

# Sheffield Community Bike Project

# Membership Information

Last Updated 24/03/2025



## About Sheffield Community Bike Project

Sheffield Community Bike Project is a bike workshop in the heart of Sheffield with a focus on learning, community and sustainability. Membership is open to any individual or organisation who supports SCBP's charitable objectives. This includes current SCBP volunteers. Members must be over the age of 18.

### SCBP wants to:

- 🚲 Get More People Cycling – We promote cycling as a planet-friendly alternative to driving, helping to cut carbon emissions and improve air quality.
- 🌍 Reduce Waste, Reuse More – We give old bikes a new lease of life by refurbishing donated ones, recycling parts, and keeping as much as possible out of landfill.
- 🛠 Empower People with Skills – Through our workshops, we teach people how to maintain and repair their own bikes, so fewer end up discarded and so people can cycle for longer

## Benefits of membership

As a member you will receive an invitation to our Annual General Meeting, with our annual statement of accounts and annual report, where you can vote on key decisions and appoint trustees. This meeting happens in May each year and can be attended in person or online.

- Active participation in the direction of the Project
- Elect and dismiss trustees (At AGMs and EGMs)
- Experience in the workings of a CIO. Eg. governance, facilitation, consensus decision making.
- Be part of a community movement in Sheffield which strives for sustainability, inclusivity and sharing

## Responsibilities of members

- Act in the best interests of the charity and support its aims and activities.
- Follow the charity's rules and policies.
- Treat fellow members, volunteers, and beneficiaries with respect.
- Avoid any actions that could bring the charity into disrepute.
- Not use membership for personal gain or financial benefit.
- Abide by the charity's constitution.

To find out more about membership you can read our [constitution](#) which details the rules by which SCBP is run.

## Become a member

As a registered charity under the CIO model, members are an important part of our accountability and governance processes. If you would like to help, please sign up to be a member.

To sign up, fill out this [online form](#).



If you have any questions about becoming a member, or have some specific accessibility needs you'd like to discuss in confidence, please email [info@sheffieldcommunitybikeproject.org](mailto:info@sheffieldcommunitybikeproject.org) with your enquiry and a staff member or trustee will get in touch with you.



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## How Members Can Make Decisions

We want to keep things simple when it comes to making decisions as a member of our charity.

In normal circumstances, the decisions that members will need to take will be limited to decisions made during the AGM. However there are other circumstances where members can take decisions.

**Here's how it works:**

### 1. Making decisions at meetings

- Most decisions can be made at a general meeting.
- To hold a general meeting of members the quorum is the greater of 5% or three members. For this reason if you become a member please do try and come to the AGM!
- A resolution put to the vote of a meeting shall be decided on a show of hands, and passes if more than half the members who vote are in favour.
- Let us know if you need to vote via a proxy.

### 2. Making decisions in writing (without a meeting)

If we need to make a decision without holding a meeting, we may send a written resolution to all members who are eligible to vote.

The decision will pass if more than half of the members respond within 28 days to say they agree.

### 3. Suggesting a proposal including to call a general meeting

If at least 10% of members want to suggest a proposal, the trustees will consider it.

The trustees must put the proposal forward within 21 days if:

- It's clear and reasonable
- It's not offensive or harmful and does not involve the publication of defamatory material.
- It's not illegal

## Ending membership

There is no minimum term for membership. Members can end their membership at any time by sending a notice of resignation to the charity trustees.

Alternatively, there may be circumstances where membership is terminated by the CIO.

### Membership of the CIO comes to an end if:

- The member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
- Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- The charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

### Before the charity trustees take any decision to remove someone from membership of the CIO they must:

- Inform the member of the reasons why it is proposed to remove him, her or it from membership;
- Give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;
- At a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;
- Consider at that meeting any representations which the member makes as to why the member should not be removed; and
- Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.