

Bus Link Oxford-Culham (BLOC) CONSTITUTION

NAME

The Association shall be called: **Bus Link Oxford Culham (BLOC)**

1 AIM

1 a) The aim of the Association is to provide safe, reliable, timely and cost-effective pupil transport between Oxford and the Europa School UK.

2 FOUNDING PRINCIPLE

2 a) The amount charged per service user is identical across all BLOC buses, and is set to cover all transport costs.

3 MEMBERSHIP

3 a) Membership of the Association shall be open to all parents and guardians of those pupils of the Europa School UK who travel to and from the school on buses hired by the association. A member shall not be entitled to vote in any meeting of the Association unless the fares of their children have been paid up to date. Parents of pupils who are planning to use the buses may also attend meetings of the Association but not vote.

b) There shall be no form of election to membership; an individual person's membership shall cease when (s)he no longer has any children travelling on the buses hired by the Association.

c) There shall be no membership fee.

d) Whenever a vote is taken, whether for the election of an officer or on a proposition deemed eligible for voting by the Management Committee, one vote may be cast in respect of each child for whom the fare has been paid up to date. Except where specifically stated elsewhere in the Constitution, the Management Committee will decide on the mechanism for voting (i.e. in person or electronically). In all cases, a simple majority shall suffice to decide the result. In the case of a tied vote, the Chairperson shall have a second vote.

4 MANAGEMENT

4 a) The Association shall have a Management Committee of 3 elected officers and any other members, so that the total number of Management Committee members shall be no more than the total number of bus routes managed by BLOC.

b) The officer roles shall be: Chairperson, Treasurer and Secretary.

c) Each bus route run by the Association shall have a representative on the Management Committee.

d) The 3 officers and other Management Committee members shall be elected at the Annual General Meeting (AGM) from among the membership. If any member wishes to be a candidate for election as an officer but is unable to attend the AGM, his/her willingness to stand for election must be notified in writing to one of the existing officers and communicated to the meeting.

e) The Management Committee may co-opt one further member who shall resign at the next AGM.

f) The Committee shall meet at least 3 times each year.

g) Two thirds of the Committee being present shall enable the business of the Association to be carried out.

h) A proper record of all transactions and meetings shall be kept and made available to all members.

i) The responsibilities of the officers shall be confined to the administration involved in the smooth running of a bus service to carry pupils of the Europa School UK between the Schools and Oxford; it shall in no way involve the control of the behaviour of the pupils travelling on the buses.

j) The officers shall draw up and keep up-to-date a code of conduct for the children travelling on the buses. Each pupil and their legal guardian must signal their consent by signature or email confirmation before their first ride. The code of conduct will be available on the website and shall also be circulated by email yearly, before the AGM.

k) Each Management Committee member shall be compensated for their efforts by having the fare of one child remitted to them. This does not apply to any co-opted voting member.

l) The term of each elected committee member shall extend for no more than 2 years. At the end of their term, committee members must resign or stand for re-election. Other members may announce their candidacy at the AGM and run against the committee member at the AGM. There are no limits for the number of terms a candidate can stand for.

5 MEETINGS

5 a) The Annual General Meeting shall be held in October of each year.

b) Notice of the AGM shall be published two weeks beforehand.

c) An Extraordinary General Meeting (EGM) may be called at any time at the request of the Committee, or not less than one quarter of the membership. Members shall be notified two weeks beforehand.

d) At any Annual General Meeting or Extraordinary General Meeting the necessary quorum shall be 3 members from different families per bus route, plus the Chairperson and at least one other officer.

6 FINANCE

6 a) The funds of The Association shall consist entirely of the money paid by members to cover the costs of hiring the buses and any interest, which that money may gain by being invested in a bank or building society. Any money obtained by the Association shall be used only for the purposes stated.

b) The funds of the Association shall be managed by the officers. The Treasurer has responsibility for supervising the financial affairs of the Association and keeping proper accounts.

i) The officers shall be empowered to invest the funds of the Association in whatever bank or society they choose.

ii) There will be a separate bank account in BLOC's name, with at least two authorised signatories to this account from among the officers.

iii) The officers shall be empowered to use the interest gained from investing the funds of the Association to defray the costs of administration and of general meetings.

iv) Any fund remaining after all the Associations obligations have been met shall be carried forward to the following year; that is to say that no refunds will be made.

c) An annual financial statement for the previous financial year shall be presented to the AGM.

d) The Association's financial year shall be from 1st September to 31st August.

e) The detailed accounts shall be open to inspection by members at the Annual General Meeting.

7 VOTING PROCEDURES

a) There are two types of votes: 1) Changes in the constitution 2) Election of committee members and other affairs.

To be adapted in legally binding language, pending legal advice

7b) Votes of the two categories differ in their voting procedure. Changes in constitution (1) can only be accepted by in-person vote at a general meeting and require quorum and a simple majority.

Election of committee members and other affairs (2) can stand for vote at the general meeting but they can also be held electronically, by non-anonymous, confidential vote (through sign-in by email address). Category 2 votes also require quorum and a simple majority.

c) Additional specific voting protocols (that are not in breach with 7 a, b, and d), such as e.g. adding an alternative option at the AGM can be introduced and must be approved before the vote by a simple majority.

d) The officers shall notify all members not less than two weeks before the meeting at which any proposals of changes to this constitution are to be considered.

8 DATA PROTECTION

8a) All users' data of BLOC, such as names, birth dates, email addresses, bank information and user-history of BLOC users and their guardians will be held by the BLOC committee such that only the current committee has access to this information.

b) Any BLOC user must opt in and agree with the use and holding of their data upon becoming a member, or no later than the 24.05.2018.

c) In the event that a committee member retires from the BLOC committee, they will cease to have access to any and all these data. They will confirm that any such data has been deleted from all their devices.

d) All personal BLOC data of a member will be deleted or anonymised no later than two years after BLOC membership has expired.

9 DISSOLUTION

9 a) A proposal to dissolve the Association may be initiated by a resolution, giving notice of the intention to proceed to dissolution at a date three months after the date of the resolution. This resolution must be passed either by a simple majority of those present and voting at an EGM or by a simple majority of all members voting electronically.

b) During the 3-month period, the Committee shall consult the membership on the distribution of any assets remaining after the payment of all bills to an organisation with similar aims and purposes as BLOC, widely interpreting the interests of BLOC as being towards school education.

c) At a final meeting of the Association, two items of business will be presented. The first will seek confirmation of the proposed distribution of funds. Subject to approval of the first item, the Association will then proceed to confirm the earlier decision to dissolve the Association by a simple majority of all those present and voting at the meeting. If confirmed, the officers shall distribute any assets remaining after the payment of all bills to the organisation as voted for by the members.

d) In the event that the distribution of funds cannot be agreed at the final meeting of the Association, the officers shall have the residual power to arrange for distribution of remaining assets after a further 3-month interval and close all the accounts. Exercise of those powers by the officers will be deemed as a full and final dissolution of the Association.