

# **Liberal Democrat Friends of Cycling, Walking and Wheeling Constitution**

**Version 1.01**

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## 1. Name, Objects and Definitions

- I. The name of the Organisation shall be "*Liberal Democrat Friends of Cycling, Walking and Wheeling*" or LDFoCWW.
- II. The **Mission** of the *Liberal Democrat Friends of Cycling, Walking and Wheeling* shall be to make the United Kingdom a safer and more inclusive place to cycle, walk or wheel. We shall seek to increase the number and proportion of journeys involving any mode of active travel and eliminate barriers to participation, including those based on age, disability, sexual orientation, gender identity, race, religion, belief, socio-economic status or any combination of such characteristics. We shall seek to raise awareness of these issues among Liberal Democrats and integrate these goals into all national and local Liberal Democrat actions and policies.
- III. The **Objects** of LDFoCWW shall be:
  - A. to seek to achieve the objects set forth in the Preamble to the Federal Constitution of the Liberal Democrats;
  - B. to support, directly or indirectly, the election of Liberal Democrats as Members of Parliament and members of local and other elected public authorities;
  - C. to admit and actively recruit new members to the Liberal Democrats, and encourage existing members to renew their membership;
  - D. to participate in the formulation of the policy of the Liberal Democrats;
  - E. to promote diversity of cultures and to represent the interests of under-represented groups;
  - F. to work with others, both within the Liberal Democrats and more widely across society, to reduce the number of people injured or killed while walking, cycling or wheeling, and increase the proportion of journeys made involving modes of active travel;
  - G. to work locally, regionally, nationally and internationally to address all issues appropriate to making active travel safer and more inclusive and improving the integration of active travel within transport networks;
  - H. in Liberal Democrat-run councils, to assist Liberal Democrat councillors to implement and showcase policies that promote walking, wheeling and cycling, improve inclusion and public safety and improve integration of active travel modes within local transport networks;

- IV. "Liberal Democrat Friends of Cycling, Walking and Wheeling" may also be referred to as "Cyfeillion Seiclo, Cerdded, a Teithio ar Olwynion y Democratiaid Rhyddfrydol".
- V. "Federal Party" shall refer to the Federal Party of the Liberal Democrats.

## **2. Membership**

- I. Membership of LDFoCWW shall be regulated by Membership rules and code of conduct as passed by the LDFoCWW executive committee. Any such rules and code of conduct shall accord with the provisions that:
  - A. Membership of LDFoCWW shall be open to all persons who agree with its fundamental values and objectives without discrimination as to age, ethnic origin, religion or belief, disability, gender identity or sexual orientation;
  - B. Members of LDFoCWW must treat others with respect and must not bully, harass, or intimidate anyone; and
  - C. Members of LDFoCWW must abide by the Members Codes of Conduct of the Liberal Democrats.
- II. Only members of the Liberal Democrats, or one of its sister parties, who are members of LDFoCWW may:
  - A. hold the role of officer, including Chair, Vice-Chair, Treasurer and Membership Officer;
  - B. be an 'Ordinary' member of the Executive Committee;
  - C. sit on Federal Liberal Democrat Committees;
  - D. access Liberal Democrat Party data;
  - E. receive financial or sensitive political information, relating to the Liberal Democrats; or
  - F. participate in elections or votes within LDFoCWW.
- III. Any member of the LDFoCWW must agree to be subject to the Complaints Process of the Liberal Democrats in the event that a complaint is made to which they are a party. If someone refuses to accept the jurisdiction of the Complaints Process, or fails to respond to its requirements, this shall automatically revoke their membership of LDFoCWW.

- IV. Members of LDFoCWW who are not members of the Liberal Democrats shall otherwise hold the rights of Registered Supporters of the Liberal Democrats. This provision shall not apply to anyone whose membership of the Liberal Democrats is refused, revoked, or suspended, but shall apply should such sanctions be lifted.
- V. Membership shall be acquired through application to the LDFoCWW Executive Committee (by methods decided upon by the committee), subject to the Membership rules of the Liberal Democrats and Code of Conduct.
- VI. If a member of LDFoCWW is a member of the Liberal Democrats and their membership status is altered by any decision of the Party's Complaints or Appeals procedures, that same change shall take effect to their membership of LDFoCWW. No person may be simultaneously suspended or expelled from the Liberal Democrats and be a full member of LDFoCWW.

### **3. Affiliations**

- I. The LDFoCWW shall seek to establish and subsequently maintain the status of an Affiliate Organisation within the Liberal Democrats.
- II. The LDFoCWW may also affiliate to other organisations within the Liberal Democrats, and to external organisations that share our aims.

### **4. Officers and Executive Committee**

- I. The Officers of the LDFoCWW shall be the Chair, four Vice-Chairs (one for Organisation, one for Policy, one for Campaigns and one for Communications), Membership Officer, and Treasurer.
- II. There may be an Honorary President to be elected by the Annual General Meeting ("AGM").
- III. The general and financial business of LDFoCWW shall be controlled and carried on by the Executive Committee, subject to the decisions of General Meetings and in compliance with the Political Parties, Elections and Referendums Act 2000. The Executive Committee shall consist of:
  - A. The Chair - to chair all General and Executive Committee Meetings (in the event of a tied vote the Chair shall have an additional casting vote); to be jointly responsible with the Treasurer for compliance with the Political Parties, Elections and Referendums Act 2000 and any other legal or regulatory requirements;

- B. The Vice-Chairs - to chair General and Executive Committee Meetings if the Chair is unable to do so, to organise campaigns, policy formulation and to communicate the activities of LDFoCWW;
  - C. The Vice-Chair (Organisation) - to handle the LDFoCWW's correspondence; to maintain minutes of meetings;
  - D. The Treasurer - to handle the LDFoCWW's financial business and present financial reports to Annual General Meetings; to be jointly responsible with the Chair for LDFoCWW's compliance with the Political Parties, Elections and Referendums Act 2000 and any other legal or regulatory requirements
  - E. The Membership Officer - to:
    - 1. receive all notices of application for membership and refer them to the Executive Committee for acceptance;
    - 2. maintain a membership register;
    - 3. hold and maintain all LDFoCWW data; and
    - 4. ensure compliance with data protection legislation.
  - F. Four 'Ordinary' members elected according to Section 5;
- IV. The Executive Committee shall meet not less than once a quarter. Any Executive members who fail to attend 3 executive meetings consecutively, regardless of sending apologies, will be deemed to have resigned, unless their special circumstances have been agreed, by the Executive, by or at the fourth meeting, to excuse the absences. The Executive Committee shall, at its first meeting, adopt Standing Orders.
  - V. The Executive Committee may, by rules it determines via its Standing Orders, establish sub-committees as it deems necessary to support its work, but may not delegate its decision-making authority or responsibilities.
  - VI. The Executive Committee may co-opt up to 2 additional 'Ordinary' members, for a term expiring not later than the next following AGM. Co-opted members may speak but not vote.
  - VII. Members of LDFoCWW shall be entitled to attend, but not necessarily to speak, at meetings of the Executive Committee, as agreed by the Executive Committee. The Chair shall decide if speaking rights are given to any such members attending

- VIII. The Executive Committee may fill any vacancy occurring among the Officers or the Ordinary Members. Any vacancy in the Chair shall be filled from amongst the existing Executive Committee members.
- IX. The Officers shall convene a meeting of the Executive Committee within one month after taking office. The Executive Committee shall meet at least quarterly and not less than four times in a year. Any of these meetings may take place at the same time as the AGM. The Vice-Chair (Organisation) shall give at least 7 days notice of meetings to all members of the Executive Committee. One-third of its members shall form a quorum.
- X. In urgent circumstances, the Officers may act on behalf of the Executive Committee. They shall report on such actions to the next meeting of the Executive Committee
- XI. Minutes shall be kept of any meetings of the Executive Committee. In the absence of an Executive Committee member charged with the duty, the Meeting shall appoint a member to take minutes.

## **5. Elections of Officers and Executive Committee**

- I. The Executive Committee shall consist of Officers and Ordinary members only. Officers and Ordinary members, except those which are co-opted, shall be elected using Single Transferable Vote by and from the members of LDFoCWW. This election shall typically take place at the time of the AGM.
- II. The term of office of Officers and Ordinary Members shall be from the 1st January following their election until the 1st of January 1 year after that. They shall be eligible for re-election, save that the Chair shall not serve for more than 4 consecutive terms, and shall not be eligible for re-election as Chair for two terms after leaving Office.
- III. Nominations for election shall be invited in the notice summoning the AGM, and shall close at the AGM, but not before the reception of the Executive Committee's report. They must be proposed by the candidate in writing, or digitally signed by the candidate and accepted by the Chair or, if the elections are contested, the Returning Officer.
- IV. Where elections are contested, the Chair shall ensure that an independent Returning Officer is appointed. That Returning Officer must have Returning Officer, Senior Returning Officer, or Assistant Returning Officer status within the Liberal Democrats, and shall conduct the election using whatever process, subject to any necessary alterations, is currently used by the Liberal Democrats

for committee elections. All contested elections under this constitution shall be by secret ballot using the Single Transferable Vote method in accordance with election rules made under the Party Constitution.

- V. No person may be elected to hold more than one Office. Elections for Officers shall be counted in the order listed in Section 4.1 and for Ordinary Members after Officers. Any votes cast for candidates already elected to Office shall be transferred according to the voters' subsequent preferences.
- VI. Accidental failure to despatch notice of the AGM or a ballot paper in due time or at all to a person entitled to vote shall not invalidate an election or be treated as an irregularity, unless a substantial number of persons entitled to vote have not received notices or ballot papers at all or have received them too late to make it practicable to attend the meeting or return the ballot paper in due time by first-class post.
- VII. An unsuccessful candidate who alleges that there has been or may have been an irregularity in the election may within one calendar month after the declaration of the result ask for an investigation by the Federal Liberal Democrats in accordance with the Investigation procedure. Subject to any order made after such an investigation, no irregularity shall invalidate an election.
- VIII. The Returning Officer may extend the time for distribution and return of ballot papers where there are special circumstances making it necessary to do so.
- IX. If no member of the LDFoCWW fulfils the following criteria,
  - A. is a member of LDFoCWW;
  - B. is willing to act as Treasurer;
  - C. is duly elected; and
  - D. is considered capable of the role of Treasurer, as determined by the Executive Committee,

the Chair shall urgently arrange for the Executive Committee to co-opt a Treasurer who fulfils at least criteria B-D.

## 6. Annual General Meeting

- I. The Annual General Meeting shall be on a day appointed by the Executive Committee. The Executive Committee may postpone the AGM if it would conflict with a Parliamentary Election, or for other urgent reasons.
- II. The Annual General Meeting (AGM) shall be open to all members of LDFoCWW.
- III. The business of the AGM shall include:
  - A. a business session to which the Executive Committee shall report;
  - B. The consideration of, and if thought fit, approval of the annual accounts for the previous financial year and a report from the Treasurer including an outline budget for the following year;
  - C. to appoint for the current Financial Year auditors if required by the Political Parties, Elections and Referendums Act 2000;
  - D. to transact any other business specified by the Constitution, or directed by the Executive Committee;
  - E. to consider any motion which has been duly submitted per the AGM Standing Orders; and
  - F. to elect Officers
- IV. The AGM of LDFoCWW at which this Constitution is adopted, shall, by a two-thirds majority vote, adopt a set of Standing Orders. Those Standing Orders shall be amendable by a two-thirds majority vote of subsequent AGMs only.
- V. The Vice-Chair (Organisation) shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall specify all business to be conducted at the meeting.
- VI. The AGM may by a two-thirds majority agree to consider urgent or important business which has arisen since notice of the AGM was given.
- VII. A special General Meeting may be convened by the Executive Committee and shall be convened by the Vice-Chair (Organisation) so as to be held within 28 days of the decision being made. At least 14 days written notice shall be given to all members of the special General Meeting. The meeting shall only consider business stated in the notice convening it. In an emergency, the Officers may convene a meeting giving such notice as they consider sufficient in the

circumstances. The quorum rules during a special General Meeting shall be the same as for an Annual General Meeting.

- VIII. 20 members or two-thirds of the current membership of the Group, whichever is lower, shall form a quorum at any AGM. A quorum is not required to receive reports and accounts.
- IX. Minutes shall be maintained of all proceedings of all AGMs. Notice shall be provided at least seven days before the AGM and minutes provided at most 28 days after the meeting.

## **7. Finances and regulatory reporting**

- I. The LDFoCWW accounting period shall be annual, ending on 31st December each year.
- II. The Treasurer shall keep, maintain for six years, and pass to their successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act 2000.
- III. The Treasurer shall ensure that no donation of over £200 is accepted except from a permissible donor and shall keep records and submit donations reports to the Executive Committee.
- IV. The Treasurer shall annually produce accounts which shall be approved by the Executive Committee and if required by the Political Parties, Elections & Referendums Act 2000 shall be audited and submitted to the Electoral Commission.
- V. LDFoCWW may maintain one or more bank or other appropriate accounts, for which the mandate for withdrawal shall require the approval of at least two Officers who shall not come solely from members of any one family. LDFoCWW may maintain further accounts for the deposit of money not required for the time being, requiring the same signatures.
- VI. LDFoCWW will at all times comply with the Political Parties, Elections and Referendums Act 2000, the Electoral Commission, the Information Commissioner's Office and any other relevant legislation or regulator.

## 8. Constitution and interpretation

- I. This Constitution may be amended by a two-thirds majority vote at any duly called General Meeting.
- II. Details of any proposed amendment shall be sent to all members with the notice of the General Meeting.
- III. In the event of any question of interpretation arising, or any question on which this Constitution is silent, the Executive Committee shall have power to act according to its interpretation of the Constitution, or at its discretion, subject to Article 14 of the Constitution of the Federal Party. Conflicts arising from such interpretation shall be resolved under the procedure for resolving conflicts set out in the Federal Party Constitution.
- IV. No word or construction in this Constitution shall be taken to imply any discrimination whatsoever with regard to race, ethnicity, caste, heritage, class, religion or belief, age, disability, sex, gender or sexual orientation or any other ground other than political belief or practice.
- V. In the event of the dissolution or suspension of LDFoCWW, the assets of the LDFoCWW shall vest in the Federal Party on trust for the future reconstitution of LDFoCWW unless explicitly provided otherwise by a General Meeting.

| Version | Notes                                                                          | Date       |
|---------|--------------------------------------------------------------------------------|------------|
| 1.0     | Adopted at the Inaugural Annual General Meeting                                | 30/5/2025  |
| 1.01    | Adopted amendment to Welsh translation of group name at Annual General Meeting | 16/11/2025 |