

# CYCLE SHEPWAY

## Constitution

1. The group's name is: CYCLE SHEPWAY (CYSY)
  
2. Aim:
  - i) Raise the profile of cycling in Shepway District;
  - ii) Improve conditions for cycling in Shepway District;
  - iii) Work with other groups and organisations, including local authorities, to achieve these aims.
  
3. Membership:
  - i) Membership is open to anybody who is interested in the aims of CYSY. Membership lasts for 12 months;
  - ii) The Committee will keep an up-to-date membership list;
  - iii) The Committee may expel any members provided it is in the interest of CYSY to do so. They will, however, be given the right to be heard by the Committee before a decision is made. They will also have the right for a friend to be present.
  
4. Annual General Meeting (AGM):
  - i) The AGM must be held every year, with 14 days notice of the agenda given to all members;
  - ii) There must be at least ten members present at the AGM;
  - iii) The Committee shall present the annual report and accounts for the year;
  - iv) Any member may nominate themselves for election to the Committee before or on the date of the AGM;
  - v) Every member has one vote;
  - vi) Members shall elect between four and ten members to the Committee. They will retire at the next AGM and may stand for re-election.

5. Committee:

- i) The Committee shall hold at least three meetings each year. They will elect a Chair, Vice-Chair, Treasurer and Secretary at their first meeting;
- ii) At least four Committee members must be at a Committee meeting to be able to make decisions. Minutes will be taken at every meeting;
- iii) The Committee must keep accounts, which may be viewed by any member on request;
- iv) During the year, the Committee may co-opt two members to the Committee. They will stand down at the next AGM, but are eligible for re-election;
- v) The Committee may make reasonable additional rules for the proper conduct and management of CYSY. These rules must not conflict with this Constitution or the law.

6. Financial Matters:

- i) Funds must be held in the CYSY bank account. All cheques must be signed by two Committee members, at least one being the Treasurer;
- ii) Funds must not be used to pay Committee members other than for legitimate expenses;
- iii) Funds may only be used for the purposes of CYSY.

7. Special General Meetings:

Special General Meetings may be called by the Committee for the following reasons:

- i) At a member's request;
- ii) Changing the Constitution: The Constitution may be changed by a two-thirds majority of the members present and voting at a Special General Meeting;
- iii) Emergency Special General Meetings: To allow members to decide on important issues;
- iv) Winding Up: CYSY may be wound up by a two-thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar charitable purposes.

7. Setting up the Constitution:

This constitution was adopted on September 8<sup>th</sup>, 2011 by the people whose signatures appear below.

They will be the Committee until the first AGM, which must be held within 14 months of this date.

Signature:

(Signed on original)

Print name and address:

David J. Taylor  
23 Bradstone Avenue  
Folkestone, Kent CT19 5AQ

Signature:

(Signed on original)

Print name and address:

Rhona Hodges  
25 Williams Avenue  
Folkestone, Kent CT19 5TL

Signature:

(Signed on original)

Print name and address:

Alan Joyce  
6 London Road  
Hythe, Kent CT21 4DF