

## BABUS Constitution

### 1. Name

The name of the Society shall be the Bedford Area Bus Users' Society (BABUS) (hereafter called "the Society").

### 2. Objectives

The objectives of the Society shall be:

- a. to represent the interests of bus users in the Bedfordshire area;
- 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.

### 3. Powers

In furtherance of its objectives, the Society shall have the powers:

- a. to raise funds by way of subscription, donation or otherwise
- 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 do all such other lawful things as shall further the attainment of the said objectives.

### 4. Membership

- a. Membership shall be open to all who support the aims and objectives of BABUS and who have paid their annual subscription for the current year;
- b. The Society 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 clause (d)).
- d. Classes of membership:
  - i. Individual – shall entitle an individual to attend meetings and to vote at General Meetings
  - ii. Organisation or group – shall entitle organisations or groups to send representatives to attend meetings. One representative only may vote at General Meetings.
- e. The Executive 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.
- f. Subscription rates for membership of the Society shall be set by the Executive Committee under powers delegated at the Annual General Meeting.
- g. Subscriptions shall become due on the First day of April each year and shall be paid to the Membership Secretary of the Society who shall keep a register of current members.

### 5. Honorary Officers

At the Annual General Meeting the Society shall elect a Chair(person), a Vice-Chair(person), a Secretary and a Treasurer (The Honorary Officers). The Honorary Officers must be Members of the Society.

## 6. Executive Committee

a. The management of the Society shall be vested in the Executive Committee, consisting of the Officers as defined in clause 5, and other members of the Society, as provided for in clause 6(b).

b. In addition to the Honorary Officers, the Executive Committee shall include elected or co-opted members having, *inter alia*, special responsibilities for membership, newsletter, website, bulletin board, disabled members interests, press and public relations and any other activities as may be deemed appropriate and relevant to the Society'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.

d. The Executive 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 sub-committees.

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.

## 7. General Meetings

a. The Society shall hold an Annual General Meeting within six 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.

#### 8 Finance

a. The Society's financial year shall end on 31 March.

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

c. The Society's accounts shall be prepared annually and shall be subject to Audit or Independent Examination. 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.

e. The Treasurer shall present at the Annual General Meeting a Statement of Accounts audited or examined to the end of the previous March.

f. The income and assets of the Society shall be applied solely towards the promotion and execution of the objectives of the Society. No portion thereof shall be paid or transferred in any manner by way of profit to any Officer, Committee or Society member, save for the reimbursement of out-of-pocket expenses incurred, in good faith, on behalf of the Society. No single item of expenditure equal to or exceeding £10 shall be incurred without the prior permission of the Committee.

#### 9 Alterations to the Constitution

Any proposed alterations to the Society'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 Society that has been called for this purpose. A two-thirds majority is required of those present and voting.

#### 10 Dissolution

The Society 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 Society.

This Constitution was adopted on 16 June 2012 at an Annual General Meeting of the Society.