

Bus Link Oxford-Culham (BLOC) CONSTITUTION

NAME

The Association shall be called: Bus Link Oxford Culham (BLOC)

1. AIM

- a. The aim of the Association is to provide safe, reliable, timely and cost-effective pupil transport between Oxford and the Europa School UK.

2. FOUNDING PRINCIPLES

- a. The amount of the contribution due from parents who have registered their children to use a BLOC bus route shall be equal across all BLOC routes, and this contribution will be collected by the elected committee for the purpose of hiring buses for these BLOC routes.
- b. "BLOC routes" shall mean those bus routes from Oxford or Abingdon to Culham as coordinated by BLOC, covering 5 routes from Oxford and 1 route from Abingdon.
- c. Any new routes requiring the hiring of an additional bus shall only be added following the completion of a consultation process with the BLOC membership and two thirds of the entire membership voting in favour.
- d. Any major route changes, involving more than two stops changing from one route to another route, shall only be made following the completion of a consultation process involving the routes concerned, and then two thirds of those members impacted voting in favour.
- e. All consultation processes for route changes defined in 2c) and 2d) shall follow the following format:
 - i. BLOC committee to propose a solution to concerns and publish to respective groups:
 - Major concerns to entire membership (2c)
 - Other changes to impacted buses (2d)
 - ii. Respective Users will be given 7 days to consider proposals and provide feedback.
 - iii. BLOC Committee to consider feedback and accordingly revise proposals in the best interest of the users impacted.
 - iv. BLOC committee to publish updated proposals and allow a further 3 days for final feedback.
 - v. BLOC committee will hold a vote in accordance with 2c) or 2d) as applicable.

3. MEMBERSHIP

- a. Membership of the Association shall be open to all parents and guardians of those pupils of the Europa School UK who travel to and from the school on buses hired by the association. Parents of pupils who are planning to use the buses may also attend meetings of the Association but not vote.
- b. There shall be no form of election to membership; an individual person's membership shall cease when they no longer have any children travelling on the buses hired by the Association or remain in debt to BLOC by the end of any term.
- c. There shall be no membership fee.

4. MANAGEMENT

- a. The Association shall have a Management Committee of 5 elected officers.
- b. The officer roles shall be: Chairperson, Treasurer, Secretary, Registrar and the Communications Officer. The duties of each role will be clearly defined in writing by the committee and agreed at the AGM before the election. All duties may subsequently be delegated differently between the committee members, provided responsibilities are clearly defined and communicated to the users.
- c. The 5 officers shall be elected at the Annual General Meeting (AGM) from among the membership.
 - i. Candidates will be accountable for all the duties defined in their role.
 - ii. Candidates or elected committee members must declare any conflict of interest that may interfere or even appear to interfere with the independent exercise of good judgement in their role as a BLOC Committee member. A conflict of interest arises where a personal or financial interest in a matter which is the subject of an action or decision by the BLOC may reasonably be perceived to: (i) affect the individual's objectivity in carrying out their responsibilities and duties to BLOC; or (ii) represents an advantage or gain to individual or other persons with whom they are not able to distance their relationship. Where a conflict of interest is declared, the individual must withdraw from the committee unless the conflict can be mitigated within 7 days of the declaration or the committee becomes aware of the conflict of interest by other means.
 - iii. Candidates must attend the AGM, and this can be by virtual means where advanced notice and a reasonable justification is provided
- d. The Committee shall meet at least 4 times each year.
- e. Two thirds of the Committee being present shall enable the business of the Association to be carried out.
- f. Committee decisions are taken by a majority vote (where required) with the chairperson having the casting vote in case of a deadlock.
- g. A proper record of all transactions and meetings shall be kept and made available to all members.
- h. All committee members are bound by the decisions taken at the committee meetings.

- i. Committee members may pass a vote of no confidence in a committee member by a two thirds majority where the member has not performed their duties or has omitted to participate in committee meetings, acted in a way contrary to the best interests of BLOC and/or any member. If passed the member ceases to be part of the committee immediately and their duties are to be taken on by the rest of the committee until a new committee member is elected.
- j. The responsibilities of the officers shall be confined to the administration involved in the smooth running of an efficient bus service to carry pupils of the Europa School UK between the Schools and Oxford;
- k. The Committee must act in the best interest of the entire members, and no Committee member(s) shall engage in any discussion and/or decision that favours any member(s) over others.
- l. The Committee must undertake a vote on any decision that has a financial impact on the contributions made by members and record such decisions, subject to the Data Privacy Notice, for members to see.
- m. The Committee must maintain clear and transparent terms of usage by members and their registered children for all buses hired by BLOC to be agreed to on registration. This shall cover:
 - i. Definitions and Interpretations
 - ii. Payments
 - iii. Cancellations and Changes
 - iv. Conduct and Usage of BLOC Bus Service
 - v. General Matters
- n. Each Management Committee member shall be compensated for their efforts by having the fare of one child remitted for each school term served. The one-child remittance compensation payments for the new Committee member will begin from the school term following the AGM (normally Spring Term) or EGM where they were elected, and cease at the end of the term in which they stand down.
- o. New committee members in case of vacant posts may be elected at any time during the year by a vote of the whole membership (online or in person via an AGM or EGM).
- p. The term of each elected committee member shall be 1 year. At the end of their term, committee members must resign or stand for re-election. Other members may announce their candidacy at the AGM and run against the committee member at the AGM. There are no limits to the number of terms for which a candidate can stand.
- q. Elected terms of Committee members shall commence on 1st day after the AGM and shall continue until the next AGM and roles must be transitioned over by the previous Committee within one calendar month of the AGM.
- r. The Committee shall ensure effective continuity of BLOC services, for example (but not limited to) by keeping good records, ensuring that at least two committee members have access to bank accounts and all digital systems, having contingency plans and working swiftly to hand over knowledge.

5. MEETINGS

- a. The Annual General Meeting shall be held prior to the school October half-term in each school year. Remote or hybrid attendance ought to be offered to any members who require it.
- b. Notice of the AGM shall be published no later than four weeks beforehand.
- c. An Extraordinary General Meeting (EGM) may be called at any time at the request of the Committee, or not less than one quarter of the membership. Members shall be notified two weeks beforehand.
- d. At any Annual General Meeting or Extraordinary General Meeting the necessary quorum shall be 5% of the full-time equivalent users of BLOC counting each family according to the number of full-time equivalent users they have paid for, plus the Chairperson and at least one other officer.
- e. Notification for constitutional changes should be provided in writing to the elected BLOC Committee Chair and Secretary no later than two weeks prior to the scheduled date of the AGM/EGM. Such notification should confirm the relevant clause within the Constitution to be revised and include the proposed text to be inserted, deleted or modified.
- f. Only members in attendance (online or in person) at the AGM shall have the ability to vote
- g. The elected officers of BLOC shall notify the parents of registered users not less than one week prior to the AGM / EGM of each proposed constitutional change to this constitution.
- h. Proposed constitutional changes shall be discussed at the AGM and only improvements to drafting that make no change to the substance to the proposed clause / change shall be made prior to a vote on the relevant proposed change.

6. FINANCE

- a. The funds of The Association shall consist entirely of the money paid by members to cover the costs of hiring the buses and any interest, which that money may gain by being invested in a bank or building society. Any money obtained by the Association shall be used only for the purposes stated.
- b. The funds of the Association shall be managed by the officers. The Treasurer has responsibility for supervising the financial affairs of the Association and keeping proper accounts.
 - i. The officers shall be empowered to invest the funds of the Association in whatever bank or society they choose.
 - ii. There will be a separate bank account in BLOC's name, with at least two authorised signatories to this account from among the officers.
 - iii. The officers shall be empowered to use the interest gained from investing the funds of the Association to defray the costs of administration and of general meetings.
 - iv. Any fund remaining after all the Associations obligations have been met shall be carried forward to the following year; that is to say that no refunds will be made.
- c. An annual financial statement for the previous financial year shall be presented to the AGM.
- d. The Association's financial year shall be from 1st September to 31st August.
- e. The detailed accounts shall be open to inspection by members at the Annual General Meeting.
- f. Each member shall receive a statement of their contribution to the cost of the hired bus services within the first two weeks of each school term. The statement must state the contribution amount, the date by which the contribution shall be made and a method of identifying the contribution of the relevant member.
- g. The Association shall maintain a financial reserve to cover at least one full month of bus service fees.
- h. Funds over the financial reserve should be used as follows: 80% to offset the following year's costs to reduce usage fees; and 20% kept in reserve to cover costs in case of non-payments by parents.

7. VOTING PROCEDURES

- a. Each member of BLOC shall be allowed one vote for each registered child (user) using a BLOC bus route. If more than one child, the vote may be split by parents/guardians/carers. For the sake of clarity, the same user vote may not be used by multiple parent/guardians/carers.
- b. A member shall not be entitled to vote in any formal voting process of the Association unless the fares of their children have been paid up to date.
- c. Membership votes may be called by the Committee for:
 - i. Changes in the constitution (at an AGM/EGM)
 - ii. Election of committee members and other affairs (at an AGM/EGM)
 - iii. Bus route changes following a formal member consultation
- d. Method for voting shall depend on the purpose of the vote and those members expected to vote. As such, the Committee abide by the following:
 - i. At AGMs / EGMs held in person a quorum must be present and the voting shall be conducted by show of hands by every member present
 - ii. At AGMs/ EGMs held virtually, a quorum must be present and the voting shall be conducted digitally with those attending the meeting
 - iii. A vote for route changes shall be conducted with all the impacted members as defined in 2c) and 2d) invited to vote online
- e. Voting outcomes shall be determined as follows:
 - i. Route changes shall be approved in accordance with sections 2c) and 2d)
 - ii. Committee officers shall be appointed by a simple majority
 - iii. Amendments to the constitution relating to sections 1, 2, 3, 4, 5, 7, and 8 shall be by a simple majority
 - iv. Amendments to the constitution relating to section 6 and 9 shall be by a 2/3rds majority of those present
 - v. For any other matter, a simple majority will suffice to decide the result of the vote

8. DATA PROTECTION

- a. All users' data of BLOC, such as names, birth dates, email addresses, bank information and user- history of BLOC users and their guardians will be held by the BLOC committee such that only the current committee has access to this information and those third-parties as identified within the BLOC privacy notice and registration form.
- b. Any BLOC user must opt in and agree with the use and holding of their data upon becoming a member, or no later than the 24th May 2018.
- c. In the event that a committee member retires from the BLOC committee, they will cease to have access to any and all these data. They will confirm that any such data has been deleted from all their devices.
- d. All personal BLOC data of a member will be deleted or anonymised no later than two years after BLOC membership has expired.

9. DISSOLUTION

- a. A proposal to dissolve the Association may be initiated by a resolution, giving notice of the intention to proceed to dissolution at a date three months after the date of the resolution. This resolution must be passed either by a simple majority of those present and voting at an EGM or by a simple majority of all members voting electronically.
- b. During the 3-month period, the Committee shall consult the membership on the distribution of any assets remaining after the payment of all bills to an organisation with similar aims and purposes as BLOC, widely interpreting the interests of BLOC as being towards school education
- c. At a final meeting of the Association, two items of business will be presented. The first will seek confirmation of the proposed distribution of funds. Subject to approval of the first item, the Association will then proceed to confirm the earlier decision to dissolve the Association by a simple majority of all those present and voting at the meeting. If confirmed, the officers shall distribute any assets remaining after the payment of all bills to the organisation as voted for by the members.
- d. In the event that the distribution of funds cannot be agreed at the final meeting of the Association, the officers shall have the residual power to arrange for distribution of remaining assets after a further 3-month interval and close all the accounts. Exercise of those powers by the officers will be deemed as a full and final dissolution of the Association.