

## Melksham Transport User Group



## CONSTITUTION v4

### NAME

- The Melksham Transport User Group, abbreviated to MTUG
- MTUG is the successor organisation to the Melksham Railway User Group (MRUG) and the Melksham Railway Development Group (MRDG)

### AIMS

- To act an interface between Melksham public transport users and other related bodies such as bus and train operating organisations, councils and TransWilts CIC
- To campaign for and support the continued provision of, and enhancement to, the bus and rail service at Melksham, both in frequency and in choice of destinations
- To encourage train and bus operators to provide connections such that a wider choice of journey opportunities by rail is available from Melksham
- To campaign for and support improved facilities at Melksham station and at bus boarding points
- To seek improvements to the route between the town and its station
- To support initiatives aimed at increasing the use of public transport in Melksham
- To complement the TransWilts CIC and Community Rail Network (CRN) and any corresponding bodies for bus services in areas where public transport users can benefit.

### ACTIVITIES

- These aims will be addressed by a number of activities as agreed by a quorate meeting or by three officers, and may include (but not exclusively)
  - Promotional events and literature
  - Attendance at council and other transport related meetings such as TravelWatch SW
  - Cooperation with other user groups, CRN events and the TransWilts CIC/CRP
  - Lobbying and negotiation with train and bus operating companies
  - Lobbying and negotiation with government depts and local government bodies
  - Advertising in newspapers and elsewhere
  - Maintenance of a website and social media presence

### MEMBERSHIP

- Members will include, where appropriate,
  - Melksham and Melksham area residents
  - Melksham Town Council - officers and/or councillors
  - Melksham Without Parish Council - officers and/or councillors
  - Wiltshire Councillors - officers and/or councillors
  - West Wilts Rail User Group representatives
  - TransWilts CRP and TransWilts CIC representatives
  - Representatives of other CRPs and/or ACoRP
  - Co-opted members with special knowledge or influence
  - Representatives of public transport related organisations, including RailFuture
  - Representatives from local bus and train companies are welcome

## MEMBERSHIP GUIDELINES

- There is no limit to the number of members, or representatives from any organisation, except where practicalities of accommodation at meetings restricts the number who may attend.
- Non-members are still welcome at any meeting
- Any member absent without apology for three consecutive meetings may, at the discretion of the officers, be deemed to have resigned
- Applications for membership may be made at anytime, by notice to an officer of the organisation.
- Membership will be subject to an optional annual fee at a level determined at an AGM or other meeting.
- No member/officer will receive payment, and reimbursement of expenses will be subject to prior approval by two officers.
- Members will be asked to confirm that their contact details may be held on a computerised database, solely for the business of the group.
- Such membership, details will be held confidentially by the secretary and chairman.

## FINANCIAL CONTROL

- One or more bank accounts will be maintained, with suitable authorised signatories, as agreed by the members at an AGM or other meeting.
- Funds for the work, where required, will be by application for grants from local organisations, sponsorship and from donations, and if an annual fee is agreed, by subscriptions
- If the level of cash held in any year does not exceed £6,000 then no formal audit of the accounts will be undertaken, although the accounts will be subject to scrutiny at the AGM.
- In the event that the organisation is wound up, any outstanding funds will be transferred to other local bodies with similar aims, or to the local councils, as determined by the officers.

## OFFICERS AND AGM

- A meeting during April (or the nearest date) will be designated the Annual General Meeting, at which all officers will be appointed or re-appointed, where necessary by an agreed voting procedure. At least 4 officers are to be appointed, namely Chair, Vice-Chair, Treasurer and Secretary.
- The group will also appoint a non-executive president who can provide expert advice on matters under discussion.
- Four members including two officers, shall constitute a quorum.
- No proposal for action on a matter on the agenda can normally be accepted unless the meeting is quorate. Practicalities of advising members of the agenda, and scheduling of the meetings may necessitate variation in this procedure. Where decisions need to be taken quickly, 3 officers may agree to take action including for expenditure, between meetings.

## CONDUCT OF MEETINGS

- Meetings to be held approximately bi-monthly.
- Meetings may be by digital communication (such as Teams or Zoom), in person at a location determined by the officers or by a hybrid combination of both.
- Meetings will, if possible, not conflict with other transport related meetings in the area.
- Invitation and agenda will confirm a meeting.

- Items for discussion shall ideally be notified to the secretary a minimum of 14 days prior to the meeting.
- Every effort will be made to circulate minutes of the previous meeting to members within one month of that meeting. Notification of the next meeting will be sent to all members and others known to be interested (if permission has not been withheld), at least one week prior to that meeting.
- Items not on the agenda shall only be discussed if the chairman agrees to put the matter forward and the other members present give consent.