



GB Bus Group

Constitution

Name

1. The Group will be known as 'GB Bus Group' (the 'Group')

Objectives

2. The objectives of the Group are to promote the interests of bus enthusiasts by producing a monthly magazine for members, maintaining a Group website and providing discounted Group publications to its members.

Membership

3. (i) Membership is open to all bus enthusiasts from age 12 upwards on payment of an annual subscription, details of which are posted on the Group website and in the Group magazine.
(ii) New members will maintain the date of joining as the annual renewal date.
(iii) The Group reserves the right to refuse any application for membership or renewal of membership and has the right to terminate membership of any member whose actions are deemed to be harmful to the successful running of the Group. Any member who brings the Group into disrepute will automatically forfeit his/her membership.
(iv) Under normal circumstances, no refund of any unexpired subscription is due if membership of the Group is terminated or forfeited under clause 3 (iii). A refund of the unexpired subscription may be made at the discretion of the Chairman.
(v) Any member of the Group may resign his/her membership by providing the Membership Secretary with written notice. A member will be deemed to have resigned from the Group if his/her membership subscription remains outstanding for more than 3 months after the date of the last renewal.
(vi) The Group's name shall not be used for any individual's private gain or purpose whatsoever.

Management

4. (i) The affairs of the Group are conducted in accordance with its Constitution by the Management Committee ('the Committee') which consists of seven elected Officials ('the Officials'): Chairman, Secretary, Treasurer, Membership Secretary, Editorial Manager, Publications Manager, Website Manager.
(ii) A maximum of two additional ordinary members can be co-opted to the Management Committee at the discretion of the Chairman, subject to approval at the following Management Committee meeting. In addition the Chairman may appoint replacement Officials mid-term, subject to approval at the following Management Committee meeting. The term of office of any co-opted member or replacement Official is until the next AGM when they must stand for election if the Chairman (with the approval of the Management Committee) wishes them to continue to serve on the Committee.

- (iii) The positions of Chairman, Secretary, Treasurer and Editorial Manager should normally be appointed from existing Officials to ensure that the holders of these posts are experienced and competent in the administration of Group affairs. Any Official or co-opted member may be removed from office by a vote of 'no confidence' at a Management Committee meeting or Extraordinary General meeting.
- (iv) The Management Committee will hold regular meetings, not less than once a quarter and will keep minutes or other records of the outcome and decisions taken.
- (v) All Officials will be elected to serve for one year at the AGM and must be over 18 years of age.
- (vi) Any fully paid up member of the Group may be nominated for election to the Committee, subject to the approval of the nominee. All nominations must be seconded. Nominees shall be elected individually to the Management Committee by a simple majority of votes at the AGM. Nominations for new candidates for Officials positions must be submitted in writing to the Secretary by 1st December of the year preceding the next AGM.
- (vii) Officials and co-opted members will be entitled to claim any legitimately incurred and reasonable expenses in carrying out their duties for the Group. Receipts or other suitable evidence of the expenditure incurred (unless otherwise agreed by the Treasurer) must be submitted to the Treasurer.
- (viii) A President of the Group can be determined as appropriate and appointed at the discretion of the Management Committee. The office of President is an honorary position and the requirement for the President to pay an annual subscription is waived for the duration of his/her term of office.

The President is invited to attend the AGM and Management Committee Meetings but has no voting rights at these meetings.

Duties of Officials

5. (i) The duties and responsibilities of the Officials are as follows:

Chairman:

To chair the Management Committee meetings and AGM. To set the overall strategic direction of the Group.

Secretary:

General administration, assisting other Officials as required, taking minutes at the AGM and Management Committee meetings. Regular review and annual renewal of Group's Public Liability Insurance.

Treasurer:

Upkeep and preparation of Group accounts.

Membership Secretary:

Maintenance of a membership database, processing of applications and renewals of membership and co-ordinating the magazine distribution.

Editorial Manager:

Production of the monthly Group magazine **Trident** with responsibility for the Editorial Assistants and Area Representatives.

Publications Manager:

To plan and co-ordinate the production of Group publications with responsibility for the compilers of such publications.

Website Manager:

To maintain and develop a Group website and other online services as required.

- (ii) The individual duties and responsibilities of each Official may be varied from time to time such that Group affairs are managed effectively and efficiently.

Annual General Meeting

6. (i) An Annual General Meeting (AGM) will be held to present the reports of the Officials and accounts for the year just ended and to appoint Officials for the next year. The AGM year runs from 1st January to the following 31st December.
- (ii) Notice of the AGM will be given as soon as reasonably practicable in the Group magazine and website and notice must be given no later than one month in advance of the date of the AGM.
- (iii) The Annual General Meeting will be held as soon as reasonably practicable following the end of the Group AGM year and no later than three months after the end of the AGM year.
- (iv) Only fully paid up members of the Group may attend the AGM and may submit items for discussion. Any items for discussion at the AGM must be received by the Secretary no later than two weeks before the date of the meeting.
- (v) All members attending the AGM must sign their name and membership number on the register and produce identification or their membership card if requested to do so.

Extraordinary General Meeting

7. (i) Any three Group Officials or fifty fully paid up members may call an Extraordinary General Meeting (EGM) by giving the Secretary at least eight weeks notice in writing and setting out the reason(s) for calling the meeting.
- (ii) The quorum for this Extraordinary General Meeting will be fifty.

Finance

8. (i) The Treasurer bears overall responsibility for the upkeep of Group accounts. Other Officials will provide documentary evidence of each activity as required by the Treasurer and send these, with appropriate money and or receipts to the Treasurer (unless otherwise agreed) as soon as practicable.
- (ii) Any member may request a statement of the Group's current financial position and full accounts will be presented for approval at the AGM.
- (iii) If the difference between assets and liabilities becomes less than £1000, the Treasurer must inform the Chairman.

General

9. (i) Changes to the Group's Constitution can only be made with the approval of a two-thirds majority of members present at the AGM or an EGM that has been convened specifically for the purpose of proposing amendments to the Constitution.
- (ii) In accordance with the Data Protection Act 1998 members are advised that their addresses, telephone numbers, e-mail address and membership numbers will be placed on computer file, which will also be programmed to give precise geographical locations. Any member has the right to request deletion of his or her information which is kept on the computer file, but must be informed that any deletion would seriously hamper the efficient working of the Group.
- (iii) The Group will hold a Public Liability insurance policy with a minimum limit of indemnity of £1,000,000 for authorised activities carried out by the Group. The Secretary is responsible for reviewing the insurance at least annually and ensuring the policy is renewed.
- (iv) The Group will not be held liable for any loss or damage to any property of a member and any damage caused by a member will be that member's responsibility.
- (v) The Management Committee has sole responsibility for interpretation of the meaning and effect given by the Constitution and shall be empowered to make decisions on matters which are not provided for herein.

Dissolution

10. (i) In the event of the dissolution of the Group all tangible assets will be sold and the funds held will be distributed as follows:
 - (a) Firstly, to repay all outstanding creditors of the Group;
 - (b) Secondly, to repay outstanding subscriptions due to the membership, subject to the provisions of 10 (ii);
 - (c) Thirdly, any surplus funds retained after the discharge of (a) and (b) will be donated to the organisation selected by the Management Committee.
- (ii) If the subscriptions owed to the membership are greater than the assets of the Group, then the subscriptions will be refunded pro rata to each member as a proportion of the individual member's unexpired subscription, always such that the Group breaks even.