

# **RULES OF THE P.S.V. CIRCLE**

(As agreed at the Annual General Meeting on 22 April 2017)

## **1. NAME OF THE SOCIETY:**

The name of the Society shall be the "P.S.V. Circle" hereinafter referred to as "The Circle"

## **2. OBJECTS AND AIM OF THE CIRCLE:**

The Circle is formed for the association of persons interested in road passenger transport vehicles and to afford members facilities for discussion and exchange of information on matters connected with their interests.

The aim of the PSV Circle is to be the definitive source of all knowledge on Public Service Vehicles and Operators throughout the United Kingdom.

## **3. TRUSTEES AND MANAGEMENT OF THE CIRCLE:**

- (a) All property, equipment and investments of the Circle shall be legally vested in four trustees ("The Trustees") who shall be fully paid up members of the Circle for at least five years prior to appointment and shall serve for a period of four years but, insomuch as they remain eligible, may offer themselves for re-election at the appropriate Annual General Meeting. The election of the trustees shall be by all fully paid up members eligible to vote at a General Meeting
- (b) A member appointed as a trustee shall cease to hold office if he lets his membership lapse, resigns such trusteeship, or if by resolution of the Circle, he is removed from office or fails to be re-elected by the members in General Meeting and in any such case he shall execute and do or join with other trustees in executing and doing all such things and deeds as may be necessary for giving effect to any resolution of the Circle appointing new trustees or a new trustee and for vesting in the continuing trustees or in such new trustees or trustee and the continuing trustees (if any) any property of the Circle vested in him either alone or jointly with others.
- (c) The ordinary management of the affairs of the Circle shall be delegated to a Management Committee and the trustees shall not be concerned to see that the Committee or any of its officers are properly appointed or as to the regularity of meetings.
- (d) Nothing shall preclude a trustee from serving on the Management Committee.
- (e) The Management Committee of the Circle shall consist of not less than eight and not more than twelve members of the Circle, who have fully paid up subscriptions for a minimum of two years before appointment from whom the following offices, all honorary, shall be filled: Chairman, Secretary and Treasurer.
- (f) The Management Committee shall be elected at each Annual General Meeting and the Committee so elected shall hold office until the close of the succeeding Annual General Meeting. Any member appointed to the Management Committee shall cease to hold office if he lets his Circle membership lapse, resigns such membership, or if by resolution of the Circle, he is removed from office. Retiring members of the Management Committee shall be eligible for re-election.
- (g) Nominations for election as a trustee and nominations for election to the Management Committee shall be by written notice delivered to the Secretary not later than 31<sup>st</sup> January each year. In order to be valid a nomination must be both proposed and seconded and must be accompanied by the nominee's written assent. Proposer and seconder may be any members of the Circle whose subscription is fully paid up. Provided that any existing member of the Management Committee who has not tendered his resignation to the Secretary by 31<sup>st</sup> January in any year he shall be deemed to be offering himself for re-election and a fresh nomination shall not be required in respect of such a member.
- (h) The Secretary is required to notify to members the names of all nominees in the Agenda for the Annual General Meeting.
- (ij) Election shall be by a count of votes at the Annual General Meeting. If the number of nominations exceeds the number of appointments permitted under the rules a ballot shall be held. Papers for such a ballot shall be distributed with the Agenda for the Annual General Meeting and shall be returned to a designated officer at or before the meeting.

- (k) The Management Committee may fill interim vacancies by co-option.
- (l) All members of the Management Committee, whether elected or co-opted, shall remain in office as provided in Rule 3 (f) above.
- (m) At meetings of the Management Committee SIX shall form a quorum, and no business shall be conducted unless a quorum be present. Any members attending a Management Committee meeting by invitation or otherwise, will neither form part of the quorum for the purpose of that meeting nor be permitted to vote at such a meeting. Any such attendee must respect the confidentiality of the proceedings of that meeting.
- (n) The Management Committee may appoint members to other offices or sub-committees, as and when occasion arises, in order to assist the work of the Circle. Such offices and sub committees are to operate under the authority of the Management Committee to whom regular reports must be made. These appointees shall not become members of the Management Committee.
- (o) The decision of the Management Committee in all matters connected with the Circle is final save that this rule will not conflict with Rule 6 (f) nor in any decision reached by members in General Meeting.
- (p) At all Management Committee and General Meetings, matters shall be decided by a simple majority of votes cast. In the event of a tie the Chairman shall have the casting vote.

#### **4. THE HONORARY PRESIDENCY:**

- (a) The Management Committee may at its discretion nominate a senior member of the Circle to be Honorary President such nomination to be ratified by the membership at the next following Annual General Meeting.
- (b) The term of the Honorary Presidency shall be at the discretion of the nominating Management Committee and be either for life or for a term of one year measured from one Annual General Meeting to the following Annual General Meeting. Following the expiry of a one year term, the Management Committee may, at its discretion nominate:-
  - (i) a new Honorary President, or
  - (ii) the existing Honorary President for a further term, the aggregate of which shall not exceed five consecutive years for any individual.
- (c) Only one person may be Honorary President at a time, and during the term of an Honorary Presidency the incumbent may not hold any office within the Circle. The Honorary President may attend meetings of the Management Committee and speak but not vote thereat. He shall not be counted as a Committee member for the purposes of Rule 3 above.
- (d) The Honorary President may retire at any time within the period of his presidency by giving notice in writing to the Secretary.
- (e) If at any time the Honorary President shall cease to be a member of the Circle either by resignation or otherwise, his position as Honorary President shall lapse immediately.
- (f) Once an Honorary Presidency has lapsed as in clause 4 (b), (d) or (e) above, an Honorary President is deemed to become a Past President. There is no limit to the number of Past Presidents that may exist at any one time.
- (g) A Past President may, at the discretion of the Management Committee, be nominated for any Circle office.

#### **5. FINANCE:**

- (a) Each member shall pay an Annual Subscription of 50p. In addition he shall be charged a News Sheet Fee, payable in advance, at a rate to be determined by the Management Committee.

(b) The approval of the Management Committee is required for all financial expenditure. Financial commitments incurred by individuals or sub-committees can only be entertained if previously sanctioned by the Management Committee.

(c) The Treasurer shall keep an account of all monies received and expended by the Circle and a complete financial statement, duly examined by an independent member of the Circle, shall be circulated to all members twenty one days prior to the Annual General Meeting. The financial year of the Circle shall be from 1<sup>st</sup> January to the ensuing 31<sup>st</sup> December.

(d) In the event of a decision to disband the Circle the members in General Meeting shall appoint a Receiver who shall realise the assets of the Circle, pay any proven debts of the Circle and distribute equitably any remaining balance amongst those members fully paid up at the time of appointment of the Receiver.

## **6. MEMBERSHIP:**

(a) Prospective members should be over sixteen years of age, but the Management Committee may relax this rule at its discretion. The Management Committee reserves the right to reject any application for membership without assigning any reason for so doing.

(b) The Management Committee may exempt a member from making payments to the Circle.

(c) Every member when accepted shall receive a copy of these Rules and shall be deemed to be bound by them.

(d) Any permanent change of address should be notified to the Circle immediately.

(e) The Management Committee may expel any member should his conduct be deemed to be detrimental to the interests of the Circle. An expelled member may appeal against his expulsion at the next following General Meeting of the Circle and he shall be given due Notice of the time and place of that meeting.

(f)(i) An application for appeal under Rule 6 (e) must be made in writing and signed by the expelled member and lodged with the Secretary before 31<sup>st</sup> January in any year to allow for this item to appear on the Agenda and for notice to be given to all members.

(ii) The appeal shall be heard in open meeting and a vote taken by all members present as to whether the appeal shall be upheld or dismissed. A vote shall be by secret ballot and the decision communicated in secret to the Chairman of the Meeting who shall pronounce the result. If the appeal be dismissed the expelled member shall not be entitled to a further appeal until the next General Meeting when the same procedure shall be adopted.

## **7. MEETINGS:**

(a) A General Meeting of the Circle shall be held annually within six months of the end of the financial year of each year. The Agenda for this Meeting shall be distributed at least twenty one days prior to the Meeting. The Chairman shall make a Report to the Members and this Report together with the examined accounts for the preceding year shall be circulated to the members with the notice calling the Annual General Meeting.

(b) Other General Meetings may be held at times and places as deemed convenient by the Management Committee. Every member shall receive twenty one days notice of these Meetings.

(c) Any member wishing to express his views on any matter which may properly be brought up at a General Meeting but who is unable to attend in person may express his views in writing to the Secretary not less than four days before the date of the Meeting and the Secretary shall present these views to the Meeting. Any member unable to attend a Meeting in person may advise the Secretary not less than four days before the date of the Meeting as to his views on any matter which may be brought to the vote and the Secretary shall be required to cast votes for the member as though the member was personally present at the meeting.

(d) A quorum at any General Meeting of the Circle shall consist of TWENTY FIVE members and no business may be conducted unless a quorum be present.

(e) The Secretary will be required to convene an Extraordinary General Meeting within one month of representations in writing from ten or more members.

**8. MINUTES:**

The Secretary (or in his absence a deputy appointed by the Chairman) shall take Minutes of the proceedings of all Management Committee and General Meetings and circulate them to all members thereof; in the case of a General Meeting these shall be circulated to all members. Minutes shall be retained for a minimum of 12 years.

**9. GUESTS:**

- (a) Every member may introduce one guest to each ordinary meeting of the Circle provided that the guest introduced has not been expelled from the Circle or refused as a member and is over sixteen years of age.
- (b) Guests may also be introduced on visits of the Circle provided conditions permit and the provisions of Rule 10 are satisfied.
- (c) The introducing member must acquaint his guest with Rules 10 and 11.

**10. VISITS:**

- (a) During visits arranged by the Circle, members and guests must obey directions given by the official leaders of the party and by representatives of the undertaking visited.
- (b) Misconduct by any member and his guest will result in a report being placed before the Management Committee and may result in the expulsion of the member concerned.
- (c) Neither the Circle nor any party concerned shall be responsible for any injury or damage howsoever caused resulting to any member or guest or their property whilst participating in any function arranged by the Circle. Members shall be deemed to have been advised of this notice by its publication in these rules.
- (d) The Circle cannot hold itself responsible for any loss or damage occasioned by members or guests at any time. Such damage howsoever occasioned shall be the sole responsibility of the individual or individuals concerned.

**11. MISUSE OF THE NAME OF THE CIRCLE:**

- (a) No member or other person may, without prior written consent of the Management Committee, use the name of the Circle or its officers in any communication. Any breach of this rule will render the member concerned liable to expulsion.
- (b) Any financial or other commitments entered into in misrepresentation of the Circle will be the personal responsibility of the person or persons concerned.

**12. USE OF CIRCLE INFORMATION:**

Authority for the use of information obtained from Circle publications or records for use in non Circle publications must first be obtained in writing from the Secretary.

**13. ALTERATIONS TO RULES:**

- (a) Any proposed alterations of rules should be supported by at least three members and submitted to the Secretary in writing by 31<sup>st</sup> January next before the Annual General Meeting. Any member unable to attend the Annual General Meeting may nominate another member to speak on his behalf at that meeting by notifying the Secretary of his intentions prior to the meeting.
- (b) These rules shall not be rescinded or altered except by the vote of the majority of the members personally present at a General Meeting convened by a Notice of not less than twenty one days specifying the proposed alterations.