vote may mark their preferences on their paper as **1 1st choice 2 2nd choice etc. to show their voting preference. Votes will be counted. Any candidate/option obtaining more than 50% of the 1st preferences will be deemed to have won the vote. If no candidate/option obtains more than 50% of the 1st preference votes then the candidate/option with the least number of 1st preference votes is removed and their 2nd preference choices are counted and added to the current 1st preference votes cast to determine the new total for the remaining candidates/options. This process of eliminating the option with the least number of votes continues until one candidate/option has more than 50% of the preferences being counted.**
- b. **Election of Committee Members** will be made by full members casting a confidential written Yes/No vote for each person standing for election to the committee. Everyone receiving more yes than no votes will be elected to the committee.
- c. The committee will elect a designated **welfare officer** at its first meeting. The current welfare officer will continue in that role until the new welfare officer is appointed. The Welfare officer is responsible for ensuring the North Fife Cycling committee maintains the highest standards possible for the welfare of all its members and the [North Fife Cycling] safeguarding procedures are consistent with the required protection of vulnerable adults and children.

- d. Further roles for specific committee members may be agreed at the AGM (or by the committee for that year). These may include - Membership Secretary; Publicity Officer; Rides Secretary.
- e. The committee will hold meetings at least quarterly and inform the membership about the meeting within 30 days.
- f. Any full member may stand for election to the Committee. After the AGM the Committee may invite and co-opt members, supporters and junior members to take on specific roles (including office bearer roles if vacant) and attend committee meetings with full voting rights if full members. Junior members and supporters may be invited to take on specific roles without committee voting rights.
- g. Committee members may perform more than one role, with the exception of Chairperson, Secretary and Treasurer who must all be separate individuals. It is not advisable for the Welfare Officer to also be the Secretary.
- h. Committee Decisions will normally be made by consensus or a vote by show of hands. A confidential written vote may be taken at the choice of the Chairperson or request of any committee member. In the event of a tie on a vote the Chairperson of the meeting will have a second, casting vote.
- i. The Secretary will take minutes of general and committee meetings or arrange for minutes to be taken in their absence.
- j. Electronic communications between office bearers, committee members, North Fife Cycling members and others will be used wherever possible provided a copy is kept of key discussions and decisions by those involved for at least 12 months.
- k. The Office Bearers and Committee members have the power to act to further the aims and objectives of North Fife Cycling. They have the power to organise committee and general meetings, to apply for funding (and also join North Fife Cycling to organisations) that would promote the aims and any objectives agreed at the AGM. The committee may agree additional objectives on an ad hoc basis provided any such additional objective is consistent with the aim of the group and the membership is informed about the additional objective within 30 days.
- l. Committee members must disclose any conflicts of interest as soon as this becomes clear. They may not vote on the relevant item. A conflict of interest arises when they, their family, or an organisation they represent (or directly benefit from) may benefit from the item under discussion.

13.8. Finances

- a. The Treasurer must maintain accurate financial records and manage the group's bank account. Cheques will be signed by two office bearers. Electronic payments may be made by the treasurer provided they have been approved in advance by either the Chairperson (or in their absence the Secretary).
- b. Payments may be made for appropriate expenditure and expenses incurred. The Committee may apply for grants to further the North Fife Cycling aims and objectives but may not apply for loans.
- c. The AGM will appoint an independent examiner to examine the accounts and the decisions made by the committee related to the accounts, which will be produced by the Treasurer for scrutiny by the Committee at least once a year. The independent examiner may not be a member of the Committee. If the AGM does not appoint an examiner or they become unavailable, the Committee will appoint an examiner.
- d. The property and funds of the group cannot be used for the direct or indirect private benefit of members.
 - a. Any unused grants or funding will be returned to the grant body if they cannot be used for the purpose for which they have been awarded unless the grant body has agreed how they may be used to promote cycling activities in an alternative way.

9. Dissolving the group The Committee may wind up the North Fife Cycling if it is deemed appropriate due to lack of sufficient members to be viable and/or there being insufficient funds to run the group effectively subject to 10(a) below.

- a. A special meeting of all members should be called to vote on the motion of winding up the group. If not quorate the committee may dissolve the group without a further meeting if that is the majority decision of those present.
- b. On dissolution, the assets of the North Fife Cycling will be disposed of and given to either a cycling group, a charity, or an alternative disposal (according to a vote at the SGM). No members may receive monetary funds at dissolution but equipment with no resale value may be shared amongst members if no other option is available.

10. Changing the Constitution This constitution can only be changed at a general meeting. For the constitution to be changed a two thirds majority of the full members present must vote in favour of the change. The following clauses must not be rewritten in any way that will change their original meaning :-

clause 2 **Aims**

clause 9 **Dissolving the group**

clause 10 **This clause**

Constitution adopted

By email vote with all members - Proposed Constitution distributed by email to members on 2nd May with vote for group name and chairperson or convener title to be used. Votes gathered by 'surveymonkey' software.

Votes counted by T. Turvey, Chairperson, on close of voting - 9th May 2018
Validated by David Collison, Secretary

Total Members	21
Total Votes returned	10
Total voting for this Constitution to be adopted	10

Group Name – **North Fife Cycling** to be used
Title – **Chairperson** to be used
above terms substituted into Constitution for 'group name' and 'chairperson/convener'

Signed by: