

1. This is the Constitution of CTC Suffolk (The Group), a Member Group of Cycling UK, agreed at the Annual General Meeting (AGM) on 2nd May 2023 with amendments agreed at the AGM on 28th April 2026 and it replaces all previous constitutions.

2. The Group is called CTC Suffolk, a Member Group of Cycling UK

3. OBJECTS/PURPOSES

The objects / purposes of The Group are to organise Group Rides and other cycling related activities, and also to promote cycling in general and Cycling UK specifically.

4. MEMBERSHIP

It is a requirement of Membership of CTC Suffolk that members are current full members of Cycling UK (especially important because of Public Liability Insurance requirements for Group activities, in addition to personal cover). Members living in the County of Suffolk are eligible for membership of The Group, as are Cycling UK members who live outside the County of Suffolk but who opt via Cycling UK to nominate CTC Suffolk as their principal Group.

5. ADMINISTRATION

The Group will be administered, in accordance with The Handbook for Cycling UK Groups (as amended from time to time), by a Committee consisting of at least three Officers elected at the AGM.

5.1 The Officers to be elected are:

- Chair
- Secretary
- Treasurer

Other roles performed by Committee Members should include:

- Registration Officer
- Safeguarding Officer
- Promotions Officer

And such other roles as may be determined by the Committee as required.

5.2 Any member of The Group may stand for election to the Committee.

5.3 The Committee may co-opt members to the Committee who shall have full voting rights.

5.4 Members of the Committee may perform more than one role, with the exception of the Chair, Secretary and Treasurer who must be separate individuals. It is not advisable for the Secretary to take on the role of Safeguarding Officer.

5.5 The Committee will hold no less than two meetings per year.

5.6 The Committee will appoint an Honorary Auditor to examine the Accounts, which will be produced by the Treasurer, at least once a year for scrutiny by the Committee. The Honorary Auditor may not be a member of the Committee.

6. AGM

6.1 The Committee will hold an AGM in compliance with the requirements of Cycling UK and in any event at intervals not greater than 18 months.

6.2 The AGM will be held in person or “virtually” i.e. by electronic or other remote means.

6.3 The Secretary shall give the membership of The Group not less than on calendar month’s Notice of the date, time and venue of the AGM by electronic or other remote means, or by paper for those without internet access, and shall comply with any further requirements of Cycling UK.

6.4 Failure to give requisite Notice to a member or members shall not invalidate the Notice unless the failure extends to 25% or more of the membership.

6.5 Any member of The Group may submit a motion in writing for the AGM, to the Secretary, not less than 7 days prior to the meeting.

6.6 Matters for determination at the AGM of The Group will be confined to items on the Agenda for the meeting.

6.7 All full members of The Group may vote at any General Meeting.

6.8 Voting will be by show of hands or as determined by the Chair at or prior to the meeting both for “in person” or “virtual” meetings.

6.9 Members must attend in person to vote and may not appoint a proxy.

6.10 In the event of a tie the Chair of the meeting will have the casting vote.

6.11 At the AGM members will:

a) elect:

- The Chair (included in the Committee)
- The Secretary (included in the Committee)
- The Treasurer (included in the Committee)
- The remaining members of the Committee

b) approve the Financial Statements of The Group.

c) consider motions on the Agenda.

6.12 The quorum for an AGM is 6 members present. If less than 10, then the proceedings at the meeting must be ratified by Cycling UK to become valid.

Special General Meetings

6.13 Special General Meetings of The Group will be held if:

a) the Chair requests one OR

b) a written signed request with a motion proposed by 6 members or 25% of members of The Group, whichever is the lesser, is delivered to the Secretary (in person, by mail or electronically).

On receipt of a valid request the Secretary shall convene a Special General Meeting, to be notified to Cycling UK, and held within 2 calendar months of receipt of the request.

6.14 The quorum for a Special General Meeting is 6 members present. If less than 10, the proceedings at the meeting must be ratified by Cycling UK to become valid.

6.15 The provisions as to Annual General Meetings above regarding Notice publication, venue, attendance, virtual meetings, Agenda, Motions, and voting shall apply to Special General Meetings

7. GROUP ASSETS

7.1 The property and funds of The Group shall only be used primarily to achieve the Objects/Purposes of this Constitution and cannot be used for the personal gain of a member or members outside these Objects/Purposes.

7.2 The Committee may wind up The Group if it is deemed appropriate due to lack of sufficient members to be viable and/or there are insufficient funds to run The Group effectively.

7.3 Cycling UK will take possession of all property, funds and financial assets of The Group on dissolution of The Group.

This Amended Constitution was agreed at the AGM held on 28th April 2026

Signed by: