

Appendix D

CONSTITUTION OF RIDE TO RAISE CHESHIRE CIC

As approved by members of Ride to Raise Cheshire CIC Management Committee
Monday 11th July 2022.

1 Ride to Raise Cheshire CIC is based in Winsford Cheshire and their registered address is 195 Weaver Street, Winsford, Cheshire, CW7 4AJ.

2 PURPOSE

2.1 The purpose of Ride to Raise Cheshire CIC is to predominately use motorcycles (but not exclusively) for the provision of emergency food assistance to people in need and the alleviation of poverty, to link with other local organisations and to raise funds to facilitate the above and to also provide adventure experiences using motorcycles (but not exclusively) for members of our community, with a view to help tackle loneliness, mental health and to increase happiness and well-being, as well as forging new relationships with other members of our community.

2.2 In addition, the Management Committee may, at its discretion, use any funds or other assets allocated to Ride to Raise Cheshire CIC to:

- a. support other locally-based food banks, shelters and hostels and organisations;
- b. provide assistance, whether practical or financial, to other local charities and non-profit making organisations with similar objectives;
- c. refer people we encounter to other organisations and statutory bodies that are able to assist with advice or practical support.

2.3 The services provided by Ride to Raise Cheshire CIC are available without discrimination, to anyone within our community. Approved local organisations and service providers can refer potential recipients of support to Ride to Raise Cheshire CIC. The Operations Team, at its discretion, will determine where support will be provided and the period over which assistance will be given. In the case of any disagreement over provision of services by the Operations Team, Referring Agency or a client, the advice of the Management Committee will be sought and their decision will be binding.

2.4 The area of operation of Ride to Raise Cheshire CIC is in Winsford and the mid Cheshire area; residents from outside this area may be also supported, at the discretion of the Operations Team.

3 MANAGEMENT

3.1 The management of Ride to Raise Cheshire CIC shall be conducted by a Management Committee Comprised of a Chair, Vice Chair and Treasurer, together with any persons whom the Ride to Raise Cheshire CIC Management Team may appoint in addition or substitution therefore.

- 3.2 The operation of Ride to Raise Cheshire CIC shall be conducted by the Operations Team, which will comprise of members the Management Committee, together with any persons whom the Ride to Raise Cheshire CIC Management Team may appoint in addition or substitution therefore.
- 3.3 All volunteer office holders on the Operations Committee are subject to an annual review by the Management Committee.
- 3.4 All members of the Management Committee, Operations Team and Volunteers in contact with the public shall be subject to a DBS or other checks.
- 3.5 The Management Committee may authorise volunteer officers to remain in post beyond a one year term, this is to be subject to an annual review.
- 3.6 The Management Committee may make payments for services provided by individuals or organisations.

4 OPERATIONS

- 4.1 The Operations Team may approve:
 - a. the payment of expenses incurred by individuals acting on behalf of Ride to Raise Cheshire CIC. This may include reimbursement of business insurance premiums to volunteer drivers subject to prior approval by the Operations Manager.
- 4.2 The Treasurer and Chair of the Management Committee will hold Debit Cards in the name of Ride to Raise Cheshire CIC to facilitate payments listed in 4.2 (or should this be 4.2 b.) Any such purchases must be notified to the Treasurer with receipt, preferably by electronic means.

5 REPORTING

- 5.1 The Ride to Raise Cheshire CIC Management Committee shall report on the proceedings of Ride to Raise Cheshire CIC activities twice a year, including at the Annual General Meeting and such meetings can be held electronically.

6 VOLUNTEERS

- 6.1 All volunteers for Ride to Raise Cheshire CIC shall be referred in the first instance to the Operation Team, who will assess their suitability. If deemed suitable a referral will be made to the Management Committee who will implement a DBS check.
- 6.2 Any volunteer who feels they have a grievance or received unfair treatment may, in the first instance, seek a decision of the Operations Team Manager. The volunteer may seek a review of this decision by the Management Committee.
- 6.3 Training may be given to volunteers including:

- a. personal safety, including goods handling and the management of distressed clients;
- b. safeguarding of individuals;
- c. procedures for the distribution of food;
- d. care and strategies in perceiving and receiving client need;
- e. handling confidential information that is verbally communicated by clients;
- f. how to erect tents and use all camping equipment;
- g. general data protection regulations (GDPR) guidance, data protection and best practise;

6.4 DRIVERS / RIDERS

6.5 All personnel using their own vehicles on behalf of Ride to Raise Cheshire CIC must have business insurance, a valid driving licence and ensure their vehicle is in a roadworthy condition. Copies of relevant insurance and licences should be produced to the Operations Team Manager who may retain a copy in a secure manner. All riders coming on a Ride to Raise Cheshire CIC adventure experience, must have the appropriate licence for their motorcycle, a valid driving licence and insurance.

7 RECORDS

7.1 Ride to Raise Cheshire CIC will not maintain confidential data in either hard-copy or electronic record concerning its clients or volunteers. Ride to Raise Cheshire CIC will confine itself to keeping only necessary information which identifies a person, their address, however where confidential material is received from an Agency, Ride to Raise Cheshire CIC will keep such paper or electronic communication in a secure place for a period not exceeding three years

8 PREMISES

8.1 Ride to Raise Cheshire CIC shall operate from such premises as are provided by the Management Committee.

9 DISSOLUTION

9.1 In the event that the Ride to Raise Cheshire CIC ceases to operate, the Management Committee shall dispose of any remaining assets at their discretion in accordance with Purposes of Ride to Raise Cheshire CIC set out in paragraph 2 herein.