



ARTICLES OF ASSOCIATION OF THE KINGTON CAR SHARE CLUB (KCSC)

1. Name

The Club shall be known as the Kington Car Share Club (KCSC) which is an Unincorporated Voluntary Organisation run for and by its members

2. Membership

Membership of the Club will be open to anyone who has-

- attended a car club meeting, (or has been interviewed by a Club officer)
- has presented the paper part of their driving license and meets insurers requirements
- paid the Joining Fee
- agreed to pay the monthly Membership Fee
- agreed to abide by the guidelines including the rules and responsibilities

New members are on a six month trial period - during this time, they cannot take on any financial or booking tasks, and they are expected to try to attend all car share meetings held during this time.

3. Aims and objectives of the Association will be to:

The Aim of the KCSC is to reduce the carbon emissions associated with transport and to provide a more resilient transport system in the post cheap and plentiful oil age, for the benefit of local residents or businesses. KCSC will do this by:

- Owning cars of different types, all practical, economical work/business/holiday vehicles.
- As quickly as possible, moving towards electric vehicles (EVs).
- Maintaining a balance of club car members to vehicles, for good overall utilisation and reasonable availability to meet members requirements.
- For the members of the Club to take responsibility for managing the affairs of the Club and doing so in an inclusive and transparent manner.
- Initially, transferring members' vehicles to KCSC, where possible.
- When more than one car is operational, basing vehicles in different locations across the town.

4. Powers

In addition to any other powers which the Members of the KCSC may compile, the following may be exercised in furtherance of the Club's objects:

- a Power to raise funds and receive contributions;
- b Power to buy, take on lease or in exchange any property and to maintain and equip it for use;
- c Power to sell, lease or otherwise dispose of all or any other part of the Club's property, subject to complying with any restrictions placed on disposals;
- d Power to borrow money;
- e Power to enter into legal agreements appropriate to the running of KCSC.

5. Management Arrangements

The affairs of the KCSC shall be conducted by Members at regular meetings (6 to 8 week intervals). All documentation will be transparent to all members. There will be a number of formal roles, these will rotate so that over time all members contribute to the running of the Club (as at March 2015 the roles are):

a. Bookings Administrator (main person with one deputy)

The Booking Administrators job is to accept & arrange bookings for those not using the web based system and to ensure the system is used effectively and fairly. This person will also review the booking calendar and Treasurer's spreadsheets and prepare a report for the 6th monthly fuller review of need for replacement vehicles, utilisation and expansion /contraction of the fleet &/or members, availability/disappointment record and or whether sufficient funds are being accumulated. Any issues with usage to be raised at regular meetings.

b. Treasurer

This role is to prepare a spreadsheet of what's owed by or to members, using the logs of miles and time sent in by the keepers of the vehicles. He/She will;

- *Receive and bank payments,*
- *Make payments for items not paid directly by the members*
- *Maintain record books of the above and prepares cash flow and necessary accounts for the monitoring of the Clubs finances.*

c. Vehicle 'Keepers'

The Vehicle 'Keeper' oversees the condition of the vehicle and arranges for it to go to the garage when necessary. She/He will ensure that all necessary equipment (eg logbook and location of car key) is in place. At the end of every month this person will ensure the time/mileage log is sent to the Treasurer – within 5 days of month-end.

d. Secretary

Organises meetings and is keeper of all KKCS records and maintains the documentation necessary for assisting the members to use the cars. She/He will also reads/summarises the last meetings minutes and then takes meeting minutes (i.e. points of information, decisions made, action points) and distributes these.

e. Meetings Chairman

He/She should ensure that at least 4 members are present to form a Management Committee on the day of the meeting. The Committee shall include a Chair, and 3 others to make the meeting quorate. If key officers are missing, the attendees should be able to represent their view and take minutes (if the secretary is absent).

- *Other role holders may be agreed and elected, if considered appropriate by a General Meeting.*
- *Tenure of any post on the Committee and of all other role holders voted for at a General Meeting, whether permanent or temporary, shall be voluntary, unpaid and open only to Members of the Club.*

- These role holders, having been duly proposed and seconded with their agreement, shall be elected for the ensuing agreed period by majority vote at each General Meeting of the Club, with a quorum of 4 members present or a minimum of 25% of all members, whichever is the greater.
- Role Holders shall be eligible for re-election each year at an Annual General Meeting. There will be a general meeting at least once a year and one of these will be the Annual General Meeting.
- In exceptional circumstances, following the tabling of a specific agenda item to the effect, Role Holders may be asked to step down by a majority vote at a General Meeting, with a quorum as described above.
- The Committee with as many members present as possible shall meet as a General Meeting to discuss issues relating to objectives of the group ideally twice a year and no less than once a year.
- Objectives, rules, roles and decisions on pricing and car replacement, disposal and acquisition can only be made at a General Meeting or where there is written evidence that the whole membership has been consulted.
- Every question shall be decided by a majority of votes cast and if the votes are even the Chair will have the casting vote in addition to his vote as a member.
- The Chair, Secretary, Treasurer and other elected members (role holders) of KCSC shall keep accurate records of their dealings on behalf of KCSC which shall be available for inspection by Members, on request.

Current Office Holders for the Kington Car Share Club

Chair- Peter Frost **Secretary-** Nancy Frost **Treasurer-** Maureen Titterington
Booking Administrators- Gordon Coppock **Vehicle Keeper-** Nick Nicklin

6. Club meetings

- Members of the Club shall be eligible to vote at General Meetings.
- At least seven days advance notification of the date and agenda of any General Meeting shall be circulated to the Members.
- Items for the agenda of the next General Meeting, proposed by the Committee or any Members, shall be communicated to the Secretary a sufficient time in advance to allow preparation for the meeting.
- The business of the Annual General Meeting will include reports from the Chair, the Secretary, Treasurer and Booking Administrators
- Special General Meetings may be called if considered desirable by a minimum of 4 Members. The Secretary shall advertise the date and agenda at least 14 days in advance.

7. Finance

- The Committee shall open and maintain a bank account in the name of the KCSC and all monies received from any source on behalf of the Club shall be paid into that account.
- Records and accounts of all transactions shall be kept by the Role Holders and shall be available for inspection by Members.
- A summary of the accounts for the preceding year shall be presented at the Annual General Meeting.
- Bank transfers will normally be made by the Treasurer and systems/approvals will be set up so the Booking Administrator, Secretary and Keepers can assist if necessary. Amounts of £250 or under can be approved by one of these role holders, amounts above this need 2 persons approval and a written statement outlining the need for the payment. ALL transactions will be reported to the next meeting. Payments will be made by bank transfer, cheque and cash in exceptional circumstances.

- All profits arising from the general business of the Club and all contributions received shall be used for the accomplishment of the objectives of the Club.
- The full amount of any interest free loans shall have a guarantee of repayment within the period agreed. Repayment of the loan as a priority over other payments and /or selling the assets of the KCSC may be required to ensure the repayment period of the loan is met.

8. Further Points of Information:

Personal Interest

- Following the setting up of the bank account no member may acquire or hold any interest in property of the organisation unless this is explicitly agreed at a meeting and confirmed to all members (except in order to hold it as a member of the Group).
- In exceptional circumstances any role holder or member who possesses specialist skills or knowledge may charge and be paid reasonable charges for business done by him or her/his or her firm when instructed to act on behalf of the Club.

Power of Amendment

- Amendment to this constitution may be made at General Meetings, Special General Meetings or Annual General Meetings, subject to 14 days notice of the intended changes to be considered at the meeting. Amendments may only be adopted by majority vote in a quorate meeting.

Power of dissolution

- If the members of the committee decide that it is necessary or advisable to dissolve the Club, they shall call a meeting of all members with not less than 14 days notice (stating the terms of the resolution to be proposed and the finality it implies). If members wish to be present but can't attend they can vote by sealed envelope through a proxy. If the proposal is confirmed by two thirds of those present and voting (including those not present and voting through a proxy), the committee members shall have power to realise any assets held by or on behalf of the Club.
- Any assets remaining after the satisfaction of any proper debts or liabilities shall be transferred to some other charitable institution having similar aims as the members may determine, or if that cannot be done, shall be applied for some other charitable purpose local to Kington.
- These Articles of Association were adopted at the Meeting of the Club on 05/03/2015, and will be formally ratified at the next General Meeting.

Ratification of Articles of Association for Kington Car Share Club 05/03/2015

Name	Role in KCSC	Date	Signature
Gordon Coppock	Booking Administrator		
Nancy Frost	Secretary		
Peter Frost	Chair		
Maureen Titterington	Treasurer		
Nick Nicklin	Vehicle Keeper		

