

# Constitution

## 1. Name

The name of the group shall be **the Stoke Gabriel – Totnes Cycle Path Group** (which may be abbreviated to SG-TCPG or, in this document, ‘the Group’).

## 2. Aims

The aims of the Group will be:

- To develop a strategy for the achievement of the Group’s Objective, which is a shared cycle path, as free from motor traffic as possible, connecting Stoke Gabriel [Aish] and Totnes.
- To implement that strategy (or, if events conspire, any other) in order to deliver the Objective.
- To raise funds as needed for the delivery of the Objective.

## 3. Membership

Membership is open to anyone who supports the above aims, and who registers as a member by providing nominal details and email address.

A list of all members will be kept by the Membership Secretary.

## 4. Equal Opportunities

The Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 5. Officers and Committee

The business of the Group will be carried out by a Committee elected at an Annual General Meeting (AGM). The Committee will meet as necessary and not less than four times a year.

The Officers’ roles are as follows:

- Chair, who shall chair both general and committee meetings

## Stoke Gabriel – Totnes Cycle Path Group

- Secretary, who shall be responsible for the taking of Minutes and the distribution of all papers
- Membership Secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts

In the event of an Officer standing down during the year a replacement will be found by co-option from amongst the wider membership.

## 6. Meetings

### 6.1. Annual General Meetings

After an initial General Meeting (GM) held to agree this Constitution, Annual General Meetings will be held at intervals of no greater than fifteen months.

All members will be notified by email or social media at least three weeks before the date of the meeting, giving the venue, date and time, and advising how items for the Agenda may be proposed. The Agenda will be promulgated at least one week before the AGM.

Nominations for the committee should be made to the Secretary at least one week before the meeting, to include the consent of the nominee.

The quorum for the AGM will be 10% of the membership or ten members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Group over the year.
- The Committee will present the accounts of the Group for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposal given to the Secretary at least seven days in advance of the meeting will be discussed.
- No formal business will be conducted unless tabled on the Agenda.

### 6.2 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least seven days before the meeting, and copies of an Agenda at least three days before the meeting.

The quorum for Committee meetings will be three.

## 7. Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken on a clearly worded Resolution and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

## 8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three members will be nominated as authorised to approve online payments and to sign cheques (one to be the Treasurer). The signatories must not be related nor be members of the same household.

All payments will be authorised or signed by two of those so nominated.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), any two signatories will authorise each payment.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

The Group's Financial Year will run from 1 January to 31 December annually.

The Group's accounts will be checked annually by an independent examiner, drawn from the membership, in adequate time before each AGM.

All money raised by or on behalf of the Group is only to be used to further the aims of the Group, as specified in Clause 2 of this Constitution.

## 9. Amendments to the Constitution

Amendments to the Constitution may only be made at an Annual General Meeting or at a Special General Meeting called at the request of the Committee or of at least eight other members who have collectively submitted in writing the reason for their request.

## Stoke Gabriel – Totnes Cycle Path Group

Any proposal to amend the Constitution must be submitted to the Secretary in writing per Clause 6.1 above. The proposal must then be circulated with the Agenda for the meeting.

Any proposal to amend the Constitution will require a two thirds majority of the full membership.

### 10. Dissolution

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which approves the Dissolution.

This Constitution was agreed at the Committee Meeting of the Stoke Gabriel – Totnes Cycle Path Group on 16 June 2020.

Name and position in group: Martin Oldridge, Founder Member

Signed  .....

Name and position in group: Julian Williams, Member

Signed  .....