



## **Constitution and Rules**

### **1. Name**

The name of the organisation is GoBike! Strathclyde Cycle Campaign.

### **2. Purpose**

GoBike has been established to:

- a) Promote cycling in Glasgow and the neighbouring areas.
- b) Work for the creation of improved and effective provision for cycling in Glasgow areas.
- c) Provide cyclists and the supporters of cycling with a forum in which they can meet together and organise joint activities.
- d) Promote, and support, ecologically sound transport policies.

### **3. Powers**

The organisation shall have the power to do anything considered by the committee to be in the furtherance of the foregoing purpose, and in particular, to:

- a) Raise, hold in a bank or building society or otherwise invest, apply and distribute funds.
- b) Organise events, meetings, demonstrations and similar activities.
- c) Lobby or petition statutory authorities and other bodies.
- d) Stimulate public debate and generate support by organising events, communicating with the media and producing publications and other promotional materials.
- e) Support, subscribe to, or become affiliated to any other institution or organisation with aims compatible with those of the organisation.
- f) Employ staff or consultants.

## **4. Membership**

### **4.1 Membership**

Anyone with an interest in the furtherance of cycling in Glasgow and the neighbouring areas may apply for Membership. The decision to accept or decline an application for Membership rests with the Committee. Membership is conditional upon an annual membership fee, the level of which will be agreed by members at a General Meeting.

### **4.3 Withdrawal of Membership**

The Committee is empowered to withdraw membership from any person acting contrary to the objectives or well-being of GoBike!

## **5. General Meetings of the Organisation**

### **5.1 Annual General Meeting**

The Annual General Meeting shall be held in November each year. The notice calling the meeting and the Agenda of the meeting shall be dispatched to the Membership at least 2 weeks before the date of the meeting.

The business shall include:

- a) Review of the work done by, or under the auspices of, the Committee.
- b) The approval of the Accounts
- c) The appointment of an independent examiner of the accounts.

- d) The fixing of membership fees for the coming year.
- e) Resolutions submitted by the Committee or Members in advance of the Meeting. Resolutions should be in the hands of the secretary one week before the Annual General Meeting.
- f) Election of the members to serve on the Committee.

## 5.2 Extraordinary General Meetings

The Committee shall have the power to call an Extraordinary General Meeting, or such may be called by no fewer than thirty. Notice of the Meeting, specifying the business to be transacted, shall be dispatched to Members not less than two weeks in advance of the Meeting. Only the business stated in the notice calling the Extraordinary Meeting may be transacted at the Meeting.

## 5.3 Invalidation

The proceedings of a General Meeting shall not be invalidated by the accidental omission to give notice of the Meeting to, or non-receipt of notice of a Meeting by, a Member.

## 5.4 Voting

At all General Meetings, voting shall be on the basis of one vote per Member present at the meeting. Resolutions shall be carried by a simple majority except when any change is made to the Constitution when clause eight shall apply. The person chairing the General Meeting shall have a deliberative and casting vote. The casting vote shall only be used in the event of a tie.

## 5.5 Quorum

The quorum at a General Meeting shall be ten persons or five percent of the membership whichever is the larger.

## 5.6 Public Meetings

Public meetings may be held to allow publicity and discussion of topics of current interest and to generate interest in GoBike!

# 6. Committee

## 6.1 The Committee

The business of the organisation shall be managed by a Committee consisting of twelve elected members. Any person who ceases to be a Member of the organisation or fails to attend three consecutive meetings of the Committee, may be deemed to have resigned from the committee.

## 6.2 Election of Committee

Election of Members of the committee shall take place at the Annual General Meeting. Elected Members of the Committee must be Members of the organisation. A Member standing for election must be nominated and seconded by Members and must give his or her approval of the nomination.

In the event of more than twelve persons being nominated for the twelve Committee posts, these people will be invited to the first committee meeting following the AGM, where they will be allocated to either the main committee or to a sub-committee, dependent on the best contribution they can make to GoBike!

## 6.3 Office Bearers

At its first meeting after the Annual General Meeting the Committee shall appoint from among its elected Members, a Convenor, Vice Convenor, Secretary and Treasurer. No person may serve as an Office Bearer in the same office for more than three consecutive years.

## 6.4 Co-option

Any vacancies arising between Annual General Meetings may be filled by co-option. The Committee may co-opt further Members but the membership of the Committee shall not exceed sixteen.

Co-opted Members shall not be appointed Office Bearers. Co-opted Members shall stand down at the Annual General Meeting following their appointment.

## **6.5 Sub-committees**

The Committee shall have the power to appoint such sub-committees as may be considered necessary and shall determine their terms of reference. Persons appointed to such Sub-committees need not be Members of the Committee but at least one Member of the Subcommittee should be a member of the Committee. Sub-committees will conduct business in the same way as the Committee.

## **6.6 Advisers**

The Committee shall have the power to appoint such specialists or professional advisers as may be considered appropriate and invite them to attend Committee meetings. Such persons may not vote.

## **6.7 Conduct of Committee business**

- a) The Committee shall meet a minimum of four times per year.
- b) Four Members, of whom one must be an Office Bearer, constitute a quorum.
- c) Committee decisions will be taken on a simple majority vote. Co-opted Members have voting rights. The Convenor has a deliberative and casting vote. The casting vote is used only in the event of a tie.
- d) Members must declare any financial, business or professional interest in any issue before the Committee.
- e) The Committee may invite others to attend or speak at a meeting but invitees may not vote.
- f) The Secretary shall be responsible for the keeping of accurate minutes of all meetings, circulating them promptly to Members of the Committee, and posting them to the GoBike website. The Secretary is responsible for maintaining the organisation's correspondence.
- g) The Committee is responsible for organising the General Meetings and ensuring that appropriate notice is given to Members.

## **7. Finance**

7.1 The funds of the organisation shall be lodged in a bank or building society in an account in the name of the organisation. The Committee shall appoint the Treasurer and three other elected Members as signatories. Withdrawals shall be made only against authorised signatures.

7.2 The Treasurer and Secretary may keep a maximum of £50 each as cash in hand to cover day to day expenses.

7.3 The Treasurer is responsible for keeping accurate books recording the financial transactions of the organisation. The accounts shall be examined annually by the examiner appointed by the Annual General meeting.

7.4 All property or money received by or for the organisation shall be applied for the purposes of the organisation.

7.5 Committee Members may not receive any payment for services rendered but may receive reimbursement of the necessary expenses approved by the Committee. No Member may receive payment for services rendered or for necessary expenses without prior approval of the Committee.

## **8. Alteration to the Constitution**

No alteration or addition to the Constitution of the Association shall be made except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by two thirds of those present and entitled to vote.

## **9. Dissolution**

In the event of it being decided at a General Meeting to dissolve the organisation, any funds or other assets held by the organisation shall be transferred to an organisation or organisations in Scotland having the purpose of promoting cycling or furthering environmental issues.

**End**