

TAMAR BICYCLE USERS GROUP INCORPORATED

CONSTITUTION

4th June 2009

TAMAR BICYCLE USERS GROUP CONSTITUTION

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1.0 NAME

1.1 The name of the association is Tamar Bicycle Users Group (hereinafter called TBUG)

2.0 OBJECTS AND PURPOSES

2.1 Our Aim is to increase the use of bicycles in and around Launceston through activities, advocacy and increased awareness and consideration for cyclists.

Objectives:

- a) Increase the number of people cycling and contribute to building cycling as a way of life in the community
- b) Improve cycling infrastructure to increase cycle use, safety and security
- c) Improve cyclist safety and raise awareness of cycling amongst other road users
- d) Attract members to TBUG and share the enjoyment of riding bikes

3.0 MEMBERSHIP

3.1 A person completing a signed application and on receipt of the first year's subscription fees shall be admitted to membership on condition the prospective member agrees to abide by the constitution of TBUG.

3.2 Membership will consist of:

- (a) Individual Member over the age of 16 years on 1 July of the year of application.
- (b) Individual Member Concession which shall be
 - (i) Student over 16 years of age and holder of eligible Student Card
 - (ii) Holder of a Pension Card
- (c) Family Members:
 - (i) Minimum 1 eligible individual membership and minimum of one child under 16 years of age
 - (ii) Minimum of two eligible members residing at the same address
- (d) Associate Member:
 - (i) No voting rights or benefits assigned to this membership

3.2 Any member whose membership falls more than 3 months in arrears, subject to a contrary decision of the management committee, shall cease to be a member.

3.3 A member of TBUG may resign from TBUG by delivering or sending by email or post to the Secretary, a written notice of resignation.

3.4 On the receipt of a notice from a member under sub rule 3.3, the Secretary is to remove the name of the member from the register of members.

4.0 MANAGEMENT

4.1 The management committee shall consist of 11 members:

4.2 The members of the committee shall be:

- (1) President
- (2) Vice President

- (3) Treasurer
- (4) Media and Communications Officer
- (5) Secretary/Public Officer
- (6) Activities Co-ordinator
- (7) Safety Officer
- (8) Member Services Officer
- (9) Launceston Bike Committee (or equivalent) representative
- (10) Tamar Valley Council Safety Committee CRSP (or equivalent) representative
- (11) Tasmanian Bicycle Council representative.

4.3 Any financial full member of TBUG shall be eligible for election to office.

5.0 THE ROLE OF THE MANAGEMENT COMMITTEE MEMBERS

5.1 President

- (a) the President shall provide leadership within TBUG and together with the Secretary shall be responsible for the running of the club on a daily basis, including co-ordination of club activities and dealing with correspondence.
- (b) the President or acting President, shall be entitled to a deliberate vote and in the event of a tied vote, shall exercise a casting vote.

5.2 Vice President

In the absence of the President, the Vice President shall chair meetings and shall take responsibility for tasks and initiatives as agreed by the committee.

5.3 Secretary

- (a) the Secretary shall be the Public Officer.
- (b) the Secretary shall keep a true and complete records of the business transacted at all meetings of TBUG.
- (c) the Secretary, together with the President, shall be responsible for the smooth running of TBUG on a daily basis, including co-ordination, dealing with correspondence in accordance with the directions of the committee, prepare meeting agendas, keep records and convene meetings of TBUG.

5.4 Treasurer

- (a) the Treasurer shall be responsible for keeping true accounts of all sums of money received and expended by TBUG and of the manner in respect of which the receipt or expenditure takes place and of the assets and liabilities of TBUG.
- (b) the Treasurer shall provide advice to the committee about the formulation of annual budgets and assist the committee in its financial planning.
- (c) the Treasurer shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operation of TBUG.
- (d) if applicable, the Treasurer as soon as practicable after the end of the financial year, present the accounts, books and records of TBUG to the auditor for examination.
- (e) the Treasurer shall receive all monies paid to TBUG and issue official receipts for such monies.
- (f) the Treasurer shall manage expenditure by TBUG including the payment of accounts, in accordance with the requirements of the Management Committee.

5.5 Media and Communications Officer

The Media and Communications Officer shall be responsible for communications with members and the wider community.

5.6 Safety Officer

The Safety Officer shall be responsible for identifying and documenting issues, incidents and infrastructure

that affect cycling in the community and at TBUG activities.

5.7 Member Services Officer

The member Services officer shall be responsible for identifying and arranging services and benefits for TBUG members.

5.8 Launceston Bike Committee (or equivalent) representative, Tamar Valley Council Safety Committee CRSP (or equivalent) representative, Tasmanian Bicycle Council representative.

These members shall represent the interests and objectives of TBUG at appropriate meetings and report to the Management Committee.

6.0 SUB COMMITTEES

6.1 The Management Committee may:

- (a) appoint a subcommittee from the committee; and
- (b) prescribe the powers and functions of that sub committee.

6.2 The Management Committee may co-opt any person as a member of a subcommittee without voting rights, whether or not that person is a member of TBUG.

7.0 EXECUTIVE COMMITTEE

7.1 The president, the vice president, the treasurer and the secretary constitute the executive committee.

7.2 The executive committee may issue instructions to the public officer and the servants of TBUG in matters of urgency connected with the management of the affairs of TBUG during the period between meetings of the committee.

7.3 The executive committee is to report on any instructions issued under sub rule 7.2 to the next meeting of the committee.

8.0 ELECTION OF COMMITTEE MEMBERS

8.1 Committee members shall be elected each year at the annual general meeting of TBUG and shall hold office for 12 months until the end of the next annual general meeting and are eligible for re-election.

8.2 Nominations

8.2.1 Nominations of candidates shall be made in writing signed by one member of TBUG, accompanied by the written consent of the candidate and delivered to the secretary at least 10 days before the date of the annual general meeting.

8.2.2 If no nominations have been received for a position then nominations shall be received from the floor at the annual general meeting.

8.2.3 If only one nomination is received for a position, the person nominated is deemed to be elected.

8.2.4 Any full member of TBUG, present at the annual general meeting shall be entitled to one vote and the decision shall be by majority of votes cast.

8.2.5 In the event of a tied vote there shall be re-balloting until the tie is broken.

8.2.6 In the event of a casual vacancy occurring on the committee of TBUG, the committee may appoint a member of TBUG to the vacant position and the member so appointed may continue in office until the end of the next annual general meeting.

9.0 MEETINGS

9.1 Annual General Meeting

9.1.1 TBUG shall each year hold an annual general meeting, which shall be held on such day, being not later than 3 months after the close of the financial year, as the Committee may determine.

9.1.2 The secretary shall notify members the date of the annual general meeting, by posting a web notice and by email to members, no later than 10 days before the meeting.

9.1.3 The quorum at annual general meetings shall be 15 financial members.

9.1.4 If within 30 minutes of the appointed time for the commencement of the meeting a quorum is not present, the meeting shall be adjourned to a time, within 21 days of the adjournment, to a place and time as specified by the President. Members shall be notified in accordance with rule (9.1.2)

9.1.5 The ordinary business of the annual general meeting shall be:

(a) To confirm the minutes of the last preceding annual general meeting and any special general meeting held since that meeting.

(b) To receive from the management committee, auditor (if applicable), committees and officers of TBUG reports relating to the transactions of TBUG during the last financial year.

(c) To elect Officers of TBUG.

(d) To appoint the Auditor if applicable and determine remuneration, if any.

(e) To determine the remuneration, if any, of any other servant of TBUG.

9.1.6 The annual general meeting may transact special business of which notice is given.

9.2 Special General Meetings

9.2.1 Special general meetings shall be called by the secretary within 10 days of the receipt by him/her of written requisition to do so signed by at least 10 members of TBUG.

9.2.2 Voting and notification of meeting shall be in accordance with rules 9.1.2 - 9.1.4

9.3 Management Committee Meetings

9.3.1 Management committee meetings shall be held at least every 3 months and at other times as business may necessitate.

9.3.2 Meetings shall be called by the secretary and the committee notified by email as a minimum communication, giving at least 2 days notice, stating time, place and agenda of such meeting.

9.3.3 A quorum shall be five management committee members.

10.0 FINANCE

10.1 The financial year of TBUG shall commence on the first day of July each year.

10.2 The accounts, books and all financial records of TBUG shall be audited each year if applicable.

10.3 The annual membership fee of Tamar Bicycle Users Group shall be determined by the current committee and is due and payable on or before the first day of the financial year.

10.4 All funds of TBUG shall be deposited into the TBUG account's at such bank or recognised financial institution as the management committee may determine.

10.5 The Treasurer is to receive all money paid to TBUG and immediately after receipt issue official receipts.

10.6 All accounts due by TBUG shall be paid by cheque after having being passed for payment at a management committee meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next management committee meeting.

10.7 The Secretary shall not spend more than a set amount petty cash without the consent of the management committee and shall keep a record of such expenditure in a petty cash book.

10.8 A statement showing the financial position of TBUG shall be tabled at each management committee meeting.

10.9 A statement of income and expenditure, assets and liabilities shall be submitted to the annual general meeting. The auditor's report if applicable shall be attached to such financial statement.

10.10 The signatories to the TBUG account/s shall be the Treasurer and any one from the following:

- (a) President
- (b) Vice President
- (c) Secretary

10.11 All property and income of TBUG will apply solely to the promotion of the objects and purposes of TBUG and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of these objects and purposes.

11.0 AMENDMENT OF THE CONSTITUTION

11.1 These rules may be added to, repealed or amended by resolution at the annual general meeting or special general meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the eligible voting members at such a meeting. One week's notice of any proposed amendment shall be posted by the secretary on the TBUG notice board.

11.2 Proposals for constitutional amendment shall be written, signed by two TBUG members and submitted to the secretary prior to the meeting.

12.0 DISSOLUTION

12.1 If, on the winding up of TBUG, any property of TBUG remains after satisfaction of the debts and liabilities of TBUG and the costs, charges and expenses of that winding up, that property, as determined by the resolution of members, shall be distributed:

- (a) to another incorporated association having objects and purposes similar to those of the TBUG.
- or
- (b) to another incorporated association for charitable purposes.