

CONSTITUTION - 1st April 2022

Monday Cycle Group - Steering Group

1) The purposes of the MCG are to facilitate group cycling, promote cycling in the Dorset & surrounding area and to more widely encourage and support cycling, health & wellbeing.

2) The MCG will be administered by a Steering Group consisting of Chair, Secretary & Treasurer plus between two and four Steering Group Members:

a) Chair [as at April 2022 - Ben Burgess]

b) Secretary [as at April 2022 - Lianne Summers]

c) Treasurer [as at April 2022 – Madeleine Bridle]

d) Steering Group Members [as at April 2022 – Maggie Andrews, Colin Long, Robin Nouch, Jane Hitchin]

3) The Steering Group will:

a) Be supported by an Information & Communications Lead [as at April 2022 – Clive Allen]

b) Seek to meet quarterly; with a minimum of five (including at least two from The Chair, Secretary and Treasurer) required to be present for the meeting to be quorate. Meetings will normally be called by the Chair. However, any Steering Group Member may call a meeting, by request to the Secretary, giving at least 21 days notice where possible.

4) The Steering Group will operate through collective agreement. However, should exceptionally any item be put to a vote, The Chair, or Treasurer in the Chair's absence, shall have the casting vote in the event of a tie. Steering Group Members must attend in person to vote and may not appoint a proxy.

5) The Steering Group will call an annual general meeting (AGM), normally to be held in March or April.

a) The AGM will be open to all members of the MCG and those on the formal waiting list (but see '5.c' re voting rights).

- b) Any member of the MCG may submit a motion to the AGM in writing, via the MCG Secretary, at least 21 days in advance.
- c) All fully paid-up MCG members may vote at the AGM. In the event of a tie, the MCG Chair will have the casting vote. Members must attend in person to vote and may not appoint a proxy.
- 6) Steering Group members will be elected at the AGM and will automatically be put forward for re-election, unless they have decided to stand down. Where vacancies arise, they will be sought to be filled via a 'nominated and seconded' process before, if necessary, being put to the vote.

Monday Cycle Group - Membership

- 7) Membership of the MCG shall be determined by the Steering Group and will be based on a range of factors, such as location, ability, interest etc. Any increase in overall membership numbers will seek to balance the benefits of refreshing membership & encouraging new ride leaders/back-ups/social organisers etc. whilst maintaining reasonable access to rides by the current membership.
- 8) The Steering Group will determine whether the membership waiting list is open or closed. When open, The Secretary shall hold a list of prospective members. Any member may contact a ride leader to seek the attendance on a ride by a guest. Guests may try up to three rides and, via nomination by an existing member, add their name to the membership waiting list.
- 9) Any member with a health condition should seek medical advice and understand that they participate in MCG activities at their own risk.
- 10) Ride leaders are required to have the requisite skills and experience to lead a group cycle, either through formal training or commensurate activities. They have discretion to determine the ride level, number of participants, when to cancel (e.g. due to adverse weather), who should be accepted onto the ride, back-up requirements etc..
- 11) The MCG seeks to encourage more members to become involved in leading or backing- up rides and the Steering Group will support any member interested in this (e.g. by arranging for the shadowing of a leader, joining a formal or informal training session etc.).

12) All participants in MCG events cycle entirely at their own risk. The MCG does not provide insurance cover for members, beyond some cover provided, via Cycling UK membership, for ride leaders against third party liability. The MCG recommends that members hold their own adequate insurance when cycling with the MCG; either through their own household policies or with a specialist organisation (e.g. British Cycling – where there are also retail discounts at several cycle stores).

13) Membership and/or leadership status may be refused or removed by the Steering Group, either permanently or temporarily, for conduct or character likely to bring the group into disrepute. Appeal against refusal or removal will be considered at a special meeting of the Steering Group, held within 28 days of an appeal being submitted to The Secretary. Any decision on such matters will be final.

Monday Cycle Group - Finance

14) Members will pay an annual subscription, determined at the AGM, to ensure that the MCG retains adequate balances for event deposits, anticipated expenditures and to more widely encourage and support cycling/health. Retained funds each year will normally include a reserve balance of circa £750-£1,000 to cover any extraordinary items of cost.

For 2022/3 the Steering Group have proposed that the membership fee will remain at £10, subject to approval at the AGM.

15) Members may put forward to the Steering Group any proposals for donation to a relevant local or national charity for the wider encouragement and support of cycling/health and the Steering Group will present a short-list at the AGM for consideration of approval by the membership.

16) The Treasurer will seek approval from the Chair and Secretary in advance of authorising expenditures. The Treasurer has authority to approve one-off expenditures below £100, for retrospective approval where it has not been possible or reasonable to do this in advance. Expenditures and cash balances will be reported by the Treasurer to the Steering Group at each quarterly meeting.

17) The property and funds of the group cannot be used for the direct or indirect private benefit of members.

18) In the absence of an Honorary Auditor to preside over the accounts, which will be produced by the Treasurer for review by the Steering Group at least once a year, the Treasurer, Secretary & Chair will initial on an annual basis a bank statement demonstrated by the Treasurer to reconcile to the cash book balance. The Steering Group may call for any additional financial information from the Treasurer, giving a minimum of 28 days' notice where appropriate.

19) The Steering Group may wind up the group if it is deemed appropriate and no reasonable solution can be found by the membership. This may include, but is not limited to, such reasons as insufficient membership numbers, lack of ride leaders or rides, insufficient funds to run the group effectively...

20) On dissolution, all assets of the group will be donated to a charity decided by the Steering Group.

Constitution adopted at the Monday Cycle Group AGM on 1st April 2022

Signed by Chair, Treasurer, Secretary & Steering Group