



Cambridge Area Bus Users Constitution

Campaigning for bus passengers in and around Cambridge

Executive Committee Draft, September 2025 v7

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

The aims of *Cambridge Area Bus Users* shall be:

- 2.1. To campaign for improvements in bus services and to promote the interests of bus users in the Cambridge area;
- 2.2. To make representations on behalf of bus users to bus operators, local authorities and others with responsibility for regulating, procuring and financing bus services;
- 2.3. To co-operate with other local and national bodies having similar aims;

3. Political affiliations

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

4. Membership

- 4.1. All individuals who support the Aims and Objectives of *Cambridge Area Bus Users* shall be eligible for membership.
- 4.2. Members shall be entitled to receive minutes of meetings of the Executive Committee, news of campaigns, lobbying and representations made by Executive Committee members and to attend, speak at and submit motions to General Meetings.
- 4.3. Voluntary membership subscriptions shall be fixed, from time to time, by the Executive Committee.
- 4.4. If, in the opinion of the Executive Committee, a member acts against the interests of *Cambridge Area Bus Users*, the Executive Committee may cancel their membership.
- 4.5. 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. The Executive Committee shall hold Annual General Meetings at which the Executive Committee 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.
- 5.2. Additional General Meetings may be held as the Executive Committee thinks may be desirable.
- 5.3. Special General Meetings can be called upon request to the Executive Committee by a minimum of ten members of *Cambridge Area Bus Users*.
- 5.4. 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.

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 agreeing 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 not fewer than five and not more than ten members of Cambridge Area Bus Users. The Executive Committee shall appoint, from its number, a Chair, Secretary, Treasurer, and other such roles as may be deemed appropriate.
- 6.3. The Executive Committee shall be empowered to co-opt additional committee members from the general membership of *Cambridge Area Bus Users*, subject to a maximum Executive Committee membership of ten.
- 6.4. All officers shall act in all matters in accordance with the direction of the Executive Committee. Similarly Executive Committee members assigned tasks and roles shall act in accordance with the direction of the Executive Committee.
- 6.5. The Executive Committee may create one or more sub-committees for such purposes as it may deem appropriate.
- 6.6. Three members shall constitute a quorum of the Executive Committee.
- 6.7. The Executive Committee shall meet as appropriate but not less than four times per year.
- 6.8. Minutes shall be kept of all meetings of the Executive Committee. These will be circulated, in draft form to all members of *Cambridge Area Bus Users*.
- 6.9. Minutes will be approved (and corrected as necessary) at the next meeting of the Executive Committee. All corrections will be reported, to all members of *Cambridge Area Bus Users*.
- 6.10. Minutes circulated to *Cambridge Area Bus Users* members may have certain details redacted, in order to comply with section 8, below.

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 expenses agreed and authorised by the Executive Committee shall be paid.
- 7.2. The Executive Committee shall appoint a minimum of three signatories to the account, from among 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. Members' details will not be shared with others, without specific permission.
- 8.3. When *Cambridge Area Bus Users* communicates with third parties, no private contact details will be shared with members or with others.
- 8.4. Members have the right to check personal data which *Cambridge Area Bus Users* holds. *Cambridge Area Bus Users* 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, online, or by writing to or emailing the Secretary.

9. Alterations to the constitution

Amendments to the constitution of *Cambridge Area Bus Users* shall be made by special resolution, at a General Meeting, of which fourteen calendar days' notice has been given and which is passed by not less than two-thirds of those members present.