

Address:  
Independent Workers Union  
of Great Britain,  
First Floor Office,  
12-20 Baren Street,  
London, N1 9LL

Email:  
office@iwgb.org.uk

# Independent Workers Union of Great Britain



---

## Cycling Instructors Branch Constitution

### 1. Branch Name

The branch shall be called “Cycling Instructors” branch of IWGB and will henceforth be referred to as “the branch”.

### 2. Objects

- a. To improve and protect the terms and conditions of the members;
- b. To promote the primacy of members’ own decision making in all matters covered by the branch constitution, and in the development of all of the branch’s policies;
- c. To preserve, promote, and protect the independence of the branch;
- d. To settle disputes between the members and their employers and/or contractors; e. To initiate movements for increased rates of pay, or improved conditions of employment; f. Cooperate, directly or indirectly, with the work of any organisation, local, national, or international, which holds objects or policies which are similar to those of the branch;

### 3. Membership

Membership is open to all current UK cycling instructors and mechanics who provide services under local authority cycle training contracts, specifically Dr Bike and cycle maintenance training. The membership will also be open to former UK cycling instructors who joined when they worked as instructors. *Each member will contribute £12FT/£6PT per month by direct debit.*

### 4. Branch Structure

- a. There shall be an annual general meeting, held once per year in April before the union-wide AGM, to elect officers and representatives.
- b. The AGM shall need 10% of the branch present to be considered quorate.

- c. In addition to the AGM, the branch shall hold monthly meetings to decide branch policy.
- d. Branch monthly meetings are open to all members, and every member has equal rights to voice and vote.
- e. Branch monthly meetings shall be considered quorate when 10 members of the Branch are present.
- f. An emergency branch meeting can be convened at any time, by the Chair or Vice-Chair, with a minimum of 48 hours' notice. The meeting will need to have 10% of the membership in order to be considered quorate.
- g. Ordinary members may convene an emergency branch meeting without the chair or vice-chair if need be. This meeting will need 40% of the membership present to be considered quorate.
- h. The Branch shall keep membership fees separate for members outside of London, so that they may use this money to run their own campaigns.

## 5. Branch Officers

The officers shall be elected at the AGM, by a show of hands vote, for the period of one year. Any individual interested in becoming an officer needs to be a member of the union and proposed and seconded by other branch members before a vote can take place. If an officer position becomes vacant between AGMs, the vacancy shall be filled on the basis of a show of hands vote at a monthly branch meeting. The term of office for this position shall be temporary - until the next AGM.

For contested positions candidates will be invited to make a brief speech to the members on their candidacy. If an officer position is uncontested, the position will still need to be voted on in a "yes or no" manner. An uncontested candidate for officer position must receive a majority of "yes" votes in order to be confirmed.

If the positions of Branch Chair or Branch Secretary are contested, there will need to be a postal ballot in order to comply with the Trade Union and Labour Relations (consolidation) Act. 1992. These officers are ex officio members of the IWGB Executive Committee.

The group of officers is purposefully small as the officers' principle role is to carry out the policies of the branch on a day to day basis. The group of officers shall not be considered an executive committee with the remit of deciding policy. The ultimate executive authority of the branch is the democratic will of the members as expressed in monthly branch meetings, rather than through delegates

on a committee. The following officer positions and their respective duties are listed below:

a. Chair- This person will be the branch spokesperson and representative both within the IWGB and with the public at large. This individual will chair branch meetings and the AGM and be expected to carry out branch business on a day-to-day basis. This person shall have the authority to convene branch meetings. This person will be a member of the IWGB National Executive Committee.

b. Vice-Chair- This person will assist the chair in his/her duties. In the chair's absence, this person will assume the chair's role. This person will also act as a delegate to IWGB conferences. This person shall have the authority to convene branch meetings.

c. Secretary- This person will be in charge of membership records, producing minutes from branch meetings and the AGM, and other administrative duties as required. This person will be a member of the IWGB National Executive Committee.

d. Treasurer- This person will keep records of the branch's income and expenditure, have access to the branch bank account, produce monthly reports for the branch meetings on the accounts, and facilitate the execution of financial decisions taken in branch meetings.

e. Recruitment/Organiser- This person will take the lead on recruiting new members to the branch and promoting activism among members.

f. Communications/Media - This person will keep the branch's social media accounts up to date and will actively promote branch activity online, so that the Branch has a sustained online presence.

g. Women's Officer - This person will represent the interests of non-male branch members.

h. Assistant Communications/Media - This person will assist the communications/media officer and co-ordinate the social media working group.

i. Self Employed Income Support Officer - role created in response to Covid-19, this person will monitor the government SEISS scheme and its impact on branch members.

## 6. Representatives

The branch shall elect or appoint, as it sees fit, workplace representatives. Workplace representatives should cover companies and/or functions (e.g. Cycle Confident rep, Islington council rep, etc.)

## 7. Branch Autonomy

The branch recognises that it is part of a larger union and that all actions and policies should be mindful of this. The branch shall not undertake any policies which bring disrepute to the IWGB nor which contravene the IWGB rules.

Considering the above, the branch shall have complete autonomy within the IWGB in the following areas:

- a. Ability to set its own membership fees;
- b. Receive a percentage of membership fees as outlined by the IWGB's Executive Committee; c. Ability to decide its own policy, in accordance with the objects of the IWGB;
- d. The branch shall elect its own negotiating committee for the purposes of collective bargaining; e. Social media- the branch shall have the ability to manage its own website, email, Facebook page, and twitter account to promote the objects and aims of the branch. All social media accounts must have at least one official or member of staff from the Central Union comms team to enable a smooth transition in case an official resigns or leaves the union

## 8. Motions, Policy, and Altering the Branch Constitution

Motions or branch policy must be proposed and seconded by branch members at a quorate branch meeting. If there is a contradiction between the branch constitution and the IWGB's constitution, the IWGB constitution will be decisive. With the exception of the alterations to the branch constitution, policy and motions may be passed by a simple majority in a show of hands vote.

The branch constitution may be altered at any time in a quorate branch meeting or AGM, with a two thirds majority vote.