

# London Transport Traction Group Constitution

## 1.) Name

The name of the group is to be 'London Transport Traction Group' (L.T.T.G.) The London Transport Traction Group is referred to in this document also as the 'L.T.T.G.' and 'The Group'.

## 2.) Aims

- (a) The aims of the London Transport Traction Group are:
  - (i) To secure for preservation items of railway rolling stock operated by the London Transport brand that existed between 1933 and 2000, as well as the constituent organisations of London Transport.
  - (ii) Whenever reasonable, to operate the rolling stock that The Group secures.
  - (iii) To secure and preserve other artefacts associated with the London Transport brand and its constituents.

## 3.) Membership

- (a) Membership of The Group is open to:
  - (i) Those aged over 18 and those aged between 13 and 18 provided that satisfactory parental consent is submitted to the group secretary.
  - (ii) Those who support the aims of the group.
- (b) Membership of The Group commences immediately upon receipt of the membership application form and the first annual or life membership fee.
- (c) The annual membership fee will be set initially by the committee and henceforth will be agreed at the Annual General Meeting.
- (d) The annual membership fee will be payable by all members with the exception of life members who have paid a life membership fee.
- (e) All Members are permitted to vote at the Annual General Meeting.
- (f) Life members are required to pay an initial life membership fee and thereafter are not required to pay an annual membership fee. Life members are permitted to vote at the Annual General Meeting.

- (g) The committee may also award life membership to persons deemed to have been of substantial or longstanding service to The Group. Life membership will be awarded on an individual basis as decided by the committee.
- (h) Members of the group prior to the availability of general membership have been appointed as life members by the committee.
- (i) A full list of current members will be held by the secretary.

#### **4.) Ceasing to be a member.**

- (a) Members may resign at any time by expressing their intent in writing to the group secretary. The membership fee is non-refundable.
- (b) Any member whose annual membership has not been paid after a minimum of two months past the expiry date of the previous year's membership will be contacted by the group secretary. The committee will then decide whether the member should be deemed to have resigned.
- (c) Offensive behaviour, including -but not limited to- racist, sexist or inflammatory behaviour, is not permitted within the group.
  - (i) Any member behaving in an offensive manner or contravening the equal opportunities policy laid out in Section 5 of the constitution will be initially contacted by the committee regarding their behaviour.
  - (ii) If further action is required, the committee may request that the member concerned submit a written apology.
  - (iii) Following three subsequent reports of offensive behaviour as described in Section 4(c), (i) the member concerned will be required to explain their actions to the committee. The committee will then vote to decide whether the member should be stripped of their membership. The member concerned would not be present whilst this vote takes place.
- (d) A member may not be stripped of their membership without evidence that they have contravened the constitution of the group.

## **5.) Equal Opportunities**

- (a) The London Transport Traction Group will not discriminate on the grounds of protected characteristics as laid out in the Equality Act (2010). The Act defines these protected characteristics as:
- Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil Partnership
  - Pregnancy and Maternity
  - Race
  - Religion or Belief
  - Sex
  - Sexual Orientation
- (b) On occasion it may be necessary to advise members against undertaking particular duties on the basis of their protected characteristic, when the duty is considered to pose a significant risk to the member's physical or mental health and reasonable adjustments are unable to be made.
- (c) It is not, however, permissible for members to be prohibited from undertaking a duty on the grounds of a protected characteristic.

## **6.) Officers and Committee**

- (a) The Group will be managed by a committee, elected from the first Annual General Meeting (AGM) and at subsequent AGMs.
- (b) Prior to the first AGM, the committee was composed of the founding members of the group and others co-opted by this founding committee.
- (c) The committee will meet as required and no less than four times per year. Committee meetings will be open only to the committee members and those whom the committee has appointed to undertake specific tasks or co-opted onto the committee.
- (d) The committee will always consist of at least three members;
- (i) Chairman, who shall chair all general and committee meetings. The chairman is responsible for coordinating the actions of the committee. In the absence of the chairman, the secretary will chair meetings.
  - (ii) Secretary, who shall be responsible for the handling of correspondence, membership enquiries, the taking of minutes and the distribution of all

papers. The secretary may delegate these tasks to one or more officers if required.

- (iii) Treasurer, who shall be responsible for maintaining The Group's accounts.
  
- (e) The committee may also co-opt up to three individuals from both inside and outside of the membership to advise on specific issues.
  - (i) Co-opted committee members may include:
    - Technical Director, who shall oversee the operation of The Group's rolling stock once this is acquired. They will submit operations reports to the committee at committee meetings and to the membership at both Annual and Special General Meetings and advise of future technical strategy.
    - Webmaster, who shall monitor The Group's website activities and deal with technical issues as they arise. The webmaster may also advise on The Group's future online policy.
    - Member without portfolio, who shall assist in decision-making and discussion in an objective fashion. This co-opted committee member may also advise on the coordination of The Group's future activities.
  
- (f) The committee may appoint up to six members to serve as officers to deal with specific issues, projects and requirements.
  - (i) Officers may include:
    - Fundraising Officer
    - Publicity Officer
    - Community Outreach Officer
  
- (g) In the event of a committee member resigning, being dismissed or passing away a Special General Meeting will be called soon after in order that a replacement may be elected. Short-Term replacements may be appointed by the remainder of the committee.
  
- (h) Any committee member that does not attend a meeting for more than three months without apology will be contacted and asked if they wish to resign.

## **7.) Meetings**

### **7.1: Annual General Meetings (AGMs)**

- (a) The duration between one AGM and the next is to be no more than 15 months. If, due to special circumstances that prevent its being held, the AGM must be postponed beyond this date then all members must be notified of this fact. Examples of special circumstances include global pandemics or government restrictions on the assembly of large groups.
- (b) All members will be notified, in writing, of the date, time and venue for the AGM no later than four weeks before it is scheduled to take place.
- (c) Members may submit items for discussion at the AGM to the secretary up to one week before it is scheduled to take place.
- (d) Members may nominate themselves, or others, for serving on the committee up to one week before the AGM is scheduled to take place. Nominations may be made by the submission of a nomination form to the secretary.
- (e) There may be no less than fifty-one percent of the membership present at the AGM in order that votes and decisions may be made to reflect the interest of The Group as a whole.
- (f) At the AGM:
  - (i) The committee will present a report of the work carried out by the London Transport Traction Group during the year.
  - (ii) The committee will present the accounts of the London Transport Traction Group during the year.
  - (iii) The committee for the following year will be appointed.

## 7.2: Special General Meetings (SGMs)

- (a) The secretary may also call SGMs if requested to do so by the majority of the committee or by no fewer than ten other members issuing a request to either the chairman or secretary along with a reason for their request. Reasons may include the proposal of a new project. The meeting will take place within three weeks of the request being submitted.
- (b) All members will be notified of the date, time and venue for any SGM no later than two weeks before it is scheduled to take place.
- (c) There may be no less than twenty-five percent of the membership present at any SGM.

### **7.3) Committee Meetings**

- (a) Committee meetings may be called by the chairman or secretary. Committee members must receive notice of committee meetings at least one week before the meeting is scheduled to take place.
- (b) At least three committee members must be in attendance at each committee meeting.
- (c) Committee meetings may be held by virtual means if special circumstances dictate that a physical meeting cannot be held.

### **7.4) Procedure During Meetings**

- (a) The Chairman will chair all meetings as far as is practically possible.
- (b) Either the secretary or treasurer may act as chair at meetings for which the chairman is absent.
- (c) Minutes will be taken at both AGMs and SGMs.
- (d) Motions proposed prior to a meeting will be voted upon at the meeting. In order for a motion to be passed it must gain the majority of the votes cast.
- (e) In the event of there being an equal number of votes across all sides then the chairman is to be permitted a casting vote.

## **8.) Finances**

- (a) A bank account will be maintained by The Group as agreed by the committee. At least two committee members, including the treasurer, will be signatories to this account.
- (b) Each transaction will require the signatures of at least two of the committee members.
  - (i) For cheque payments the signatories will both sign the cheque.
  - (ii) For other payments a requisition note will be signed by the two signatories and held by the treasurer.

- (c) Records of income and expenditure will be maintained by the treasurer and a financial statement presented at each meeting. An annual statement of accounts will be presented at each AGM.
- (d) All funds raised by the L.T.T.G. are to be spent solely on the group's aims or acquisitions relevant to those aims.

## **9.) Amendments to the constitution**

- (a) Amendments to the constitution may be decided at both AGMs and SGMs.
- (b) Any proposal to amend the constitution must be given to the secretary in writing. The proposal must then be circulated with the notice of the next meeting.
- (c) Notice of proposed amendments must be given to all members by the committee at least three weeks in advance of the AGM or two weeks in advance of any SGM.
- (d) Amendments to the constitution require at least a two-third majority vote in order to be passed.

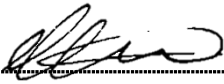
## **10.) Dissolution**

- (a) The group may be dissolved by the committee with a minimum of six weeks' notice given to all members.
  - (b) Remaining assets and funds will be passed to a group(s), organisation(s) or individual(s) able to further the aims of the L.T.T.G. as chosen by the committee following consultation with the members.
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The final draft of the constitution was agreed, under special circumstances which prevented the holding of an inaugural meeting, by the founding committee of the London Transport Traction Group on:-

Date: 11/11/2020

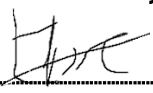
Name and Rank: Charlie Connor, Treasurer & Acting Chairman of the Founding Committee.

Signed:  .....

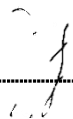
Name and Rank: Daniel Nash, General Secretary

Signed:  .....

Name and Rank: Tommy Connor, Webmaster

Signed:  .....

Name and Rank: Callum Farthing

Signed:  .....