

# Constitution for TRACS Caerleon Railway Station Group

## 1. Name

The name of the group shall be **TRACS (Towards Restoring a Caerleon Station)**

## 2. Aims

The aims of TRACS will be:

- To work towards the provision of a railway station for the community of Caerleon
- To actively involve the residents of Caerleon and wider community in establishing this aim.
- Meet regularly (monthly) and update residents through social media, e-mail and community correspondence on progress.
- To support the community and local authority in representing the interest of users, potential users of rail and residents in the area and to minimise the impact on any people affected.
- To raise awareness and encourage and promote the use of rail travel for residents, visitors, business users and tourists.
- Supporting tourism/ and leisure community development projects and local businesses, therefore developing economic and social benefits.
- Work with the rail industry Transport for Wales, Network Rail, local and national politicians, Newport City Council, Welsh Government and UK Government.

## 3. Independence

The group shall be and will act in a way that is independent of political parties, trade unions, industry and railway companies and organisations. This shall not preclude individuals from these organisations being members of the group.

## 3. Membership

Membership is open to anyone who:

- Resides in Caerleon and is over 16 years of age and anyone who supports the aims of Caerleon Railway Station Group
- Membership will begin as soon as the individual confirms their wish to be involved.
- A list of all members will be kept by the membership secretary.

## **Ceasing to be a member**

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

TRACS will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

## **5. Officers and committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary, and not less than four times a year.

The Committee will consist of 8 members, and be composed of three officers and five committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

The committee will appoint a Press Officer who shall be responsible for preparing press releases and other media communications on behalf of the group and a membership secretary who will maintain membership records. Other roles may be allocated by the committee with the agreement of a general meeting of members.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign. Any committee member failing to attend four meetings without apology will be deemed to have resigned.

The Committee meetings will be open to any member of TRACS wishing to attend, who may speak but not vote.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within six months of the inaugural meeting and then twelve months on from the first AGM.

All members will be notified in writing at least 1 week before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of TRACS over the year.
- The Committee will present the accounts of TRACS for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 General Meetings**

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## **6.4 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

# **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

# **8. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of TRACS is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the TRACS on:-

Date ...../...../.....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....

**Updated April 2024**