

## **DRAFT CONSTITUTION**

### **1. NAME**

The name of the Association shall be  
whose correspondence address is

### **2. OBJECTS**

The object of the Association shall be to promote and regulate the activities of the Association members whose business object is the carriage of passengers and goods in properly licensed motor vehicles between such places as the Association member(s) may from time to time determine and the doing of all other things as are incidental or conducive to the attainment of that object.

### **QUALIFICATION FOR MEMBERSHIP**

Membership of the Association shall be restricted to properly licensed Hackney Carriage and/or Private Hire proprietors and/or Hackney Carriage and/or Private Hire drivers and/or Private Hire operators within the controlled district of:

### **4. APPLICATION FOR MEMBERSHIP**

Every candidate for membership shall make application in writing to the Committee signed by the Candidate and election to the Association shall be in the discretion of the Committee.

### **5. MANAGEMENT**

The Association shall be managed by a Committee consisting of the officers of the Association and not more than ( ) members. The officers of the Association shall comprise of . The Committee and officers shall be elected at the Annual General Meeting in each year, and, subject to termination of office by resignation or otherwise, shall remain in office until their successors are elected at the Annual General meeting following their election. The Committee shall have power to fill any casual vacancies that may occur. The retiring members of the Committee and officers shall be eligible for re-election.

6. The Committee in addition to the powers conferred on it herein shall have control of the finances of the Association with power to engage, control and dismiss a salaried person for the purposes of carrying out such duties as the Committee shall from time to time so designate.

**7. SUBSCRIPTIONS**

Every member elected to the Association shall immediately upon notification of election by the Secretary pay a subscription of £

Thereafter annual subscriptions shall be payable by all members of the Association on the        day of        in every year. Members elected on or after the        day of        in each year shall be liable for one half only of the annual subscription for such year.

8. Any member whose subscription is unpaid on the        day of        shall, subject to a contrary decision of the Committee, cease to be a member, and his or her name shall be erased from the books of the Association, but may at the discretion of the Committee be replaced, subject to payment of all arrears.

**9. EXPULSION**

The Committee will have the power to expel any member of the Association who shall offend against the rules of the Association or who shall cease to be qualified for membership in accordance with clause 3 herein or whose conduct shall in the opinion of the Committee render the member unfit for membership of the Association. Before any member is expelled the Secretary shall give such member 7 days' written notice to attend a meeting of the Committee and shall inform the member of the complaints made against him or her. No member shall be expelled without first having an opportunity of appearing before the Committee and answering complaints made against him or her nor unless at least two thirds of the Committee then present vote in favour of that member's expulsion.

10. Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Association shall immediately forfeit all rights to or claim upon, the Association of its property or funds as he or she otherwise would have by reason of such membership. No member shall be entitled to any return of subscription and shall remain liable for any subscription or other fees (if any) outstanding at that time.

**11. ALTERATION OF RULES**

The Committee shall have power to alter the rules herein, but no such alteration shall take effect until the same have been confirmed at the Annual General Meeting or a Special General Meeting convened for that purpose.

## **12. BYELAWS**

The Committee shall have power to make byelaws for regulating the conduct and affairs of the Association provided that the same are not inconsistent with these rules. Such byelaws shall be communicated in writing to all members of the Association and shall be binding on all members.

## **13. GENERAL MEETINGS**

A General Meeting of the Association shall be held in every year not later than the day of            to transact the following business:-

- 13.1            to receive and if approved to adopt a statement of the Association's accounts to the end of the preceding year;
- 13.2            to consider and, if approved, sanction any duly made alterations of the rules;
- 13.3            to appoint the officers and other members of the Committee;
- 13.4            to appoint an auditor;
- 13.5            to deal with any special matter which the Committee desires to bring before the members and to receive suggestions from the members for consideration by the Committee. Notice convening the General Meeting shall be sent to the members by ordinary post not less than 14 days before the meeting and shall specify the matters to be dealt with.

## **14. SPECIAL MEETINGS**

A Special General Meeting may be convened at any time by the Committee and shall be convened with 21 days from the receipt of a requisition signed by not less than members specifying the object of the Meeting for any of the following purposes:-

- 14.1            to consider and, if approved, sanction any duly made alteration of the rules;
- 14.2            to deal with any special matter which the Committee may desire to place before the members;
- 14.3            to remove any member or members of the Committee from office and to fill any vacancy or vacancies caused by such removal;
- 14.4            to deal with any special matter which the members requiring the meeting may desire to place before the Association.

Notice of convening a Special General Meeting shall be sent to the members of the Association by ordinary post not less than 7 days before the meeting and shall specify the matters to be dealt with.

**15. VOTING**

At all meetings all voted items shall be carried by (a simple majority vote) or (a two thirds majority) or (fill in your own preferred majority).

Note: You can have a simple majority for Special Meetings and a two-thirds majority at AGMs!

**16. CHAIRMAN'S CASTING VOTE**

At Committee meetings and at General Meetings a Chairman shall be elected to preside, and shall have a casting or additional vote in the event of equality of votes.

**17. QUORUMS**

At Committee meetings (except for the purposes of rule 9 when half the total members of the Committee shall form a quorum) \_\_\_\_ shall form a quorum. At General Meetings \_\_\_\_\_ shall form a quorum.