

# B.A.C.C. Constitution

## 1) Name of Organisation

The name of the group shall be known as **Bridgwater Area Cycling Campaign (BACC)**.

## 2) Mission Statement

The BACC is a voluntary group run by cycling enthusiasts and local residents. Formed in February 2019, our main aim is to improve & promote safer cycling and the provision of new route infrastructure within Bridgwater and the surrounding areas. We also will support (where applicable) safer walking, the interests of pedestrians and all means of sustainable transport.

The group has four main focus areas. These are, **safety** (concerning ourselves with vulnerable road users, reduction in speed limits and assessing local areas for personal safety risk), **behavioural change** (raising awareness of the benefits of cycling and increased physical activity), **infrastructure** (influencing changes to both existing and new paths and local route mapping), and **communications** (raising awareness through 'our' website, social media, the local press and any group's correspondence).

## 3) Aims

To represent the views and aspirations of Bridgwater and the wider community and where appropriate lobby for improvement in cycling safety & infrastructure.

We will;

- Promote cycling and influence improvements of both existing and new cycle routes
- Work with other organisations/groups who share our aims & exchange information
- Tackle people's safety concerns and assisting with the reduction of traffic congestion
- Encourage people to do more physical activity
- Communicate positive messages about the benefits of all sustainable means of transport

Our geographical area will cover the north, south, east & west of Bridgwater, its outlying villages and the main route corridors in to the town centre.

## 4) Organisation & Commitments

The group will mainly consist of four main focus areas:

### 4.1 General Safety

We will promote cycling (& walking) road safety by building constructive, non-antagonistic relationships with local organisations, councils, community groups, workplaces & road users.

We will talk to local people to understand where they see the main safety concerns and where they are concerned about personal risk. We will create a map of local safety 'hotspots' and lobby (as appropriate) to reduce these risks by suggesting alternative ideas.

We will seek improvements in general road safety, including the promotion of reduced speed limits (i.e. 20 mph zones) in residential areas to improve safety for all cyclists, pedestrians and vulnerable road users.

We will consult national cycling & walking guidance to ensure safety risks are understood and that concerns are raised, as appropriate, to local authorities.

### 4.2 Behavioural Change

We will work with organisations, such as; county and district councils, police, local support services, both national & local cycling groups, social media and the press, to raise awareness of the benefits of cycling. We wish to play our part in changing people's attitude to their current journeys, to encourage and promote a greater awareness of cycling in general.

We will actively seek to understand the cycling/cyclist needs in our area, reacting to the concerns raised, following up on results of our group surveys and members thoughts and ideas for change.

We will link up with like minded organisations to support behavioural change, such as; The Bridgwater Way, Living Streets, On Your Bike, Sustrans, etc. We will also support local events and festivals.

### **4.3 Infrastructure & Route Planning**

We will get involved in both existing and new route planning & design. We will support & lobby for the provision of new rural route corridors and high quality & appropriately designed paths.

We will monitor and influence new cycling route planning applications.

We also aim to investigate and understand where people travel from and to i.e. from their homes, to work, to schools/colleges, to the shops, accessing local services/amenities, etc.

We will support the production of area maps by local councils, by using our resources & experience to advise on preferable and safer route options.

We will work with knowledgeable organisations to map out a 'prioritisation of personnel risk' and define the current Bridgwater area route infrastructure in to a Red, Amber & Green route priorities. With the long term goal of 'turning all routes Green'.

We will promote the building of adequate, secure and suitable cycle parking, based on the group's data analysis gathered and members/supporters concerns and thoughts.

### **4.4 Communications**

We will regularly communicate to all BACC members and supporters to encourage a wide range of interests and support of the group activities.

We will produce (where required) newsletters, information flyers, posters, etc.

We will maintain a group website and Facebook & Twitter accounts, which act as forum to communicate relevant information, such as; recent campaign items, survey results, group meetings, our thoughts & general comments.

We will advertise, via the local press and social media, events we are supporting and group activities that we deem will be of interest to the public.

We will hold regular meetings and publish meeting agendas & minutes.

## **5) Membership**

Membership is open to anyone who is 16 years or older, and is interested in helping the group.

All members must abide by the group rules, as laid out in this constitution.

A full list of members, supporters & contacts shall be kept by the membership secretary.

Every member shall have one vote (when required) at general meetings.

In the unlikely event of a request to terminate a membership, as agreed by the management committee, the member has the right to appeal any such decisions.

## **6) Committee**

The nominated committee shall be made up of a minimum of three (3) and a maximum of seven (7) members, who will all act as group members with voting rights. The committee will only meet (outside of our regular meetings), if there is a defined reason to do so.

Chairperson (or vice); Chair meetings with understanding of members & supporters concerns.

Treasurer: Maintains BACC's bank account and finances. Will have the final say on the appropriate allocation of group funds. Deal with any insurance queries.

Group Secretary: Takes minutes at regular meetings, manages website, communicates regularly with members and writes to outside organisations.

Membership Secretary: Maintain the list of members, supporters & contacts.

General communications will be managed by members of the group.

Committee members shall be eligible for re-election at each Annual General Meeting (AGM).

The committee will be responsible for adopting new policies, codes of practices and rules that affect the organisation & running of the group.

The committee will have powers to appoint any advisers to the committee, as necessary to fulfil its business. The committee may also use its discretion to co-opt other persons, who support our main aims. Co-opted members will not have any voting rights.

The committee also has the power to raise funds (where applicable) in the furtherance of the group's interests and shall conform to the relevant requirements of the law.

The committee has the power, subject to any consent required by law, to sell, lease or dispose of all or any part of the property, which was obtained by the BACC group members.

The committee has the power to cooperate with other voluntary bodies, charities and statutory authorities operating to exchange information and seek advice from them.

When required the committee may hold informal meetings to discuss specific topics.

## **7) Management**

The group and its members respect the rights, dignity and worth of every person and will treat everyone equally within the context of their chosen group activity/support, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social and economic status.

## **11) Amendments to this Constitution**

The constitution will be reviewed annually and any amendment, membership and/or policy change to this constitution shall be made at an EGM or AGM.

All proposed alterations shall be given to the committee in writing not less than one month before the EGM or AGM. These proposals should be outlined on notices advertising the meeting at least one month prior to the EGM or AGM.

Any amendment shall require the approval of a two-thirds majority of members present.

## **12) Group Dissolution**

The group shall be administered by a committee of officers, who have been elected at the group's Annual General Meeting (AGM).

The group's chairperson, vice-chairperson and/or the meeting secretary, can run meetings in the absence of any of the above.

Voting at general meetings shall be via a show of hands. If there is a tied vote the chairperson may use the option of a second vote.

All open meeting general discussions, decisions made, including email forum topics, shall be permanently minuted. Minutes will be made available to members.

## 8) Finances

An account will be maintained on behalf of the group, at a bank agreed by the committee. There will be a maximum of three (3) signatories (one to be the treasurer). Signatories must not be related or from the same household.

All cheques and instructions to the bank shall require two (2) of the agreed signatories.

The committee may approve spending up to £100, but spending above £100 must be approved by members in advance at an open meeting.

Regular financial reports of all the group's accounts will be made available to the committee on a quarterly basis (if deemed necessary) and independently examined each year by an elected member and/or auditor.

All money received by or on behalf of the group is to be used to further the group's aims and must be agreed by the membership. The accounts will be received at the AGM and made available to all members.

## 9) AGM & EGM Meetings

The Annual General Meeting (AGM) shall take place no less than 12 months, and not more than 15 months from the date of the previous AGM or the inaugural meeting.

The group's secretary will notify all members of the date of the meeting, via the normal channels (website, and/or email forum, etc.), not less than one month before the AGM.

The business of the AGM may include:

- Report on the committee's work over the last year
- Report on the main focus areas
- Present a reviewed statement of accounts
- Appointment of an examiner of accounts
- Elect a committee for the next year
- Amend the constitution, if necessary, subject to members being advised

An Extraordinary General Meeting (EGM) may be convened, when deemed desirable and also upon the written request to the secretary of five (5) members of at least 6 months standing.

The secretary will give one (1) month's notice via the normal channels (newsletter, and/or website, and/or email forum) to all members of such an EGM.

## 10) Equal Opportunities

If a meeting, by a simple majority, decides that it is necessary to close down the group, it may call an EGM to do so. The sole purpose of this meeting will be to dissolve the BACC group. At the EGM called for this purpose, it will be deemed that any assets remaining will be transferred to a group with similar aims or an agreed appropriate charity.

*This constitution was agreed by the following members of the BACC group:*

Name: ..... Position: ..... Date: .....

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