

EAST LOTHIAN COMMUNITY RAIL PARTNERSHIP

CONSTITUTION 2022

- 1. The organisation shall be called EAST LOTHIAN COMMUNITY RAIL PARTNERSHIP (ELCRP or CRP)**

The address of the organisation shall be the postal address of one member of the Board, usually the Chair which at the date of this agreement is 11A DIRLETON AVENUE, NORTH BERWICK, EAST LOTHIAN, EH39 4AX.

- 2. Finance**

The Board will maintain a bank account at a recognised clearing bank in the name of East Lothian Community Rail Partnership. The legal status of ELCRP will be that of a **'voluntary unincorporated organisation.'** Bank statements will be addressed to the Treasurer and all debit items will be subject to two signatures from a specific signature list of at least three members.

Accounts of income and expenditure shall be kept by the treasurer and will be produced annually as at the year-end of 31st March. These will be independently examined and will be approved by the Board and produced to the AGM for acceptance. Funds can only be used to assist in the aims of the Group.

In the event that an AGM cannot be held in person (such as during the COVID 19 pandemic), the accounts will be electronically sent to all members on the contact list for acceptance.

Those who do not respond to such a communication within 14 days will be deemed to have accepted the accounts.

External funding may be raised or sought from funding organisations (such as Community Rail Network or the TOC) to contribute towards the costs of projects undertaken by the organisation.

The CRP is not permitted to enter into any commercial borrowing agreement and its projects are to be fully funded prior to commencement.

- 3. The aims of the group are:**

- To undertake projects, that promote the benefits of rail travel, by volunteers for the benefit of the local community and passengers which will improve the overall environment and passenger ambience at stations.
- To publicise and raise awareness of the benefits of rail travel, 'green transport plans', attractions of the station area, its environs and the tourism potential of surrounding towns to increase station 'footfall'.

- To encourage community involvement and ownership, particularly by young people and schools, in conservation, environment and associated education artworks, poetry, competition, etc. at the station and its environs.
- To encourage local community groups and local businesses to recognise the importance of their local rail service and become involved in CRP activities.
- To identify and campaign for improved infrastructure facilities and services.
- To work in partnership with **ALL** stakeholders to achieve these aims.

4. To fulfil these aims the group will:

- Undertake practical environmental, conservation, and other activities as they see fit and that are approved by the station facility owner or Train Operating Company (TOC) and with permission agreed by Network Rail.
- Encourage partnerships with other like-minded groups in the local community to undertake such works.
- Raise money/funding when necessary including by means of awards, grants and sponsorship for carrying out the aims of the group.
- Publicise their activities and achievements in the local press and through their own printed and on-line media channels as appropriate.
- Work safely and responsibly within the guidelines and procedures issued by the TOC.

Note it is a compulsory requirement that **all** volunteers working at or around the station will have received a rail safety briefing from an authorised member staff from the TOC and that they agree to adhere to **all** safety briefings issued by the TOC and/or Network Rail.

5. Stations covered by the CRP

The following stations are covered by the CRP:

Musselburgh, Wallyford, Prestonpans, Longniddry, Drem, North Berwick, East Linton (when opened), and Dunbar. Subject to the agreement of the CRP, the station opened in May 2022 at Reston may also be considered as falling within the CRP area if approached to do so.

- 6. Membership** of the organisation is open to anyone genuinely interested in taking part in and furthering the aims (stated above) of the organisation regardless of race, colour, nationality, ethnic or national origin, gender, sexual orientation, religious belief or by other conditions which cannot be shown to be justifiable within the context of the Equal Opportunities Act and The Equality Act (2010).

7. Political issues

The CRP shall not become involved in, or support, or object to any political activity including expressing political opinions in writing, social media and electronically.

8. Governance

A Board committee (and if required, subcommittees) shall be appointed to conduct the administration of the organisation. This committee (which should include a Chairperson, Secretary and Treasurer) will oversee the day to day running of the organisation and will also be answerable to meetings of members and the local community. There is no restriction to the number who can be on this committee, but a minimum of two is required

to take day to day decisions. Where specific jobs are combined – e.g. Secretary and Treasurer, will count as one person. This committee can meet at any time considered necessary by the committee members who will then report to an ordinary meeting or AGM.

The CRP will maintain both public liability insurance and employer's liability insurance, the latter being required in relation to volunteers who have the same legal rights as an employee.

9. Meetings

The organisation shall hold regular meetings (suggested four per year), **including an AGM** to discuss its activities, policy and administration. All members shall be entitled to attend and the meetings shall be fully intimated to them by email or other communication. Individual members attending a meeting will all have one vote at the ordinary meeting should the need arise with the Chair, or in their absence, the Chair of the meeting for the day, having a casting vote.

Members of the CRP and stakeholders will be:

- Chairman
- Vice Chairman (If appropriate)
- Secretary
- Treasurer
- ScotRail representative responsible for CRPs
- ScotRail representative responsible for Station adopters
- Representative from East Lothian Council
- Public Transport Officer, City of Edinburgh Council
- Representative of East Lothian Access Panel
- Representative from SESTRAN
- Representative from RAGES
- Representative of the six county Area Partnerships
- Interested members of the public

- Stakeholders are defined as any group or organisation with an interest in the CRP and the future of the Railway Line and any regular rail user.

Stakeholders will comprise the following:

- Representatives from each Community Council (if not already on the Board)
- Representatives from the various Area Partnerships (if not already on the Board)
- Station adopters
- Representative from Queen Margaret University
- Representative from a local Chamber of Commerce

10. Annual General Meeting (AGM)

The AGM shall be held in the same year as the date of the accounts – in other words by 31st December with an accounting date of 31st March. At least 21 days' notice of the convening of the AGM shall be given in writing (including email) to all Board and Stakeholder members together with a copy of the financial statement and any

proposed amendments to this Constitution, unless urgent in nature in which case such amendments can be approved at an ordinary meeting (see below). Notification on the CRP's website will also be made relating to the AGM and any meeting where a change in the constitution is proposed.

11. Voting at meetings

Ordinary meetings: A simple majority of those present at the meeting will be required to pass a motion, with the Chair, or acting Chair for the day, having a casting vote. The only exception to this is if an urgent change to the Constitution is considered at an ordinary meeting then a two-thirds majority will be required.

At an AGM, a simple majority of those present at the meeting will be required to pass a motion, with the Chair, or acting Chair for the day, having a casting vote. If a change to the constitution is considered a two thirds majority will be required to pass the motion.

Proxy votes will be permitted subject to being submitted to the Chair before the meeting commences. These are to be declared before the vote takes place.

12. Required Quorum

Both an ordinary meeting and an AGM will be considered quorate where there are five attendees, with at least two Board members present. If a meeting is not quorate, any decisions taken will either be deferred to the next meeting, or if necessary, communicated to the mailing list seeking approval of members and specifically any objections to proceeding with the motion. If one objection is received, within 14 days, the motion cannot proceed until reconsidered at the next meeting.

13. Community Rail Network

The CRP will maintain membership of The Community Rail Network and pay its annual subscription accordingly.

14. Annual Action Plan

The CRP will produce an annual Action Plan taking the form of recording each year's activities/projects this being regarded as a continuous working document which will be kept up to date. It must include any future projects in order to obtain funding.

15. Behaviour of volunteers and members and stakeholders

Any two Officers of the organisation or officials of any TOC with which the CRP has a relationship have the right to immediately suspend any volunteers from the organisation who are engaged in activities which are deemed to be unsafe, dangerous, unapproved, who stray onto the track or lineside, or who are under the influence of drugs or alcohol or their behaviour is of cause for any concern and specifically including electronic posting to social media sites which may bring the CRP into disrepute especially concerning items detailed above under paragraph 6, and further to permanently expel them from the CRP after investigation if found to infringe this condition.

16. Dissolution of the CRP

Any decision to dissolve the CRP must have a two thirds majority at an ordinary meeting or an AGM. In the event that the CRP is unable to continue because of lack of volunteers, any residual funds held are to be distributed in the following manner:

- Funds which are held and are specifically for funding a project which cannot proceed are to be returned to the funder.
- Other general funds are to be donated to a railway charity to be decided at the meeting held agreeing to the dissolution.

17. Approval.

This constitution for EAST LOTHIAN COMMUNITY RAIL PARTNERSHIP Group was

approved at an Annual General Meeting on

Chair _____

Secretary _____

Representative(s) of Train Operator (s) _____

Date Approved _____

