

Melksham rail user group

Constitution

Name Melksham Rail User Group (abbreviated to MRUG)

Mission To represent the users of rail services at Melksham.

Aims

- To represent the interests of passengers and other users of Melksham station on railway and government bodies, and to act as the prime conduit for feedback to those organisations, both through direct contact and through the TransWilts CIC
- By membership of the TransWilts CIC, to support the permanent provision of, and expansion to, the rail service at Melksham
- To lead Station Adoption activities at Melksham to facilitate, and where appropriate implement, enhanced amenities, including application for funding where applicable, for such improvements.
- To encourage use of Melksham station by individuals and business users, including promotional events
- To analyse actual and potential Melksham station users travel plans, and hence recommend potential improved connections
- To increase awareness of, and provision of integrated public transport more generally in Melksham and the surrounding area
- To educate users in all safety related issues and regulations

Membership

Membership is open to representatives of any of the following groups, subject to approval of the Chairman acting reasonably.

- Any regular user, or potential user, of the Melksham station and train service
- TransWilts CRP and TransWilts CIC
- Town and parish councillors within the station's catchment area
- Wiltshire Council Transport Executives
- West Wilts Rail User Group and other local groups with an interest in the station
- Campaign for Better Transport
- Train Operating Companies in the South West region
- Railway Development Society
- Co-opted members with special knowledge or influence

Membership matters

- All members are volunteers and no member/officer will receive payment for time.
- Members may be reimbursed reasonable expenses subject to prior approval by two officers of the group.
- There is no limit to the number of members, or representatives from any organisation, except where practicalities of accommodation at meetings restricts the number who may attend.
- Any member absent without apology for three consecutive meetings may, at the discretion of the officers, be deemed to have resigned
- Applications for membership, may be made at any time, by notice to an officer of the organisation. It is understood that some organisations may not nominate a representative.
- Officers will be elected from the members at an AGM, and comprise a Chairperson, Vice-Chair, Secretary and Treasurer.

Funding and Finance

- Funds for the work, where required, will be by application for grants from local organisations, sponsorship and from donations. Funds may be also sought from national bodies through the TransWilts CIC
- A bank account will be maintained, with suitable authorised signatories, as agreed by the members at an AGM or other meeting.
- If the level of cash held in any year does not exceed £6,000 then no formal audit of the accounts will be undertaken, although the accounts will be subject to scrutiny at the AGM.
- In the event of winding up, the funds will be passed to an organisation whose aims are broadly in line with those of MRUG, or returned to the local councils.

Conduct of Meetings

- Approximately 5 meetings will be held annually, typically bi-monthly, at Melksham Town Hall (or other agreed venue), usually on a Friday at 19:30, unless agreed otherwise by the members. Meetings will, if possible, not conflict with other rail related meetings in the area. Invitation and agenda will confirm a meeting.
- A meeting during April (or the nearest date) will be designated the Annual General Meeting, at which all officers will be appointed or re-appointed, where necessary by an agreed voting procedure.
- Items for discussion shall ideally be notified to the secretary a minimum of 14 days prior to the meeting.
- The agenda and minutes of the previous meeting shall be circulated to members so as to be received at least six days prior to the meeting.
- A meeting will be regarded as quorate if five members attend (of which two must be officers). No proposal for action on a matter on the agenda can normally be accepted unless the meeting is quorate.
- Items not on the agenda shall only be discussed if the chairman agrees to put the matter forward and the other members present give consent. Practicalities of advising members of the agenda, and scheduling of the meetings may necessitate variation in this procedure.