



# Cambridge Area Bus Users

Working for bus passengers in and around Cambridge

## Constitution

Adopted at the Inaugural General Meeting, Saturday, 2 June 2018

### 1. Name and Status

- 1.1. The Organisation shall be called *Cambridge Area Bus Users*.
- 1.2. *Cambridge Area Bus Users* is a voluntary not-for-profit organisation.

### 2. Aims and Objectives

The objectives of the *Cambridge Area Bus Users* shall be:

- 2.1. to foster discussion and understanding between bus passengers, bus operators, and those with responsibility for regulating, procuring and financing bus services in Cambridge and its environs;
- 2.2. to make representations on behalf of bus users at whatever level may be appropriate;
- 2.3. to act as a member group of Bus Users UK Ltd, and to co-operate with the campaigns of Bus Users UK Ltd;
- 2.4. to co-operate with other local and national bodies having similar aims;
- 2.5. to take all such action as may further these aims.

### 3. Political affiliations

Cambridge Area Bus Users shall be independent of any political party.

### 4. Membership

- 4.1. All individuals, corporate bodies and associations who support the Aims and Objectives of *Cambridge Area Bus Users* shall be eligible for membership.
- 4.2. Membership subscriptions shall be fixed, from time to time, by the Executive Committee. No-one shall be excluded from membership through inability to pay.
- 4.3. Members may resign by writing to or emailing the Secretary and may simultaneously exercise their entitlements under section 8 'Data Protection and Privacy' below.

### 5. Meetings

- 5.1. Members will be entitled to attend General Meetings of *Cambridge Area Bus Users*.
- 5.2. A minimum of two General Meetings per year will be called by the Executive Committee, with additional General Meetings as the Executive Committee thinks may be desirable, or upon demand by a minimum of ten members of *Cambridge Area Bus Users*.
- 5.3. Members will be given a minimum of fourteen calendar days' notice of General Meetings, except in circumstances when the Executive Committee deems that urgent matters require a meeting at shorter notice.
- 5.4. One General Meeting per annum shall be the Annual General Meeting of Cambridge Area Bus Users which all paid-up members shall be eligible to attend. At this meeting, the Officers for the ensuing year shall be elected and such business as may be submitted by the Executive Committee and by individual members shall be transacted.

### 6. Executive Committee

- 6.1. The interests of members of *Cambridge Area Bus Users* as bus users must be paramount. Anyone standing for election to, or offering to be co-opted to, the Executive Committee who is involved in any organisation with a professional or commercial interest in transport or who is engaged or planning to be engaged

in any form of paid transport consultancy work must declare that interest to members.

- 6.2. The business of *Cambridge Area Bus Users* shall be conducted by the Executive Committee consisting of the Chair, Vice Chair, Secretary, Treasurer and at least three members to represent the membership.
- 6.3. The Executive Committee shall be empowered to co-opt up to three extra committee members from the general membership of *Cambridge Area Bus Users*. Co-opted members of the Executive Committee will be non-voting until ratified at the next General Meeting.
- 6.4. The Executive Committee may assign tasks and rôles as they deem necessary but will obtain the approval of a General Meeting before denominating new officers.
- 6.5. The Executive Committee shall consist of not fewer than five nor more than eleven members of *Cambridge Area Bus Users*.
- 6.6. All officers shall act in all matters in accordance with the direction of the Executive Committee. Similarly Executive Committee members assigned tasks and rôles shall act in accordance with the direction of the Executive Committee.
- 6.7. The Executive Committee may appoint one or more sub-committees for such purposes as it may deem appropriate.
- 6.8. Three members shall constitute a quorum of the Executive Committee and two a quorum of a sub-committee.
- 6.9. The Executive Committee shall meet as appropriate but not less than four times per annum.
- 6.10. Minutes shall be kept of all meetings of the Executive Committee. These will be circulated, in timely manner, in draft form to all members of *Cambridge Area Bus Users*.
- 6.11. Minutes will be approved (and corrected as necessary) at the next meeting of the Executive Committee. All corrections will be reported, in timely manner, to all members of Cambridge Area Bus Users.

## 7. **Banking**

- 7.1. A bank account shall be operated in the name of *Cambridge Area Bus Users* into which all monies received shall be paid and from which all agreed and authorised expenses shall be paid.
- 7.2. The executive committee shall appoint a minimum of four and a maximum of six signatories to the account, from amongst themselves. Signatories shall be replaced from time to time by simple resolution of the executive committee.
- 7.3. Authorisation of payments will be made by any two signatories acting jointly.

## 8. **Data Protection and Privacy**

- 8.1. The Executive Committee shall be responsible for maintaining a record of members and complying with all relevant legislation on data protection.
- 8.2. Membership data will not be shared with other organisations.
- 8.3. When *Cambridge Area Bus Users* communicates with third parties, no contact details – other than those published by those third parties – will be shared with members or with others.
- 8.4. Members have the right to check personal data which *Cambridge Area Bus Users* holds. We will amend and/or delete any information on request.
- 8.5. Recipients of communications from Cambridge Area Bus Users have the right to unsubscribe at any time by writing to or emailing the Secretary.

## 9. **Alterations to the constitution**

No alteration or addition to the constitution of Cambridge Area Bus Users shall be made except by special resolution, of which prior notice has been given and which is passed by not less than two-thirds of members voting in person, on-line or by post.