

RUGBY RAIL USERS' GROUP

Constitution

1. Name of the group

1.1 The group shall be called Rugby Rail Users' Group (RRUG).

2. Purpose of the group

2.1 The purpose of the group shall be to

- collate the requirements of the membership and feed back results of consultation with the railway industry
- on behalf of the membership, work with all elements of the rail industry, the Department for Transport, local government and other stakeholders as necessary, with the aim of maintaining and improving passenger rail services at Rugby, including the station infrastructure and immediate environment.

2.2 The group shall be non-political.

3. Membership of the group

3.1 Membership of RRUG shall be open to all persons interested in Rugby rail services.

3.2 Membership shall be for one year on payment of the appropriate subscription.

3.3 Members will have the right to attend members' meetings as advertised.

3.4 This constitution and minutes of meetings will be made available to members.

3.5 Members will have the opportunity to comment on all aspects of the rail service at Rugby, through the committee.

3.6 A newsletter and/or other items relating to Rugby rail services may be made available to the membership from time to time.

3.7 Membership of RRUG does not entitle any person to go into non-public areas of the railway infrastructure, unless on an official visit.

4. The committee

4.1 There shall be an elected committee of four officers and up to 6 other members. The officers shall consist of

Chairman, who will

- chair meetings
- co-ordinate and manage the efforts of the committee
- be the main point of contact with the rail industry.

Vice Chairman, who will

- deputise for the Chairman when necessary
- assist the Chairman as necessary.

Secretary, who will

- arrange committee meetings, members' meetings and General Meetings, including the booking of guest speakers for members' meetings
- arrange visits to places of interest to RRUG members
- act as initial point of contact for members with issues to raise
- act as day to day contact with Rugby Borough Council and the Member of Parliament.

Treasurer and Membership Secretary, who will

- maintain the RRUG bank account to the advantage of RRUG and in accordance with the rules of the bank/building society where this is held
- make available an up to date set of accounts to any current RRUG member who requests this
- prepare a monthly account summary and present this at committee meetings, also prepare annual accounts for official audits
- manage the annual subscription renewal process, and maintain a membership list of fully paid up RRUG members.

- 4.2 Should the number of elected committee members be less than 10 at any time, the officers can co-opt other RRUG members to serve on the committee, provided the total committee does not exceed 10 persons.
- 4.3 The committee shall have the power to set-up sub-committees, for a specific purpose. Whilst sub-committee members need not be elected RRUG committee members, a sub-committee must contain at least one person who is a member of the main committee.
- 4.4 Officers must declare any interests which may conflict with those of RRUG.
- 4.5 Any serving committee member has the right to stand down by giving notice to the Chairman.
- 4.6 Any serving officer can be removed following a vote of no confidence at a members' meeting. Any RRUG member has the right to propose a vote of no confidence in any or all of the officers. Other committee members can be asked by the officers to stand down for a given reason.
- 4.7 The quorum for committee meetings shall be five, of which at least two must be officers.
- 4.8 All committee members are entitled to vote at committee meetings. The chairman shall have the casting vote if necessary. Other persons may attend committee meetings by invitation, but will not be eligible to vote.

5. Finance

- 5.1 The Chairman, Secretary and Treasurer shall be the signatories for the RRUG bank account. The signatures of any two of these will be required to draw money from the account.
- 5.2 The Treasurer shall keep an auditable set of accounts, which will be reviewed by an independent person each year.

6. General meetings

- 6.1 An Annual General Meeting shall be held during each calendar year, at which
- the committee will be elected
 - the annual subscription will be reviewed and agreed
 - the accounts will be reviewed and accepted.
- 6.2 All committee members must be members of RRUG, and appointments will initially be for one year.
- 6.3 All RRUG members are entitled to vote at general meetings. The chairman shall have the casting vote if necessary.
- 6.4 An Extraordinary General Meeting can be called at any time, either by the committee, or by at least 20% of the total RRUG membership.
- 6.5 Notification of a General Meeting will be published on the website at least four weeks in advance.
- 6.6 The quorum for a General Meeting shall be at least 10% of the total membership, subject to a minimum of 10 persons. At least two of these persons must be officers.

7. Amendments to constitution

- 7.1 Changes to this constitution can only be made at a General Meeting, and must be proposed and seconded by any current members of RRUG. Such changes can only be implemented following a majority vote in favour. Notice of any proposed change will be advised to members.

8. Data Protection Act

- 8.1 All data provided by members shall be used only for administration purposes by RRUG, and will not be divulged to any other party. Should RRUG be disbanded, such data will be destroyed.