

**Biggleswade and District Bus Association Constitution**

October 2015

1. The name of the Association shall be The Biggleswade and District Bus Association (herein after called "the Association")
2. The object of the Association shall be to organise a reliable coach service to Bedford for pupils of Biggleswade and district attending the Harpur Trust, preparatory and other independent schools in Bedford so as to enable the children to be transported safely and punctually to and from each school.
3. The Membership Secretary with the Treasurer on behalf of the Committee may admit as a member of the Association any family who intends his or her child or children should participate in the service and has paid the registration fee, deposit and returned a Membership Form.(For clarification, each family is only allowed one membership and one voting right at SGM's or AGM's irrespective of the number of children from their family using the service)
4. An Annual General Meeting of the members of the Association shall be held within three months of the end of each financial year for the purposes of receiving the annual report of the Committee, of considering the accounts and electing Honorary Officers.
5. The Committee is empowered, following a majority vote to do so by a quorate Committee, to call the Annual General Meeting (AGM) or a Special General Meeting (SGM). The Minute Secretary shall call a Special General Meeting within fourteen days of receiving a written request to do so signed by not less than fifteen or 25% of the members of the Association whichever is the greater.
6. At the Annual General Meeting the members of the Association shall appoint a Chairman, Vice-Chairman, Treasurer, Communications Secretary, Minute Secretary and Membership secretary. Casual vacancies amongst the Officers shall be filled by the Committee until the next annual appointment of Officers.
7. The Association shall be managed by a Committee consisting of Honorary Officers. The Committee may co-opt not more than three members to serve upon the Committee. Co-opted members shall serve for such period as the Committee shall decide.
8. The Committee may exclude any child from further participation in the service in the event of serious misbehaviour or for any other just cause.
9. (i) The Chairman or person presiding at any meeting shall have a second or casting vote.  
(ii) A quorum at any Annual or Special meeting of the Association shall be five members and at any Committee meeting shall be three Officers  
(iii)The Minute Secretary shall keep minutes of the meetings of the Association and of the Committee.
10. (i) The financial year shall run from 1<sup>st</sup> August to 31<sup>st</sup> July  
(ii) The Treasurer shall keep proper accounts of the finances of the Association.  
(iii)Members shall pay such subscriptions as the committee may decide.  
(iv)The income and property of the Association wheresoever derived shall be applied solely towards the promotion of the object of the Association set out in clause 2 and no payment shall be made to any member or honorary officer except the repayment of out of pocket expenses.

*(v) After the end of every financial year the accounts shall be audited by one or more members of the Association before the AGM.*

- 11. If the committee decides that on grounds of expense or otherwise it is desirable that the Association shall be dissolved it shall call a special general meeting of the Association by giving 21 days' notice in writing to each Association member stating the terms of any resolution to be proposed thereat. If it is decided at the Special General Meeting by simple majority of those present and voting that the Association shall be dissolved, the Committee shall wind up the Association's affairs. Any assets remaining after the satisfaction of any liabilities properly payable thereout shall not be given to the members but shall be given to the Harpur Trust.*
- 12. This constitution may be amended by a resolution passed by simple majority of those present and voting at any general meeting of the Association provided that notice of the meeting in writing stating terms of the resolution to be proposed thereat shall have been sent to all members of the Association not less than 14 days before the date of the meeting.*
- 13. Any change to the Bus route must be approved by a majority of the members of the Association at a members meeting held to approve such changes, members shall be able to cast their vote by email up to one hour prior to the commencement of the proposed meeting. Two Committee Officers will collect the email votes and present agreed findings at the meeting. Those interested or affected parties would be invited to be present at the relevant meeting where the change was discussed and agreed.  
In the event that no members are registered at a particular bus stop, the committee is empowered to remove the service to that stop and amend the route as appropriate*
- 14. The Treasurer and Membership Secretary, whilst serving on the BDBA Committee for an entire school year should have an annual allowance. That allowance should be awarded as a 25% deduction from one child's third term's bill. This would acknowledge the work that both the officers gave to the Association.*
- 15. Subject to seven days prior notice and provision of relevant details to the Chairman, Association members will be permitted to attend any committee meeting, for the purpose of the notified specific agenda item (or items) only. The Association members attending the meeting will be asked to withdraw from the meeting once the specific matter (s) has been discussed. The visiting Association members will not carry any voting rights at the meeting.*