**Constitution Template** (last reviewed April 2025)

As a station adoption group, you are required to be constituted in some way. Whether that means you are a registered entity or sit under an existing registered entity, we’d like to see a completed and agreed constitution that is considered by all of your initial volunteers or members. To support you, please find below a copy of an example constitution, which you may use all or part of.

1. **The group shall be called “Friends of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Station”**
2. **The aims of the group are:**

* To promote practical environmental enhancement works by volunteers for the benefit of the travelling public and customers.
* To publicise and raise awareness of the benefits of rail travel and improve the attraction of the station area and its environment to increase station “footfall” and improve the quality of the station environment
* To encourage community involvement in the station environment
* Promote where possible the wider economic and social regeneration of the town and its environment
* To campaign for improved infrastructure facilities and services
* To work in partnership with all stakeholders to achieve these aims

1. **To fulfil these aims, the group will:**

* Undertake practical environmental, conservation, recycling works and other activities as they see fit.
* Encourage partnerships with other like-minded groups to undertake such works.
* Raise money/funding where necessary including by means of awards, grants and sponsorship for carrying out the aims of the group.
* Publicise activities and achievements.

1. **The area is generally the environment of the station and the adjacent areas.**
2. **Membership of “Friends of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Station” shall be open to anyone (over 18, by exception) interested in taking part, or supporting the works of the organisation, and able to provide a minimum of \_\_ hours per month to support the works and aims of the group**
3. **The groups aims are to assist with the improvement of the station:**

* To help improve the platform and station environment by installations of arts, planting, painting and making various efforts to enhance the environment and assist in the station’s successful future.
* We agree to give our time to undertake practical tasks and explore ideas to add interest, art and commerce to the station, providing the warmest of welcomes and a positive impression of the station and wider area.

1. **Health and safety briefings will be provided by the Train Operating Company and all members will read through the briefing and raise any issues or points of concern. When working at the station, all members will need to abide by the briefing as set town by the Train Operating Company.**
2. **Regular updates on the organisations progress at the station, information on new members and finances are provided to listed members via email and will aim to meet four times per year to discuss progress and ambitions for the group.**
3. **The organisation shall hold four meetings as described above including an AGM each year to discuss its policy and administration. All members shall be entitled to attend, and the meetings shall be fully advertised, including at the station.**