

# Rural East Lothian Bus Users (RELBUS)

## 1. Aims and Objectives

(to be agreed at meeting)

## 2. Membership

Membership is open to anyone who supports the aims of Rural East Lothian Bus Users group (the Group)

## 3. Ceasing to be a member

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked to resign from the group if an apology is not given or if the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## 5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary as and not less than four times a year.

The Committee will consist of a chair, a secretary, a treasurer, publicity officer, 4 area representatives and such other honorary officers as the Group from time to time decides

In the event of a vacancy arising, through resignation, illness or death, the Committee may appoint a person to fill the vacancy until the following AGM.

The Committee may remove from office any office bearer if a motion of no confidence has been moved and passed by a majority of the committee.

The Committee meetings will be open to any member of Rural East Lothian Bus Users Group wishing to attend, who may speak but not vote.

The Committee members will hold office until the conclusion of the next AGM following their election. They will be eligible for re-election with the proviso that no-one may hold office for more than five consecutive years. On the expiry of such period, two further years must elapse before any former honorary officer may be re-elected to their previous post.

## 6. Meetings

### 6.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the

meeting, giving the venue, date & time. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

**At the AGM:-**

- a) The Committee will present a report of the work of Rural East Lothian Bus Users Group over the year.
- b) The Committee will present the accounts of Rural East Lothian Bus Users Group for the previous year.
- c) The officers and Committee for the next year will be elected.
- d) Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

**6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

**7. Rules of Procedure for Meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **7. Finances**

An account will be maintained on behalf of the Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of RELBUS is only to be used to further the aims of the RELBUS, as specified in item 1 of this constitution.

## **8. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **9. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the Group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Group.

If it is agreed to dissolve the Group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Rural East Lothian Bus Users group on:-

**Date** ...../...../.....

**Name and position in group Signed:**

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