

Friends of Dore and Totley Station

Constitution and Rules

1. Title

The group shall be called the “Friends of Dore and Totley Station” hereafter referred to as “FoDaTS”.

2. Aims of FoDaTS

The aims of FoDaTS shall be:

- 2.1** To campaign for improvements to all train services serving Dore and Totley station and to encourage and promote increase in patronage.
- 2.2** To achieve improvements in the appearance of and facilities at Dore and Totley station through direct action and in liaison with appropriate stakeholders.
- 2.3** To support and promote the concept of sustainable travel and to campaign for improvements in the provision of public transport services in South West Sheffield, having regard to the heritage, character and environment of the station and its surrounds.

3. Achievement of Aims

FoDaTS will work towards its aims by:

- 3.1** Liaising with Train Operating Companies, Network Rail, all levels of local and national government and all other interested bodies.
- 3.2** Promoting awareness of the benefits of sustainable travel in general and rail travel in particular and working for increased train usage at Dore and Totley.
- 3.3** Developing and promoting a programme of improvement works to the station and environs to create and maintain a quality environment and a ‘gateway’ of which the whole area can be proud.
- 3.4** Encouraging and supporting community involvement and ‘ownership’ amongst bodies such as local societies, schools and businesses.

4. Membership of other Groups

- 4.1** FoDaTS shall be a member of the Association of Community Rail Partnerships (ACoRP).
- 4.2** FoDaTS may become a member of any other group or relevant body whose aims are consistent with those of FoDaTS subject to the agreement of the Committee.

5. Management Committee and Officers

- 5.1** FoDaTS shall be managed by a Committee comprising up to 10 members who shall be elected by the membership.
- 5.2** The officers of FoDaTS shall be:

Chairman
Deputy Chairman

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Secretary

Treasurer

- 5.3 Committee members shall be elected by the membership at the Annual General Meeting and may offer themselves for re-election every two years. Any member of FoDaTS may stand for election and must be supported by a proposer and seconder who must also be members.
- 5.4 The Committee shall have the power to fill on a temporary basis any vacancy that might arise pending election at the next AGM. The Committee may also co-opt members where appropriate on a topic-specific basis for a limited period.
- 5.5 FoDaTS shall hold a minimum of 4 Committee meetings (excluding the AGM) each year. Notes shall be kept of the proceedings of the meetings. All members shall be entitled to attend committee meetings, the dates of which will be advertised on the FoDaTS website. Non-members may attend at the invitation of the Committee.
- 5.6 5 Committee members shall constitute a quorum at any committee meeting.
- 5.7 The Committee shall have the power to establish specific working groups for specified purposes which may include co-opted individuals who may or may not be members of FoDaTS.

6. Membership and Subscriptions

- 6.1 Membership of FoDaTS shall be open to any individual, family, business or organisation interested in taking part in or supporting the aims of FoDaTS.
- 6.2 An annual subscription may be payable as determined at a general meeting by a simple majority of members present.
- 6.3 The Committee shall have the power to refuse membership in any case they think fit without giving any reason therefore.
- 6.4 The Committee shall have the power to expel any member who shall be deemed to have offended against the Constitution and Rules of FoDaTS or whose conduct shall, in the opinion of the Committee, render them unfit for membership. Before any such member is expelled, the Secretary shall give them at least 7 days written notice to attend a meeting of the Committee and shall inform them of the complaints made against them. No member shall be expelled without first being offered an opportunity to appear before the Committee to answer complaints made against them. The decision shall then be decided by a simple majority vote of the Committee.

7. Annual General Meeting

- 7.1 FoDaTS shall hold a General Meeting of the membership each year to transact the following business:
 - 7.1.1 to receive and approve a Report of the year's activities
 - 7.1.2 to receive and approve a statement of accounts to the end of the previous financial year ending on 31st December.
 - 7.1.3 to elect officers and members to the Committee
 - 7.1.4 to appoint an independent financial examiner
 - 7.1.5 to consider and/or decide (by a simple majority of members present) on any resolution consistent with the aims of the group proposed by a member, provided at least 14 days notice shall have been given in writing to the Secretary

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7.1.6 to consider and/or decide on any matter or resolution which the Committee wishes to bring before members, and to receive suggestions from members for consideration by the Committee

7.1.7 to confirm any proposed annual subscription

7.2 Members shall be given not less than 21 days notice of the Annual General Meeting

7.3 At Annual General Meetings, 10 members shall constitute a quorum.

8. Accounts

8.1 The Treasurer shall keep accurate accounts of the financial transactions of FoDaTS and shall present a statement of accounts to the AGM for the preceding financial year.

8.2 A bank account shall be established in the name of FoDaTS. There shall be three authorised signatories to the bank account comprising the Chairman, Treasurer and one other specified Committee member. All payments shall be authorised by 2 of the 3 signatories not including the payee of the cheque.

8.3 The Committee shall have the power to open investment accounts in the joint names of not less than 2 of the bank signatories for the purpose of optimising investment returns subject to appropriate safeguards.

8.4 The Annual Accounts shall be scrutinised by the independent financial examiner appointed under 7.1.4 above.

9. Extraordinary General Meeting

9.1 An extraordinary general meeting may be convened at any time by the Committee within 28 days from receipt of a request in writing signed by not less than 10 members specifying the object of the meeting.

9.2 At an extraordinary general meeting, 25 members shall constitute a quorum.

9.3 Notice convening an extraordinary general meeting shall be given to the members in the same manner as for the Annual General Meeting.

10. Alterations to the Constitution and Rules

10.1 The Constitution and Rules shall be amended only by consent of a majority of members present at a general meeting.

10.2 Resolutions which, in the opinion of the Committee, radically change the aims of FoDaTS shall require the support of a simple majority of the total membership.

April 2016