



KBUG constitution





Name

The name of this group is the Kirklees Bicycle Users Group [KBUG].

Aims

-  To promote the interests of Kirklees Council [KMC] employees and associates who cycle.
-  To encourage members to cycle to work.

Objectives

-  To campaign for safer cycle commuter routes.
-  To campaign for cycling related workplace facilities.
-  To campaign for general improvements that would benefit cyclists or promote cycling.
-  To work with other bodies to promote our interests.

Membership

Eligibility

Membership is open to all KMC employees and associates.






Joining

Members normally join on the online form and remain members until a request to un-join. Alternatively members can be joined by a KBUG official entering their details on their behalf.

Members can be KMC employees or Associates. Associates must be introduced by KMC members and can be any person who lives or works in Kirklees. Any other person who wishes to become an Associate will be considered at a KBUG meeting. Associates may be required to pay a fee when attending a KMC grant aided event where the grant is obtained on the basis of supporting KMC employees only.



Rights

All Members will have the right to:

-  Attend KBUG meetings
-  Take part in discussions and decision making
-  Participate in the election of officers (except Associates)
-  Take on duties as agreed at a KBUG meeting.
-  Become co-opted/ elected officials (except Associates)




Exclusion

Persons may be excluded from membership for:

-  Offensive or anti social behaviour in meetings
-  Misrepresenting the group and its work





Officers and their roles

There will be three officers

-  the chair
-  the treasurer
-  the co-ordinator.






The officers may be co-opted or elected

The chair will:

-  Determine action on consultation matters arising and have responsibility for all liaison with Council Departments
-  prepare agendas for meetings in collaboration with the co-ordinator.
-  facilitate meetings.
-  have the power to exclude from meetings persons behaving in an anti social or offensive manner.



The treasurer


The treasurer will:

-  Be responsible for all cash and other finances of the association.
-  Ensure that full and proper financial records are maintained.
-  Present regular financial statements to general and management meetings.
-  Allow officers and committee members access to financial information.
-  Keep an inventory and register of assets and property.

The co-ordinator




The co-ordinator will:

-  prepare agendas for meetings in collaboration with the chair.
-  prepare the minutes of meetings.

-  circulate minutes, notice of meetings and relevant information via e-mail.

Meetings

KBUG will meet at least 6 times a year. There will be three types of meeting:







-  The open meeting
-  The annual general meeting
-  The special general meeting

Open Meetings

The regular business of KBUG will be conducted at open meetings. Open meetings will have the power to make any appropriate decisions relating to the affairs of KBUG, except those outlined elsewhere in the constitution.





Annual General Meeting

One meeting in each year will be an Annual General Meeting [AGM]. At this meeting:

-  Minutes of the previous AGM will be read and approved.
-  The officers will be elected.
-  Representatives to forums etc. will be elected as appropriate.
-  KBUG will review its progress over the previous year
-  KBUG will agree its aims for the coming year.
-  Alterations to the constitution may be made.

Special General Meetings

A special general meeting will be called specifically to:

-  Remove an officer from their post.
-  Change the constitution.
-  Bar a person from membership.
-  Dissolve the association.

A special general meeting may be called by:

- four persons writing to the co-ordinator or chair requesting an SGM.
- A vote at an open meeting of KBUG.

Decision making

Wherever possible decision making will be by consensus. If consensus is not possible then decisions will be made by an open vote. A simple majority will secure the decision. In the event of a tie the chair will have the casting vote.

Guests



KBUG may invite visitors to meetings as deemed appropriate. They may participate in meetings as directed by the chair but will have no voting rights.

Dissolution

KBUG may be dissolved formally at a Special General Meeting.

Distribution of assets

The assets and funds of KBUG will not be used for the individual payment or specific benefit of members other than:

-  Legitimate expenses
-  When funds have been acquired for the specific cycling related benefit of the membership.

Distribution of assets held at dissolution

In this instance the treasurer must take responsibility for ensuring the disbursement of all funds. All donations and grants will be returned to the donors. Any monies un attributable in this way will be paid to the CTC Cyclists Defence Fund.