

## **CONSTITUTION OF THE UNIVERSITY OF BRADFORD BICYCLE USERS GROUP**

### 1. Name

The name of the Group shall be University of Bradford Bicycle Users Group (UNIBBUG)

### 2. Objectives

The objects of the group are: to promote and encourage cycling as a means of transport to and from the university; to build links with cyclists at Bradford College, Bradford Cycle Action Group and Bradford Council Cycle Liaison Group; to represent cycling commuters through the University's Environmental Strategy Group and other relevant forums.

### 3. Powers

The Group shall have the power to do all lawful things necessary for the fulfilment of its objectives. This includes the power to receive money on deposit or loan and borrow or raise money in such a manner as the Group shall think fit, subject to such consent as required by law.

### 4. Membership

Individual membership is open to all members of the university who cycle to work, or those university members sympathetic to the objectives of the group. Membership is applied for by filling in the application form on the web or paper form.

### 5. Subscriptions

Membership shall be free subject to any resolution of the group in general meeting.

### 6. Officers

The officers of the Group shall be composed of staff plus one student as Student Liaison Officer. The other roles should consist of the minimum of Chairperson, Secretary, & Treasurer and others as deemed necessary. They shall be elected at each Annual General Meeting (AGM). Retiring officers shall be eligible for re-election.

The officers may exercise all the powers of the Association and do on behalf of the Group all such things as are not by this constitution required to be done by the Group in General Meeting, subject nevertheless to any resolution of the Association in General Meeting.

### 7. Annual General Meetings

The Annual General Meeting shall be held at such time as the committee or General Meeting shall decide. At the meeting, a statement of income and expenditure shall be submitted.

### 8. General Meetings

General meetings are open to members or potential members. Those present at a General meeting or the committee may determine the date of the next meeting. A member should be appointed at the beginning of the meeting to take minutes. Decisions wherever possible should be made at a General meeting by consensus. If this is not possible, decisions should be made on the basis of simple majority voting using a show of hands, with all members present eligible to vote. Potential members can join at the AGM subject to item 4 above.

### 9. Alterations to the Constitution

The Annual General Meeting or Special Meeting shall have the power to amend the constitution, as it deems necessary. 28 days notice must be given of an AGM or SGM.

### 10. Finance

The committee shall open a bank account or building society account in the name of the Group and all monies received from any source on behalf of the Group shall be paid into such account. Cheques shall be signed by at least two signatories. The financial year shall be 1 August to the following 31 July.