

Constitution of the Galway Cycling Campaign

1. Name and Office of the Organisation

- 1.1 The Organisation is named Galway Cycling Campaign (GCC).
- 1.2 The registered office is at the Chairperson's address or such address as the Committee may from time to time determine.

2. Mission and Objectives

- 2.1 Sustain and restore cycling as a common, accessible form of transport, and educate the public and decision makers on how best to achieve this.
- 2.2 Advocate for roads that are seen to be safe for all road users.
- 2.3 Advocate for the best transport outcomes for the most people by the most efficient means.
- 2.4 Produce educational material for road users on how to share the roads and how to deal with common traffic situations safely and confidently.
- 2.5 Adhere to the "Hierarchy of Road Users" and the "Hierarchy of Measures" when developing and promoting policy.

3. Membership

- 3.1 Any person may become a member of the Organisation, at the discretion of the Committee, upon application and completion of the prescribed form and payment of the applicable subscription fee.
- 3.2 Any member may attend Annual General Meetings and General Meetings of the Organisation (see 6.1, 6.2).
- 3.3 The Committee may grant complimentary memberships.
- 3.4 The Committee may grant Life Membership in recognition of meritorious service to the Organisation.
- 3.5 Affiliated membership is available, at the discretion of the Committee, to other groups which wish to associate themselves with the aims of the Organisation, upon application and completion of the prescribed form and payment of the applicable subscription fee. Affiliated groups are entitled to 1 vote per group and to receive only those distributed materials thought appropriate by the Committee.
- 3.6 Members are encouraged to be proactive and to promote the mission of the Organisation while adhering to its adopted policies.

- 3.7 Members are free to propose new policies; these go to the Committee for review before going to the membership for polling. Members may ask the Committee for help in creating new policies.

4. Subscriptions

- 4.1 The annual subscription is set by the Organisation at the AGM. It becomes payable immediately upon application for membership.
- 4.2 Acceptance of the application is a letter or email of acceptance.
- 4.3 Membership, where accepted, lasts for 1 year from date of application.
- 4.4 Members are responsible for renewing membership annually. Members will be notified when membership has expired.

5. Cessation of Membership

- 5.1 Members of the Organisation may cease to be members:
- 5.1.1 By failing to renew their subscription at the end of a year of membership.
- 5.1.2 By resigning in writing (letter/email) to the Committee.
- 5.1.3 By a decision of the Committee in a case where a member's conduct is, in the opinion of the Committee, injurious to the interests of the Organisation. The Committee is empowered to write to any such member advising them of their expulsion and of the reasons for it. The member has the right of appeal, and to appear in support of such appeal before an Appeal Panel. The Appeal Panel will be made up of the Chairperson and two non Committee members, selected annually at the AGM. The Appeal Panel may then rescind or confirm the Committee decision, and in the latter case the decision of the Appeal Panel is final. In such a case, the member is not entitled to a refund of any proportion of their subscription for that year. After two years that person can reapply for membership of the Organisation.

6. Meetings

6.1 Annual General Meeting

- 6.1.1 The AGM will be held between the beginning of December and the end of February. All current members shall be given at least 14 days' notice.
- 6.1.2 The AGM will be conducted by the Chairperson, who will present a report of the previous year's activities. The current Treasurer will present a statement of the Organisation accounts for the preceding year.
- 6.1.3 Only persons and affiliated groups who are current members of the Organisation at the date of the AGM are eligible to vote.

6.1.4 Decisions at the AGM are preferably made by consensus, and voting is only used if necessary. If a vote is deemed necessary, all members present are eligible to one vote. Where a vote is tied, the Chairperson has the final vote in addition to their member vote.

6.1.5 A quorum for the AGM is 3 current Committee officers plus 3 further members.

6.2 General Meetings

6.2.1 At least 4 General Meetings shall be held throughout the year. Members shall be given at least 7 days' notice and provided with notice of any motions.

6.2.2 Where a member cannot attend a General Meeting, they can submit their views in writing to a Committee officer to be expressed on their behalf.

6.2.3 All decisions reached shall be per rule 6.1.4.

6.2.4 A quorum for a General Meeting shall be 2 current Committee officers plus 2 further members.

6.2.5 In the event of business normally requiring an AGM, an Extraordinary General Meeting shall be called by the committee at less than 14 days notice. The quorum for any such meeting should be 3 officers of the committee plus at least three non-committee members

7. Administration

7.1 The Organisation is administered by a Committee including the Chairperson, Secretary, Treasurer and at least 4 other members.

7.2 The Committee is accountable to the Membership and shall maintain clear lines of communication with all members.

7.3 The committee will be responsible for risk management on behalf of the Organisation

7.4 Committee meetings shall happen at least every two months.

7.5 The Committee shall agree and adopt a Conflict of Interest policy and abide by it in its conduct.

7.6 The Organisation shall not associate itself publicly with new political policies or positions without these being considered by the Committee to review consistency with existing policies. (See Section 3.7 on Policy Management)

8. Appointment of Committee Officers

8.1 The officers of the Committee are elected at the AGM and include a Chairperson, a Secretary and a Treasurer.

- 8.2 Other Committee positions may be created as and when deemed necessary by the Committee.
- 8.3 If a vacancy exists after the AGM, the Committee may appoint a member to fill it.
- 8.4 Current Committee office holders can be re-elected. Maximum term of office is 3 years.
- 8.5 Nominations for each Committee officer position shall be received after the announcement of the AGM and also from the attending members at the AGM.
- 8.6 Where more than one nomination exists for a position, a vote will be undertaken, per 6.1.4 and 6.1.5.

9. Finance

- 9.1 The Organisation shall operate a bank account or accounts with any bank approved by the Committee. All transactions on behalf of the Organisation must be authorised by the Treasurer and one other officer of the Committee.
- 9.2 All funds received by the Organisation shall be paid into its bank account(s).
- 9.3 The Treasurer maintains the financial records of the Organisation and liaises with the Committee in this regard. At the AGM the Treasurer shall present a statement of the accounts for the previous year.
- 9.4 No member or person associated with the Organisation shall derive any income or financial benefit or advantage from the Organisation except where derived from professional services to the Organisation authorised by the Committee and rendered in the course of business charged at no greater rate than current market rates.

10. Amendment of Constitution

- 10.1 The Constitution may be amended, added to or rescinded by a two-thirds majority of members present at an AGM or an Extraordinary General Meeting called by the Committee, where 14 days' notice of this motion has been given to the membership.

11. Dissolution of Organisation

- 11.1 If an AGM or General Meeting decides at any time that it is necessary or desirable to dissolve the Organisation, a poll to that effect shall be enacted of all members and affiliated groups. If the majority decision of the poll supports the proposal (see 6.1.4), the Organisation shall be wound up and unspent grants returned to the respective granting bodies. Any remaining assets will be given to a charitable purpose whose mission and ethos are similar to those of the Organisation.

12. Interpretation

12.1 If at any time any matter shall arise which is not provided for in this document or the interpretation thereof, the matter shall be determined where appropriate by the Committee, whose decision shall be final.

END

“Hierarchy of Road Users”

“Hierarchy of Measures”