

Our Constitution

LONDON CYCLING CAMPAIGN

Constitution of Cycle Islington, the LCC branch in Islington

Constitution

1. This is the constitution and governing document of Cycle Islington ("the Group").

Who We Are

2. The name of the Group is Cycle Islington (or such other name as the group may decide at an AGM and has been so notified to the LCC office).
3. The Group is registered with the Office of the London Cycling Campaign (a charitable company, registered number 01766411; registered charity number 1115789) as a Group of the London Cycling Campaign (LCC), according to the terms of the Articles of Association of the LCC. The Group has also been registered with the LCC as the official LCC Borough Group for the London Borough of Islington.
4. The Group is a constituent part of the LCC and is bound by the Articles of Association of the LCC. As such, it will comply with all policies of the LCC as determined by the Board and General Meetings of the LCC and abide by all decisions of the LCC Board.
5. The Group must also comply with all legal and regulatory obligations that are placed upon charities.

Definitions

6. "Management Committee Meeting" means those meetings held with just the Management Committee members being present – these are held rarely.
7. "Annual General Meeting (AGM)" means those meetings held annually, open to all members, where the Management Committee reports on activities for the preceding year, the Treasurer presents the report and accounts for the preceding financial year and members of the Management Committee are appointed for the forthcoming year.
8. "Group Meeting" means those meetings called by the Management Committee to discuss current issues, campaigns, etc. They are open to all members and are usually held monthly.
9. "Extraordinary General Meeting" means those meetings which have been requested and called by the Management Committee to discuss exceptional circumstances which may affect the smooth running of the Group's business. They shall be open to all members of the Group.

What We Do

10. The Group's aims are the furtherance of the charitable objectives of the LCC in Islington. In particular, the Group is responsible for determining and representing the official view of LCC to the London Borough of Islington in relation to the borough's policies as relating to cycling and activities.

11. The Group is locally governed and will manage its campaigns, finances and other activities autonomously, provided it does so in full compliance with the policies and procedures of the LCC, as defined by the Board or LCC General Meetings.
12. Through its local activities, the Group will pursue the campaigning priorities and other priorities of the LCC as set by the Board and LCC General Meetings and contribute to the recruitment of new members to the LCC.
13. Activities of the Group, including campaigning, are generally covered by the LCC's Public Liability insurance. The Group will not undertake activities that are not covered by this insurance unless by arrangement with the LCC office.

Membership of the Group

14. Membership of the Group is open to any LCC member whose address (as registered with the LCC office) is within the London Borough of Islington.
15. The Group may also invite people who are not members of the LCC to participate in meetings and activities of the Group. They shall not, however, be classed as members of the Group in terms of rights and obligations as specified in this constitution.
16. All members of the Group must act in accordance with this constitution as a condition of membership.

Assets and Liabilities of the Group

17. While under local control and management, the assets of the Group are ultimately under the control of the LCC. These assets include, but are not necessarily limited to, the Group's funds, all monies in its bank accounts, website and its URL, any social media presence, visual identity/logo, and physical materials.
18. The Group shall not take on any liabilities, or series of liabilities, such as debt or contractual obligations for any sum greater than £500 other than by prior agreement with the LCC office, and in compliance with LCC policy (for example in relation to Health and Safety).

Governance

19. An AGM of the Group will be held each year, with no fewer than 9 months and no more than 15 months elapsing between two AGMs.
20. The Officers of the Group shall be its Co-ordinator, Treasurer and Secretary, who must all be members of the LCC. Roles can be shared by two individuals where necessary, for example as 'Joint Co-ordinators'. A Co-ordinator or Treasurer may need to undertake the additional role of Secretary if this position is unfilled.
21. The Group may also elect a Chair of the Group, who shall also be an Officer.
22. The Co-ordinator of the Group shall be the main point of contact between the Group and the LCC office (or one of the Officers if the Co-ordinator is unavailable).
23. Day-to-day management of the Group shall be by a Management Committee, comprising the three Officers plus up to seven more members of the Group.
24. All persons on the Management Committee must be members of the LCC.

25. Election of the Officers and of the remainder of the Management Committee shall take place at the AGM by a show of hands of those present who are members of the Group. The term of office of the Management Committee shall be until the next AGM.
26. Those wishing to stand for election to the Management Committee may nominate themselves - or be nominated - and shall be seconded by a Group Member, as defined in Paragraph 14, in writing to one of the Officers of the Group at least two weeks before the AGM. Nominations will be voted on at the AGM.
27. In the event of an AGM being inquorate (see para 36), the Management Committee shall continue its term of office until the next AGM.
28. The Management Committee will meet and conduct business as necessary or as directed by the AGM. All attempts will be made to take decisions by consensus but may be voted on, if necessary. All Management Committee Members present shall have a single vote. The Chair of the Meeting shall have a casting vote in the event of a tied result.
29. The Co-ordinator shall call meetings of the Management Committee and the Secretary shall ensure all its members are given proper notice of them. Meetings may be held in person or electronically or as hybrid. Group members may attend the Management Committee meetings to contribute and observe but shall not have voting rights. Their contribution shall be at the discretion of the Chair of the Meeting.
30. If an Officer resigns from office, then the remainder of the Management Committee shall elect a replacement from their number to serve until the next Group Meeting, at which a new election for that post can be held. The person elected at the Group Meeting shall remain in office until the next AGM.
31. If someone who is not an Officer resigns from the Management Committee, then the post will stay vacant until filled by election at the next Group Meeting.
32. Officers and other Management Committee members may be removed from post during their term of office by majority vote of those present at a quorate Group Meeting.

Duties of the Officers

33. The Co-ordinator shall: ensure there is a chair for Group Meetings and Management Committee Meetings of the Group (unless a separate Chair has been appointed by the Group); be responsible for maintaining proper communication with the LCC office; and be responsible (via the Secretary, if necessary) for disseminating relevant information from the LCC office to members of the Group.
34. The Treasurer will: be responsible for the finances of the Group; keep accounts to recognised standards and under regulations set by the Board of the LCC; prepare and present the accounts for the preceding financial year to the AGM for approval.
35. The Secretary will: keep a record of decisions reached at all meetings of the Group and Management Committee; be responsible for convening all meetings, and ensuring members are kept properly informed of the Group's business and activities.

Meetings of the Group

36. The Group will hold at least three Group Meetings a year in addition to an AGM. Four members will form a quorum for Group Meetings and ten members for the AGM.
37. The AGM will be held with not less than four weeks' notice, which will be presumed given by notification on the Group's website and any other media considered appropriate.
38. Other meetings will be held with not less than one week's notice, that will be presumed given by notification in any media considered appropriate. The notice period may only be shorter in exceptional circumstances.
39. Meetings will usually be held on the second Wednesday of every month in the evening.
40. Extraordinary General Meetings may be called at one week's notice with the agreement of at least half of the Management Committee.

Finance

41. The Group will comply with all financial reporting procedures established by the LCC Board. It shall in any case send annual accounts for the financial year just ended, plus a budget for the new financial year to the LCC office for filing.
42. The Group may hold funds in designated accounts for the above aims. Funds are to be spent in accordance with any financial regulations agreed between the LCC Finance Officer and the Management Committee. Only current members of the Management Committee may be signatories to the designated bank accounts.
43. The details of all bank accounts held must be notified to the LCC office.
44. All items of expenditure greater than £100 made on the Group's behalf must be agreed by the treasurer and at least one of the other Officers and documented in the minutes of any of the defined meetings, preferably in advance of the expenditure being made. If this is not possible for practical reasons, then it shall be documented at the next available meeting of the Group. Expenditure of less than £100 may be authorised by the Treasurer alone but must be similarly recorded in minutes, as above.
45. No member of the Group will receive any salary, emoluments or stipends. However, members may receive reimbursement of authorised expenses.
46. The Group may not take anyone into paid employment unless by prior authorisation by the LCC office and under arrangements agreed with the LCC office.

Changes to this Constitution

47. This constitution can only be changed by a resolution made by a majority of those Group members (see "Membership of the Group" above) present at a quorate AGM of the group.
48. At least four weeks' notice of the proposed change must be given to the Group's members. Notice will be presumed to have been given by publication via media considered appropriate. If this has not occurred, then any decision on such a change made at an AGM of the Group shall be invalid. Proposed amendments to this proposed change may be tabled at the AGM, but these shall not change the substantive parts of the proposed change.

49. All changes to this Constitution must be sent to the LCC office for approval by the Company Secretary and will not come into force until such approval is notified to the group.

Resolution of Disputes

50. Disputes regarding the application of this constitution, the proper functioning of the Group, the conduct of Management Committee members, the use of the assets of the Group or any other serious matter, shall be formally resolved by the Group itself. Where this is not possible, the Group should refer disputes to the LCC CEO, who may refer it onwards to the LCC board.

Dissolution of the Group

51. The LCC Board may dissolve the Group if no AGM has been held for twenty-four months, or for other good and just cause.

Adopted: 13 December 2023

Eilidh Murray (Coordinator) and John Hartley (Secretary)