West Berkshire Spokes Constitution

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1.1 Formation and Name

1.1.1 West Berkshire Cycling Action Group formally became West Berkshire Spokes at a meeting on 6th December 2002 at Vodafone's World Headquarters in Shaw, Newbury. All references to West Berkshire Spokes within the remainder of this Constitution shall be as Spokes.

1.2 Mission

1.2.1 More accessible and safer cycling for all.

1.3 Aims

1.3.1 To identify the needs and represent the interests of cyclists in West Berkshire at every opportunity.

1.3.2 To achieve, through collaboration with others, better facilities for leisure and everyday cyclists in West Berkshire.

1.3.3 To lobby on behalf of cyclists and cycling and to hold local government administrations and other responsible bodies to account in delivering better cycling provision across the district of West Berkshire.

1.3.4 To encourage local people in safe, considerate cycling behaviour and the benefits of regular cycling, so that more people will choose to cycle more often.

1.4 Members and Subscriptions

1.4.1 Spokes seeks members who live or work in West Berkshire, but nothing shall prevent anyone who pays a subscription (one vote per membership) from being a full voting member.

1.4.2 Subscriptions are payable on each anniversary of the joining date.

1.4.3 Spokes is a not-for-profit organization and keeps subscriptions to a minimum level.

1.4.4 As from 1 April 2011, subscriptions are set to zero (though could be increased in the future) and members remain members until they request to be removed from the membership list held by the Membership Secretary.

1.5 Management Committee

1.5.1 The Management Committee (called the Committee in the rest of this document) shall include:

- Chair
- Vice-Chair
- Secretary
- Membership Secretary
- Treasurer

- Website Editor
- Highways Officer
- Projects Officer
- Cycle Count Coordinator
- Events Manager

1.5.2 Spokes is a non-political organisation, as is necessary to fulfil its role as detailed in 1.2.3, and as such; serving elected members of local authorities within West Berkshire (i.e. West Berkshire Council, town or parish councils, or parish meetings) are not permitted to be members of the Committee. An exception to the above can be made for Parish Council members who are unaffiliated to a political party, who can be considered for committee positions at the AGM.

1.5.3 Each individual is responsible for maintaining a job description, presented as part of their report to the annual general meeting (called the AGM in the rest of this document).

1.5.4 The Committee can co-opt members as the AGM shall think appropriate.

1.5.5 Any member eligible for election to the Committee shall be required to be nominated and seconded by two or more members.

1.5.6 No member shall hold an office for more than three years unless formally sanctioned at the AGM. In such instances, sanctions will be reviewed at each AGM and renewed only by a majority vote.

1.5.7 Each Committee member shall be required to be re-elected annually at the AGM.

1.5.8 Ideally, the Chair, Secretary and Treasurer should not hold more than one office.

1.5.9 The Committee shall endeavour to meet at least six times in any one calendar year.

1.5.10 A minimum of three members shall be required for a quorum. In the absence of the Chair and Vice-Chair, the Committee shall vote one of its members as substitute chair.

1.5.11 The Committee may at its discretion create any sub-committee to carry out specific tasks.

1.5.12 The Committee shall from time to time co-opt any member on to the Committee. Such co-optees shall not, however, have a vote.

1.5.13 The Committee shall vote on a majority basis. In the event of a deadlock, the chair of the meeting shall have a second vote.

1.5.14 All members are welcome (and encouraged) to attend Management Committee meetings in a non-voting capacity.

1.6 Financial Year

1.6.1 The Organisation's financial year shall be from 1st April to 31st March.

1.7 General Meetings

1.7.1 The Secretary must convene an AGM on or before the expiry of three calendar months from the completion of the previous financial year. At such meeting:

a) The Secretary shall read the minutes from the previous AGM, unless previously read by all those attending, these shall be agreed by those present.
b) The Chair shall present a report with regards to the previous year's activities carried out by Spokes.
c) The Treasurer shall produce a statement of Spokes' financial position.

d) Other Committee members shall give brief reports on activities for which they are responsible.
e) All Committee Members shall be elected on the basis of a simple majority of those members present at the meeting.
f) There will be consideration of (and vote upon) such motions as have been submitted to the Secretary in accordance with Article 6.3 below.

1.7.2 At any time, the Secretary shall be obliged to call an Extraordinary General Meeting upon receipt of a petition by not less than 10% of Spokes members.

1.7.3 In calling any General Meeting, it shall be necessary for the Secretary to officially inform all Spokes Members, not less than 14 days in advance, in writing. At such time they should be informed of the purpose of the meeting and, in the case of an AGM, invite motions for consideration and nominations for Committee membership, stating a deadline (not less than 7 days prior to the AGM), by which such nominations will need to be received.

1.7.4 This Constitution may only be amended at a duly convened General Meeting by vote in favour of an amendment of at least 80% of members in attendance. A simple majority shall carry all other matters voted upon.

1.8 Our Beliefs

1.8.1 We believe that cycling is:

- **Quick –** in built-up areas, cycling is quicker for most journeys under four miles at peak periods;
- **Cheap –** no petrol, parking fees or travel fares needed;
- **Healthy –** why buy an exercise bike when you can use a real one;
- **Green –** cycling is non-polluting and sustainable;
- **Fun –** if you believe this, join us!

1.9 Our Activities

1.9.1 We aim to provide the following benefits to our members:

- **Principal (the core of our mission)**
  - Representation on West Berkshire Cycle Forum and liaison with West Berkshire Council's highways and planning departments
  - Responses to Consultations and Planning Applications
  - Highlight deficiencies in infrastructure provision
  - Find, initiate and inspire Cycling Projects
- **Secondary (supporting our mission, but may not directly contribute to it)**
  - A three times a year cycle count, for the local council, at strategic points throughout the urban areas in the district
  - Hold (semi-informal) monthly meetings
  - A regular newsletter on national and local cycling matters
  - A website with links to local and national cycling groups
  - Post to Social Media
  - Local events during National Bike Week and throughout the year [if considered a participatory event]
  - Identify and look to provide seed funding for cycling projects
  - Affiliate membership of Cycling UK;
- **Supplemental (activities that we undertake if we have sufficient willing resource and anticipate demand)**

- Regular leisure rides in West Berkshire, in conjunction with other groups
- Cycle training / Bikeability for adults (not children – removing the need to go through DBS checks, etc.)
- Negotiate discounts at local cycle shops for its members
- Basic Cycle Maintenance training
- Dr Bike Sessions
- Attendance at Third Party (non-participatory) events

1.9.2 Securing funding to sustain these activities, in return for undertaking the cycle count, from the membership, and from local and national grants and other sources, will be a high priority. Funding secured through the cycle count and membership may be spent on the activities stated in paragraph 1.8.1 above and any other project or activity connected with running Spokes or the promotion of cycling as agreed by the committee. Funding secured from grants will only be spent on the activities or projects for which the funding was sought and in accordance with the terms and conditions of the grant making body. Under no circumstances will funding or income derived from grants be distributed to Spokes members or its committee.

1.10 Dissolution

1.10.2 The organisation can only be dissolved at an Extraordinary General meeting. Any funds remaining in the organisation at the time of dissolution shall be passed to other cycling based organisations in West Berkshire.

Appendix 1: Document History

Date	Change Detail	Issue
27/10/2003	First Issue	1.0
11/03/2004	Additional committee roles and dissolution clause	2.0
30/01/2005	Alteration to officer list	3.0
04/03/2006	Change in financial year + 1.3.2 removed	4.0
31/01/2007	Change to financial year, so AGM falls in early summer, clarification re “not-for-profit” and cosmetic updates to reflect changes outside Spokes’ control	5.0
14/06/2008	Alteration to officer list - as proposed at 9/1/08 Management Committee Meeting	6.0
14/06/2009	Change in Highways Officer role; split of publicity / newsletter role; recognition that representative bodies may change; addition of Bikeability	7.0
13/06/2010	Reinstatement of Highways Officer role	8.0
26/06/2011	Making Spokes more informal, setting subscription fees to zero with membership for life; adding new committee roles	9.0
23/06/2013	Combined Newsletter and Publicity Officer to just Publicity Officer	10.0
10/06/2018	Change ‘help educate’ to ‘ encourage and removal of ‘especially the young’ from 1.2.3; Creation of Membership Secretary role; removal of separate Publicity Officer role (functions incorporated into Website Editor and Membership Secretary roles); change of ‘may’ to ‘should’ in 1.4.7; in 1.8.1 - replace ‘cycling proficiency’ with ‘cycle training’, remove reference to the Local Strategic Partnership, which no longer exists, reference to ‘payment for undertaking the cycle counts’ as a funding source.	11.0
05/06/2019	Change 1.8.2 to read ‘Securing funding to sustain these activities, in return for undertaking the cycle count, from the membership, and from local and national grants and other sources, will be a high priority. Funding secured through the cycle count and membership may be spent on the activities stated in paragraph 1.8.1 above and any other project or activity connected with running the club or the promotion of cycling as agreed by the committee. Funding secured from grants will only be spent on the activities or projects for which the funding was sought and in accordance with the terms and conditions of the grant making body. Under no circumstances will funding or income be distributed to Spokes members or its committee.’	12.0
18/06/2022	Change list of Committee Members to include the Publicity Officer plus correction of minor typographical errors.	13.0
10/06/2023	Add 1.2.3 as follows: ‘To lobby on behalf of cyclists and cycling and to hold local government administrations and other responsible bodies to account in delivering better cycling provision across the district of West Berkshire.’ Change wording in 1.4.1 from ‘consist of’ to ‘include’. Delete ‘general campaigners’ from the list of committee positions. Add 1.4.2 as follows: ‘1.4.2 Spokes is a non-political organisation and as such, serving elected members of local authorities within West Berkshire (i.e. West Berkshire Council, town or parish councils, or parish meetings) are not permitted to be members of the Committee’. Change to 1.6.1 e) such that election of committee members would be by a simple majority of those members present.	14.0

14/06/23	Change 1.4.2 as follows" Spokes is a non-political organisation, as is necessary to fulfil its role as detailed in 1.2.3, and as such; serving elected members of local authorities within West Berkshire (i.e. West Berkshire Council, town or parish councils, or parish meetings) are not permitted to be members of the Committee. An exception to the above can be made for Parish Council members who are unaffiliated to a political party, who can be considered for committee positions at the AGM."	
22/10/2026	New simplified mission statement Mission statement changes to aims, and everyday cyclist instead of utility cyclist Officers changes – Projects Officer added, and Training and Publicity Officers removed	16.0