

# Constitution

## 1 Name of the Organisation

The Organisation shall be called Cyclist.ie (“The Organisation”); this is also the web URL: [www.cyclist.ie](http://www.cyclist.ie).

## 2 Vision of the Organisation

That cycling is a normal part of transport and everyday life in Ireland.

## 3 Mission of the Organisation

To act as a non-governmental organisation for purposes which are beneficial to the community and to be a national voice in promoting cycling as an integral part of the transport system, and as an enjoyable, healthy, low-cost and environmentally-friendly activity in its own right. In pursuance of this mission we will, inter alia,

- Develop and publicise policy
- Make submissions on planning and transport matters
- Undertake research, training and education
- Raise funds

## 4 Structure of the Organisation

1. The Organisation is an association of the Regional Cycling Promotion Groups (RCPG) on the island of Ireland.
2. A RCPG must have five or more members before applying for membership of the Organisation.<sup>i</sup>
3. Individuals may also join the Organisation on a personal basis.
4. Each affiliated RCPG or individual shall pay a membership fee to the Organisation, to be set annually by the Council.<sup>ii</sup>
5. The affiliation of an applicant RCPG or an individual must be ratified by the Council, who may also refuse or rescind an affiliation.
6. All constituent RCPGs must accept the policies of the Organisation,<sup>iii</sup> which shall be amended and updated by the Council from time to time.

## 5 Council

1. Each RCPG may appoint up to two members as Delegates, who shall collectively form the Council of the Organisation.
2. The Council is the main decision-making body of the Organisation.
3. The Council shall elect a Chairperson, a vice-Chairperson and a Treasurer to be the officers of the Council following an election held as part of the Annual General Meeting. These officers form part of the Executive. The term of office shall be for a minimum of one year which may be extended by agreement of the Council.
4. Nominations for office must be received prior to the start of Council meetings.
5. The Chairperson shall be the main spokesperson for the organisation, and shall chair both the Council and Executive.
6. In the absence of the Chairperson, the Vice Chairperson shall assume the role. The vice Chairperson shall assist the Chairperson in his/her role.

i This will apply only to future applicant organisations

ii Currently €100 per RCPG or €20 per individual (non-voting), per year

iii Annex 1: In progress

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7. The Council shall appoint an Executive to assist it in carrying out the business of the organisation.
8. The Executive shall comprise of no fewer than five and no more than seven Delegates of the Council, with no more than two Delegates from any one RCPG, and at least two from outside the Greater Dublin Area.
9. The office of Chairperson shall be independent of RCPG affiliation
10. Appointment of the Executive shall be ratified by the Council following a nomination and election process agreed by the Council.

## 6 Executive

1. The Executive shall convene as often as business requires and may conduct its meetings using tele-conferencing.
2. The Executive shall normally handle day-to-day and other short-term matters and the Council shall handle policy and longer-term, less urgent, matters.
3. The Executive shall be accountable to the Council
4. The National Cycling Coordinator shall participate 'ex officio' at Executive meetings.
5. Casual vacancies to the Executive may be filled by agreement of the Council.

## 7 Finance

1. All monies and funds of the Group shall be deposited, as soon as possible after receipt, in such Bank as the Organisation may designate.
2. All monies and funds shall be held in the name of the Treasurer, Chairperson and other officers for and on behalf of the Organisation.
3. All cheques and withdrawals of funds, on behalf of the Organisation, shall be authorised by the Treasurer and one other officer. Proper books of accounts shall be maintained up to date at all times.
4. The Treasurer shall maintain a record of the finances of the Organisation and will keep the Executive Committee and Council informed of the financial position on a regular basis. The Treasurer will present a report of the finances to the Members at every AGM.

## 8 Council Meetings

1. Council meetings shall be held at least twice yearly to decide on policy and other matters relating to the management of the Organisation and to review the role and work of the Executive. One such meeting shall be the Annual General Meeting at which the Council shall review the Statement of Accounts and carry out the election of officers and the Executive.
2. Meeting venues shall ideally alternate between Dublin and a regional location.
3. The date and location of a meeting shall be determined as the final business of the previous meeting, where possible.
4. Each constituent RCPG may be represented at any Council meeting by one or two Delegates.
5. More than two members of a constituent RCPG may attend meetings by prior arrangement, but only the nominated Delegate(s) may vote. Individual members may also attend by prior arrangement.
6. Minutes shall be taken by a temporary secretary (or secretaries), appointed by consent. The minutes should be made available within one month at most, of the Council meeting.

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## 9 Working Groups

1. Working Groups may be established by the Council or Executive to carry out any work required.
2. Working Groups shall communicate using Open Atrium Groups and any other means considered appropriate.
3. Any member of the organisation may be a member of any Working Group
4. Each Working Group shall appoint a Convenor.
5. The Convenor shall report to either or both the Executive and the Council.
6. A Working Group may co-opt individuals for specific support. These individuals are not required to be members of the organisation.

## 10 Communications

All communications within the Organisation will take place as set out in the Communications Document.<sup>iv</sup>

## 11 Decision Making

1. Decisions at both Council and Executive shall preferably be made by consensus.
2. The quorums required for valid meetings of Executive and Council are as follows:
  - For the Executive, the quorum required is half the Executive, plus one, rounded down
  - For the Council, the quorum required is 50% of RCPGs represented
3. Voting shall be used only if necessary, and in the event of a tied vote the Chairperson shall have a casting vote.

## 12 Constitution

1. This constitution may be ratified and subsequently amended at any valid meeting of the Council with the support of at least two thirds of delegates present. At least one month's advance notice of a proposal to amend the constitution must be sent to each member of the Council.
2. The Constitution came into effect on 1<sup>st</sup> February 2014

Signed and dated (Chairperson, + 1 other officer)

iv Annex 2: In progress