

CONSTITUTION OF: CHURCH STRETTON & DISTRICT RAIL USERS' ASSOCIATION

Draft, for adoption during 2023.

1. Name

The name of the Group shall be: Church Stretton & District Rail Users' Association

2. Aims

The aims of the Group shall be to:

Promote and encourage the provision of rail services and passenger facilities to and from Church Stretton, and disseminate to members information on these matters.

3. Powers

In order to achieve its aims, the Association may:

- Publish papers, reports and other literature;
- Hold meetings, lectures and exhibitions;
- Organise fund-raising activities;
- Open bank accounts;
- Take out insurance;
- Make representations to local and national bodies;
- Work with other similar groups and exchange information;
- Do anything lawful which will help to fulfil the Association's aims.

4 Membership

(a) Membership of the Association shall be open to any individual or household interested in train services and facilities at Church Stretton Railway Station.

(b) Similarly, corporate members are welcome and may be societies, associations, educational institutions or businesses interested in train services and facilities at Church Stretton Railway Station.

(c) Each individual member or household shall have one vote for each motion proposed at meetings.

(d) Corporate members may nominate a representative to vote on its behalf at all meetings, but before such representative exercises their right to vote, the corporate member shall notify particulars of such representative to the General Secretary prior to the meeting.

(e) Any members who carry out voluntary work on behalf of the Association must understand that they do so at their own risk.

5. Subscriptions

(a) Subscriptions to the Association is either by annual subscription or four-yearly subscription in the case of individual or household membership.

(b) All subscriptions fall due on 1st April annually in the case of annual subscriptions, or on 1st April after four complete years of membership in the case of a four-year subscription.

(c) New individual or household members joining the Association between 1st January and 31st March will enjoy free membership for that period only.

(d) Corporate membership is annual membership 1st April to 31st March of the following year.

(e) A membership shall lapse and the right to vote at any meeting of the Association shall cease if the member's subscription is unpaid three months after it is due.

(f) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(g) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Committee before a final decision is made.

6. Management

(a) The Association shall be administered by a Committee all of whom are elected at the Association's Annual General Meeting (AGM).

(b) The Committee shall be:

- Chairperson
- Treasurer
- Secretary
- Minute Secretary
- Membership Secretary
- Publicity
- Newsletter Editor
- Station Gardens / Station Representative

(c) The Management Committee may appoint additional members of the Association to the Committee.

(d) The Committee shall meet at least four times a year.

(e) The Chairperson shall chair all meetings of the Association.

(f) The quorum for Management Committee meetings shall be four members.

(g) Voting at Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second casting vote.

(h) The Committee may, by a two-thirds majority, vote and for a good and proper reason remove any Committee member, provided that person has the opportunity to be heard before a final decision is made.

(i) In the event of the resignation of any committee member, the Committee may appoint a co-opted person from the membership until the next Annual General Meeting.

7. Duties of Individual Committee Members

(a) The duties of the Chairperson are to:

- Chair meetings of the Committee and the Group.
- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary.
- Give or send a report on any relevant meetings that have been attended, to the Committee and Newsletter Editor.

(b) The duties of the Treasurer are to:

- Supervise the financial affairs of the Association.
- Keep proper accounts that show all monies collected and paid out by the Association.

(c) The duties of the Secretary are to:

- Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
- Deal with correspondence.

(d) The duties of the Minute Secretary are to:

- Take minutes at all meetings of the Association.
- Circulate a draft version of the Minutes for approval before the next committee or general meeting.

(e) The duties of the Membership Secretary are to:

- Maintain a confidential list and up to date list of members.
- Collect membership subscriptions as they fall due.
- Send out reminders to members who have not yet renewed by the due date, or Annual General Meeting whichever occurs later.
- Distribute the half-yearly Newsletter to the members, corporate members and to any other body or person which the Association deems appropriate.

(f) The duties of the Publicity Officer are to:

- Publicise any relevant information regarding train services, timetabling and station facilities at Church Stretton Railway Station and to publicise any new events that the Association may run.

(g) Newsletter Editor

- Prepare information for inclusion into the Association newsletter.
- Circulate a draft Newsletter for approval by the Committee.
- Following approval, to send a final version of the Newsletter to the Membership Secretary for distribution as appropriate.

(h) Station Gardens / Station Representative

- Maintain the station gardens in accordance with any restrictions imposed by the railway authority.
- Report any defects or damage to the station to the railway authority.

8. Finance

(a) Any money obtained by the Association shall be used only for the Association's activities.

(b) Any bank accounts opened for the Association shall be in the name of the Association.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated committee member.

(d) An invoice note raised for any out-going BACS payment shall be signed by the Treasurer and one other nominated committee member.

9. All Meetings

(a) Voting will be by a show of hands by those present at the meeting unless the Chairperson directs otherwise.

(b) In the event of an equal number of votes both for and against a proposal, then the Chairperson shall have a second or casting vote.

(c) Each committee member must declare an interest on any item on the agenda discussed at any meeting, if they have in any way directly or indirectly an interest, either financially or professionally. Where such an interest is declared it shall be recorded in the Minutes of the meeting. A committee member declaring such an interest must remain silent when the item is being discussed, except by invitation of the Chairperson. A committee member declaring an interest must not vote on the item that they have declared an interest.

10. Annual General Meetings

(a) The Group shall hold an Annual General Meeting (AGM) not later than fifteen (15) months after the previous AGM.

(b) The committee should endeavour to hold an AGM in April if possible.

(c) All members shall be given at least twenty-one (21) days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be fifteen (15) members.

(d) The business of the AGM shall include:

(i) Receiving a report from the Chairperson on the Association's activities over the year;

(ii) Receiving a report from the Treasurer on the finances of the Association;

(iii) Electing a new Committee; and

(iv) Considering any other matter as may be decided.

11. Extraordinary General Meeting

An Extraordinary General Meeting may be called by the Committee, or by any fifteen (15) members to discuss an urgent matter. The Secretary shall give all members twenty-one (21) days' notice of any Extraordinary General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

12. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual General Meeting.

13. Dissolution

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any Annual General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Association with similar aims.