

MEMORANDUM ASSOCIATION of the PORTSMOUTH CYCLE FORUM

1. Name

The name of the Association is the “PORTSMOUTH CYCLE FORUM”, hereafter referred to as the ‘Forum’.

2. Aim of Constitutional Change

2.1 Portsmouth Cycle Forum was set up as a consultation body by Portsmouth City Council on cycling and cycling related issues. Over the years it has become less dependent on the council, and thus the creation of a constitutionally-based organisation was seen as a natural progression. The Forum shall be independent of Portsmouth City Council and any political groups.

3. Objectives

3.1 The objectives for which the Forum is established are:

3.1.1 The promotion of cycling as a healthy and environmentally-friendly form of transport;

3.1.2 To campaign for improvement of safety, convenience and practicality of cycling in the Portsmouth area;

3.1.3 To encourage the exchange of opinions and information among those who create or influence the cycling environment in the Portsmouth area and among others who may be affected by it;

3.1.4 To educate in road usage, increase road safety and in particular the safety of cyclists, and to promote and assist in the promotion of any plans, measures, schemes or proposals designed to that end.

4. Executive Committee

4.1 The Principal Officers shall be: Chairman, Treasurer, Secretary and Vice-Chair.

4.2 The Principal officers shall be members of the Executive Committee. Additional members, to a maximum of six, shall be elected from the body of the Forum, and may include a vice-chair to deputise if the Chair is unavailable.

- Each committee member shall have one vote with a casting vote being carried by the Chairman;
- A quorum of 3 committee members is required for any vote by the Executive
- The committee shall be responsible for the running of the Forum;
- The committee shall appoint sub-committees and co-opt members on to the committee as deemed necessary.

4.3 Any media communication should be agreed by the Executive.

5. AGM

5.1 The committee shall be elected annually at the Annual General Meeting. 14 days’ notice must be given of this meeting.

5.2 Notices of motion regarding changes to the constitution must also be given 21 days prior to this meeting. Members should be advised seven days prior to the meeting of the notices of motion.

5.3 The meeting shall be called for in March.

5.4 The AGM will be open to all, but only members of the Forum shall be entitled to vote. Voting shall be by show of hands or, on request, by secret ballot. A quorum of three members is required for any vote.

5.5 The election of officers shall be by simple majority. Two-thirds majority of those voting are required to change any constitutional rule.

6. Meetings

6.1 The Forum committee may call General Meetings at any time. At least two week's notice of such meetings must be given. A General Meeting shall be open to all and shall merely be a forum to discuss important issues and allow an exchange of views.

6.2 The committee may call for a Special Meeting. So too may any full Forum member on submission of a written request to the secretary, giving a minimum 14 days notice. The Forum member's written submission must also contain the signatures of 10 full members and the reason for the meeting. The committee shall decide on the most appropriate way of gathering votes on any particular issue. This may include a show of hands or secret ballot at a meeting or postal ballot. The committee will also decide on the majority required.

6.3 In cases where expenditure of more than £1000 is planned, a General Meeting of the Forum must be called. Two-thirds of those voting at the meeting are required to grant permission for the expenditure.

7. Subscription/Membership

7.1 Forum subscriptions shall be fixed annually by the committee. The period of annual membership shall run from April 1st to March 30th. New members who pay a Forum subscription after an AGM will be offered membership for the remainder of that calendar year on a pro-rata basis at the discretion of the treasurer.

7.2 Associate membership shall be offered, with no membership fee. Associate members shall be entitled to receive any PCF mailings by email. They will not be entitled to vote at meetings.

7.3 No fee applies to anyone under 18 at the time of the AGM for full membership.

7.4 A period of one month is required before any new member is entitled to vote.

8. Finance

8.1 The Forum Treasurer shall give regular reports on the financial standing of the Forum and an annual report at the Forum AGM.

8.1.1 Cheques must be crossed and signed by two of three signatories.

8.2 The committee shall have the power to approve expenditure up to £1000, subject to a simple majority if voting is required. Expenditure of over £1000 will require a General Meeting to discuss the proposed expenditure.

9. Dissolution of Forum

Upon the winding up of the Forum, where possible all assets shall be handed over to nominated sports charities or to support sport related initiatives within the Portsmouth area.