

# CONSTITUTION AND TERMS OF REFERENCE FOR THE EAST SUSSEX COMMUNITY TRANSPORT OPERATORS ASSOCIATION

## Name of the Association

The name of the Association shall be “The East Sussex Community Transport Operators Association”

## Objective of the Association

The Association's objective is of a charitable nature, and includes the relief of age, poverty, sickness or disability through supporting its members in the provision of transport to groups or individuals in need of such relief and to those entitled to transport under Sections 19 and 22 of the 1985 Transport Act, in the following ways:

- To act as a conduit for dissemination of information between the CT operators and their beneficiaries and the decision/policymakers, particularly, but not exclusively, in the design of strategies that address the access and transport needs of individuals.
- To support community transport (CT) operators within East Sussex in the ways listed below under Mandate of the Association to help them develop the services they provide to their beneficiaries by providing a forum where organisations can find mutual support, share information and provide a platform to discuss common issues.
- The advancement of education for the benefit of the public in the field of accessible transport for anyone disadvantaged by mobility or poor transport links.

## Mandate of the Association

The role of the Association is to:

- (a) Represent the operational interests of Community Transport Section 19 and Section 22 (1985 Transport Act) Operators
- (b) Act as a body for/to seek feedback on quality of services being provided by operators and put forward suggestions for improvement;
- (c) Provide a forum for East Sussex County Council to present its policy and strategy in relation to community transport and explain its capabilities to improve services; or indeed its constraints;
- (d) Provide a forum for Community Transport operators to test ideas and share best practice models for service improvement and service efficiencies;
- (e) Advise any funders or contributors to current services on measures that can be taken to improve public consultation on service delivery;
- (f) Bring issues of concern or potential risk to the attention of each other and East Sussex County Council and all contributing stakeholders
- (g) Receive presentations and introductions from organisations seeking to work in partnership with the community transport sector and operators
- (h) Advise East Sussex County Council on community transport operator issues.

## Institution of the Association

The East Sussex Community Transport Operators Association will be open to Section 19 and Section 22 community transport operators in East Sussex.

## Ordinary and Affiliate Members

Membership of the Association shall be either Ordinary or Affiliate. Community Bus Operators operating in East Sussex and holding Section 19 and/or Section 22 permits shall be eligible to be approved as Ordinary members, by a majority of the membership and having attended a meeting of the existing membership and been approved, will carry full voting rights. Other appropriate interested parties (e.g. representatives of the community rail partnership, voluntary associations or voluntary car schemes) can, subject to the agreement of a majority of Ordinary Members, attend meetings as Affiliate members but will not be entitled to vote on matters affecting the future of the Association, including financial issues.

## Meetings

Regular meetings of the membership shall be held approximately four times a year. All Association members will be notified of the date, time and venue not less than one week before the meeting. Four Association members must be present to convene a general meeting and will constitute a quorum.

## Method of engagement

The Association will meet quarterly with:

- Participating community transport operators
- An East Sussex County Council Passenger Transport Officer
- Relevant guest presenters and/or advisers (e.g. the Voluntary Action Organisations).

Agendas for meetings will be agreed in advance between the Chair and the Vice Chair of the CTO Association. Minutes will be taken and agreed post meetings. The ESCC will make resources available to support the Association and will encourage members to collectively feed back to ESCC on issues and policies which directly and indirectly affect them.

## Funding

The Association will maintain a bank account into which financial resources made available by ESCC from funding provided by the Government in support of Community Transport Operators in East Sussex, as well as any other funding, will be deposited, and from which all expenses incurred by the Association, for example in connection with meeting costs, will be paid.

## Voting Rights

Each Ordinary Member of the Association, whether attending in person or by proxy (held by the Chairman), shall have one vote. Matters put to a vote shall be determined by a simple majority. The Chairman shall hold a casting vote.

## Appointment of Chairperson, Vice-Chairperson, Secretary and Treasurer

To be appointed from amongst the East Sussex CTO Association members by a simple majority vote at a regularly constituted meeting. Nominations to come from members on a bi-annual basis or when required following the resignation or retirement of an officer. The Chairperson of the CTO Association will be responsible for the smooth running of the forum and the Vice-Chairperson will chair meetings in the absence of the Chairperson. In the absence of both, a chairperson shall be appointed by the Association members who are present for the purpose of that meeting. The Treasurer will be responsible for recording all financial transactions and providing financial reports.

## Accounts

- a) All monies received by or on behalf of the Association shall be applied to further the aims of the Association and its members and for no other purpose.
- b) Any bank accounts opened for the Association shall be in the name of the Association.
- c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Association.
- d) The Association shall ensure that its accounts are audited or independently examined every year.
- e) The Association may pay reasonable out of pocket expenses including travel and subsistence to members of the Association.

## Winding Up/ Dissolution of the Association

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any general meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another group with a similar aim.

Signed.....(Chair) ..... (Vice Chair)

Date.....

Date.....