

## **Constitution: Aberdeen Cycle Forum**

### 1. NAME

The association shall be known as Aberdeen Cycle Forum, "ACF"

### 2. OBJECTS

The Aberdeen Cycle Forum's objects are:-

- A) To encourage cycling and to promote the benefits of cycling to the individual and the wider community
- B) To advocate for a safer cycling environment and improved cycle facilities in Aberdeen.
- C) To campaign for cycling to be an integral part of planning and transport strategies and practice, in order to provide the widest possible access to cycling as a healthy and efficient means of travel for work and leisure.

### 3. POWERS

To further the above objects, the Aberdeen Cycle Forum may:-

- (1) employ and pay any person or persons to supervise, organise and carry on the work of ACF;
- (2) Engage and pay fees to professional and technical advisers/consultants to assist in the work of ACF;
- (3) Bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals;
- (4) Take out membership of such organisations as are considered to be in the interests of and compatible with the objects of ACF, save that ACF may not affiliate to any political party;
- (5) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and where considered appropriate publish the results;

### 4. MEMBERSHIP

- (1) Full membership of the ACF shall be open to all, and shall not be subject to discrimination on grounds of religion, race, sexual orientation or political belief.
- (2) A minimum annual subscription, if any, may be determined by the general meeting from time to time.
- (3) Individuals shall express their intention to become members by completing a declaration, either on paper or electronically and paying any membership subscription due if required.
- (4) Any organisation which supports the aims of ACF may request to become affiliated to ACF
- (5) ACF has the right for good and sufficient reason to refuse the membership or terminate the existing membership of any individual or organisation, provided that either has the right to be heard by the general meeting before a decision is made.
- (6) An individual shall cease to be a member in the event of (1) requesting to leave (2) being in arrears with any subscriptions due (3) in the event of no subscription or not re-confirming their membership when requested to do so.

### 5. OFFICERS

- (1) At the annual general meeting, ACF shall elect a convenor, a vice-convenor, a secretary and a treasurer and such other officers as ACF shall from time to time decide.
- (2) The convenor and the other officers of ACF shall hold office until the conclusion of the next annual general meeting of ACF.

### 6. GENERAL MEETINGS

- (1) The first annual general meeting of ACF shall be held not later than 12 months following adoption of this constitution, and once in each year thereafter an annual general meeting of the Association shall be held. At least 14 clear days' notice of the meeting shall be given by the secretary to

members. At each annual general meeting the business shall include the consideration of the annual report on the work of ACF, the approval of the treasurers report and the election of officers.

- (2) Motions may be submitted by members
- (3) The convenor may at any time at his/her discretion call a special general meeting of ACF. The secretary shall call a special general meeting of ACF within 21 days of receiving a written request so to do signed by not less than ten full members whether individual or representative and giving reasons for the request.
- (4) Monthly general meetings of ACF shall be open to all members. Decisions taken at monthly meetings will be reached by agreement of those present. If there is no agreement, then the final decision will be subject to majority vote.

#### 7. NOMINATIONS OF HONORARY OFFICERS AND MANAGEMENT COMMITTEE MEMBERS.

- (1) Only full members of ACF shall be eligible to serve as officers. Nominations for honorary officers or members of the management committee must be made by full members of ACF in advance of the meeting. Nominations will also be accepted at the meeting. A member may not nominate himself/herself. Should nominations exceed vacancies, elections shall be by ballot.

#### 8. RULES OF PROCEDURE AT ALL MEETINGS

- (1) Members shall acquire voting rights no sooner than 14 days after requesting to be a member and paying any subscription due.
- (2) QUORUM The quorum at a meeting of ACF shall be six or such other number as ACF may from time to time determine.
- (3) VOTING As specified in clause 7(3) where agreement cannot be reached, the decision shall be decided by a simple majority of the votes cast by those present at the general meeting. In the event of a tie the convenor of the meeting shall have a casting vote
- (4) MINUTES Minutes shall be kept of all general meetings and shall be made publicly available.

#### 9. FINANCE

- (1) All funds raised by or on behalf of ACF shall be applied to further the objects of ACF and for no other purpose.
- (2) The treasurer shall keep accounting records and shall prepare proper accounts annually.
- (3) A bank account shall be opened in the name of the Aberdeen Cycle Forum with such banks and/or building societies as the officers shall from time to time decide. The officers shall authorise three members (one of whom shall be the treasurer) to sign cheques on behalf of ACF. All cheques must be signed by not less than two of the three authorised signatories.

#### 10. ALTERATIONS TO THE CONSTITUTION

A resolution to alter this constitution shall not be valid unless:

- a) Two thirds of the votes cast in relation to the resolution at a general meeting of ACF (whether annual or special) are in favour and
- b) Notice (setting out the terms of the proposed alteration) shall have been given to the members not less than 14 clear days before the meeting at which the alteration was proposed.

Should ACF acquire Charitable status, no alteration shall be made which would have the effect of causing ACF to cease to be recognised by HM Revenue and Customs as a charity.

#### 11. DISSOLUTION

ACF may be dissolved by the unanimous decision of a general meeting. Any funds remaining in the accounts of ACF or other assets shall be allocated to any other organisation(s) having objects similar to ACF and agreed by a majority voting at the meeting.

Constitution adopted by the general meeting on 29 June 2010.