

York Bus Forum: Constitution

Status

1. The Group shall be known as **the York Bus Forum (the Forum)** and is an unincorporated association which provides an independent voice for bus users and potential bus users in and around York.

Aim and Objectives

2. The aim of the Forum is: "To get York people where they want to be, when they want to be there, in a manner that is affordable, reliable and convenient".
3. The objectives of the Forum are:
 - a. to represent the interests of bus users in and around York;
 - b. to encourage people to use buses;
 - c. to campaign for the enhancement of bus services and public transport information;
 - d. to act as a focal point between bus users, bus operators and local authorities.



Powers

4. In furtherance of its objectives, the Forum shall have the powers:
 - a. to raise funds by way of subscription, donation or otherwise and take out insurance as required
 - b. to liaise with and affiliate to societies and bodies, including statutory authorities, having similar aims and objectives in order to exchange information.
 - c. to organize events and to do all such other lawful things as shall further the attainment of the said objectives.

Membership

5.
 - a. Membership shall be open to all who support the aim and objectives of the Forum and who have paid their annual subscription for the current year;
 - b. The Forum shall be non Party-Political and non-Sectarian.
 - c. Members shall be entitled to hold office and to vote at General Meetings (as further defined in clauses d and e below).
 - d. Classes of membership:
 - i. Individual – shall entitle an individual to attend meetings and to vote at General Meetings, with the exception of those defined in clause e.
 - ii. Corporate (Organisation or group) – shall entitle organisations or groups to send representatives to attend meetings. Only one representative from each organisation may vote at General Meetings (see also clause e).
 - e. Members of the following organisations may join the Forum and may attend General meetings and be on Committee, but they may not vote: City of York Councillors; functionaries and managers in the CYC transport team; bus company managers.
 - f The Committee shall have the right:
 - i. to approve or reject applications for membership;
 - ii. for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Committee before a final decision is made.
 - g. Subscription rates for membership of the Society shall be set by the Committee under powers delegated at the Annual General Meeting.
 - h. Subscriptions shall become due on the First day of January each year and shall be paid to the Membership Secretary, who shall keep a register of current members.

Officers

6. At the Annual General Meeting the Forum shall elect a Chair(person), a Vice-Chair(person), a Secretary, a Treasurer & Membership Records Officer, and a Projects Officer (e.g. to manage things like the JRF funded Access project).
The Officers must be Members of the Forum.
All posts may be job-shared, subject to the role of each of the post sharers being clearly defined.

Committee

7. a. The management of the Society shall be vested in the Committee, consisting of the Officers as defined in clause 6, and other members of the Forum, as provided for in clause 7(b).

b. In addition to the Officers, the Committee shall include elected or co-opted members having, inter alia, special responsibilities for membership recruitment, newsletter, website, disabled members interests, press and public relations, and any other activities as may be deemed appropriate and relevant to the Forum's aims and objectives.

c. Committee meetings shall be attended only by elected (or co-opted) Committee members. However, the Committee may from time-to-time invite others to attend meetings by prior arrangement. Such invitation to be agreed in advance by at least the Chairman or Vice-chairman.

General Meetings

8. a. The Forum shall hold an Annual General Meeting within four months of the end of its financial year. At least 21 days notice shall be given prior to the event. The meeting will receive and approve an Annual Report and Audited/Examined accounts for the previous year, elect officers for the Committee and transact any other business of which notice shall have been given.

b.

i. The Committee may call an Extraordinary General Meeting at any time giving 21 days notice and shall do so if required on receipt of written request specifying the business to be transacted, signed by at least one quarter of the membership - which shall be acted upon within 21 days.

ii. No business other than that for which the meeting has been called shall be transacted.

c.

i. At an Annual or Extraordinary General Meeting questions shall be decided by a simple majority of those Members present and voting.

ii. No person shall exercise more than one vote but in the case of an equality of vote the Chair, or in their absence, the member elected to chair the meeting, shall have a second or casting vote.

iii. Voting shall normally be by a show of hands. At the discretion of the Chair voting may be conducted by secret ballot.

d. The Committee may from time-to-time set up sub-committees to conduct certain business, and set parameters for the business to be conducted by such sub-committees. A member of the Committee must chair these subcommittees.

e. Committee members shall hold office until the conclusion of the next Annual General Meeting, but shall be eligible for re-election.

f. The Committee shall meet not less than 4 times per year;

g. A Committee quorum shall be one third of its members with a minimum of 3, including at least one officer.

Finance

9 a. The Forum's financial year shall end on 31st December.

b. The Forum will keep proper records and accounts showing all sums of money received and expended by the Forum and detailing all matters in respect of which those receipts and expenditures take place.

c. The Forum's accounts shall be prepared annually and shall be subject to Audit or Independent Examination. An auditor / examiner, who may not be an officer of the Forum, will be elected at each AGM to undertake this work for the following year. The Audited/Examined accounts shall be submitted

to the Committee at least 28 days before the Annual General Meeting.

d. All cheques shall be signed by two persons from amongst a set of three designated by the Committee for this purpose; one of these two persons shall normally be the Treasurer & Membership Records Officer.

- e. The Treasurer & Membership Records Officer shall present at the Annual General Meeting a Statement of Accounts audited or examined to the end of the previous financial year.
- f. The income and assets of the Forum shall be applied solely towards the promotion and execution of the objectives of the Forum. No portion thereof shall be paid or transferred in any manner by way of profit to any Officer, Committee or Forum member, save for the reimbursement of out-of-pocket expenses incurred, in good faith, on behalf of the Forum. No single item of expenditure equal to or exceeding £25 shall be incurred without the prior permission of the Committee.

Alterations to the Constitution

10. Any proposed alterations to the Forum's Constitution shall be notified in writing at least twenty eight days before the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) of the Forum that has been called for this purpose. A two-thirds majority is required of those present and voting.

Dissolution

11. The Forum shall be wound up only by a resolution passed, by a majority of two thirds of members present and voting, at either an Annual General Meeting or an Extraordinary General Meeting called for this purpose and of which twenty-eight days prior notice has been given in writing. The quorum shall be [one quarter] of the membership. Should this meeting not be quorate, a second meeting shall be called as soon as is reasonably practical and, at this meeting, there shall be no quorum. At this second meeting only a simple majority will be required. After a resolution of dissolution any funds remaining shall be given to an organisation with similar aims and objectives to that of the Forum.

Miscellany

- 12. i) The Group will follow the Data Protection Act and only the contact details of members and their subscription payments will be retained. These data will not be made available outside the Committee.
- ii) The Group does not accept any responsibility for any injury, mishap or loss or other eventuality to anyone attending any meeting or event.
- iii) No member shall act on behalf of the Group without the approval of the Committee.