



THE WORSHIPFUL COMPANY OF HACKNEY CARRIAGE DRIVERS

PART 1: - ROYAL CHARTER AND BY LAWS

PART 2: - STANDING ORDERS

CUM SCIENTIA SERVIMUS
WITH KNOWLEDGE WE SERVE





At the Court at Buckingham Palace

THE 15th DAY OF MAY 2013

PRESENT,

THE QUEEN'S MOST EXCELLENT MAJESTY
IN COUNCIL

The following Report of a Committee of the Privy Council dated 7th May 2013, was today considered:—

“YOUR MAJESTY was pleased, by Your Order of 12th December 2012, to refer to this Committee a Petition on behalf of The Worshipful Company of Hackney Carriage Drivers, praying for the grant of a Charter of Incorporation:

“THE COMMITTEE have accordingly considered the Petition and have agreed to report it as their opinion that a Charter may be granted in terms of the annexed Draft.”

HER MAJESTY, having taken the Report and the Draft Charter accompanying it into consideration, was pleased, by and with the advice of Her Privy Council, to approve them. It is accordingly ordered that the Right Honourable the Lord High Chancellor of Great Britain should cause a Warrant to be prepared for Her Majesty's Royal Signature for passing under the Great Seal a Charter in conformity with the annexed Draft.

Richard Tilbrook



ELIZABETH THE SECOND

by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS the unincorporated organisation commonly known as the Worshipful Company of Hackney Carriage Drivers (hereinafter referred to as 'the former Company') petitioned Us for a Charter of Incorporation:

AND WHEREAS We have taken the said Petition into Our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We by virtue of Our Royal Prerogative in that behalf and of all others powers enabling Us so to do of Our Especial grace, certain knowledge, and mere motion do hereby for Us, Our Heirs and Successors will grant, direct, appoint and declare as follows:

The Worshipful Company of Hackney Carriage Drivers

- 1 (i) The persons now members of the said organisation and all such persons as may hereafter become members of the Body Corporate or Corporation hereby constituted pursuant to or by virtue of the powers granted by these Presents and their successors shall for ever hereafter (so long as they shall continue to be such members) be by virtue of these Presents one Body

Corporate by the name of the Worshipful Company of Hackney Carriage Drivers (hereinafter referred to as the Company) and by the same name shall and may sue and be sued in all Courts, and in all manner of actions and suits, and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.

- (ii) The Arms and Crest granted and assigned unto the former Company by Letters Patent under the hands and Seals of Garter, Clarenceux and Norroy and Ulster Kings of Arms bearing the date 11th May 2004 shall be transferred unto the Company on the date on which this Our Charter shall take effect, and We do hereby give and grant unto the Company Our Royal Licence and Authority that it may thenceforth bear and use the said Armorial Bearings according to the Laws of Arms, the said transfer being first recorded in Our College of Arms, otherwise this Our Licence and Permission to be void and of none effect.



OBJECTS

- 2 The objects for which the Company is hereby constituted are:

To raise public awareness of the high standards of the London Hackney Carriage trade and industry and to work to ensure continuous improvement in the health of the industry through managed growth and development ensuring that the London cab trade remains attractive to those passengers who live or work in London and preserving the elements of the industry that are considered irreplaceable such as 'The knowledge of London'.

POWERS

- 3 And the Company shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:

- (i) To exercise the role of a livery company within the traditions of the City of London and particularly to encourage members to participate in the governance of the City of London and to support the Lord Mayor, the Aldermen, and the Commonalty.
- (ii) To promote honourable practise and ethical behaviour within the trade and industry and to encourage the settlement of any disputes arising therein.
- (iii) To contribute to the education, the standards and the regulations that are applied to the trade and industry and to encourage additional training and skills for drivers becoming involved in examining additional skills including first aid, assisting those with disability, customer care and dealing with difficult passengers.
- (iv) To arrange or assist others in arranging for meetings, educational courses, lectures, and social occasions for the interest of the members and for the development of their fellowship within the Company.
- (v) To establish, manage, promote, organise, finance and encourage the study, writing, production and distribution of books, periodicals, monographs and pamphlets and the publication, in print or electronic form, of educational courses and lectures.
- (vi) To promote, commission, undertake and publish research in areas useful to the Company's objects.

- (vii) To promote the formation of organisations, whether charitable or not, for the purpose of any of the objects of the Company and to assist such organisations as necessary in the fulfilment of their objects.
- (viii) To make provision for lectureships, bursaries, prizes and grants.
- (ix) To give or lend money for the furtherance of the objects of the Company.
- (x) To create, and undertake the management of, any trusts or endowments and any scholarships and exhibitions for the furtherance of the objects of the Company.
- (xi) To support any institutions or persons having objects, charitable or otherwise, similar to those of the Company.
- (xii) To make suitable arrangements for undertaking the work of the Company and for organising meetings of the Company.
- (xiii) To employ such staff, who shall not be members of the Court of the Company, as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of salaries, pensions and any other benefits to them.
- (xiv) To raise funds and to invite or receive contributions from any person or persons whatsoever by way of subscription, donation, and otherwise than through permanent trading unless undertaken through a subsidiary incorporated company.
- (xv) Subject to any consents as may be required by law, to invest the monies of the Company not immediately required in or upon such investments or other property or other assets as the Court may think fit.
- (xvi) To purchase, take on lease or in exchange, hire or otherwise acquire real or personal property and rights or privileges therein, and to construct, maintain and alter buildings or erections.
- (xvii) Subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the assets of the Company.
- (xviii) Subject to such consents as may be required by law to borrow or raise money on such terms and on such security as may be thought fit.

- (xix) To create such By-laws subject to the approval of the Privy Council and the Court of Aldermen of the City of London as the Court of the Company may consider necessary for the good administration of the Company. The first such By-laws are attached to this Charter as the Schedule.
- (xx) To acknowledge such persons or organisations whom the Company deems to have promoted the Hackney Carriage industry to an exceptional level of public awareness and to donate to any such person or organisation an award, to be decided and presented by the Company at an annual Ceremony.
- (xxi) To create and accumulate funds for the benefit of members of the Company and apply the same to advance the interests of the Company and its members, the relief of their dependents and for education in matters relating to the profession of Licensed Hackney Carriage Drivers and for scholarships, prizes and research in connection therewith and for any charitable objects within the Company and to aid other charitable organisations within the London taxi trade.
- (xxii) To accept securities or trusts for the above purposes.
- (xxiii) To do all such other lawful and charitable things as are incidental to the attainment or furtherance of the said objects.

Provided that:

- (a) the Company's object shall not extend to the representation of the interests of members with regard to their conditions of employment, and
- (b) nothing herein shall prevent any payment in good faith by the Company:-
 - (i) of reasonable and proper remuneration to any member, officer or employee of the Company (not being a member of its Court) for any agreed services rendered to the Company;
 - (ii) to any member of its Court of reasonable out-of-pocket expenses;
- (c) the Company shall not create and operate a Register of Chartered Practitioners unless this Charter shall be amended, with the approval of Our Lords of this Honourable Privy Council, so to allow; and
- (d) the Company shall exercise its powers and influence always with regard to improving whilst safeguarding the environment.

MATTERS RELATED TO PROPERTY

- 4 (i) The Company, or any person on its behalf, may acquire for the purposes of the Company any lands, tenements, or hereditaments or any interest therein; and hold the same in perpetuity or otherwise and from time to time (subject to all such consents as are by law required) to grant, demise, alienate, or otherwise dispose of the same or any part thereof.
- (ii) Any person and any body corporate may assure in perpetuity, or otherwise, or demise or devise to, or for the benefit of, the Company any lands, tenements, or hereditaments whatsoever, or any interest therein, within Our United Kingdom of Great Britain and Northern Ireland.
- (iii) The Company may also accept the transfer of the assets, rights, and liabilities of the former Company (including any contractual rights and liabilities, property and monies held on behalf of or in trust for the former Company by any person or body corporate or unincorporated) and on such terms as the Company and the former Company may agree.
- (iv) In the investment of monies belonging to, or held by, the Company, the Company shall seek such advice as it may see fit and shall take into account any law relating to charitable or other investment applicable at the time of such investment. Subject as aforesaid no liability shall attach to any officer, employee or member of the Company in respect of any loss or depreciation of any investment so made as aforesaid and any investment may be varied from time to time at the discretion of the Company.
- (v) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
- (vi) The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this Our Charter and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company and no member of its Court shall be appointed to any Office of the Company paid by salary or fees, or receive any remuneration or other benefit in money or in kind from the Company.

CHARTER CHANGES

- 5 The members, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, and with the approval of the Lord Mayor and Aldermen of the City of London, may revoke, amend or add to the provisions of this Our Charter; but no such revocation, amendment or addition, until approved by Us, Our Heirs or Successors in Council, shall become effectual so that this Our Charter shall thenceforward continue and operate as revoked, amended or added to. This Article shall apply to this Our Charter as revoked, amended or added to in manner aforesaid.

BY-LAW CHANGES

- 6 The members, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, and with the approval of the Lord Mayor and the Aldermen of the City of London, may revoke, amend or add to the By-laws for the time being in force; but no such revocation, amendment or addition shall have effect until approved by the Lords of Our Most Honourable Privy Council of which approval a Certificate under the hand of the Clerk of the Privy Council shall be conclusive evidence.

SURRENDER OF CHARTER

- 7 The members, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, may determine to surrender this Our Charter, subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit, and wind up or otherwise deal with the affairs of the Company in such manner as shall be determined by such resolution or, in default of such direction, as Our Courts of law shall think

expedient having due regard to the liabilities of the Company for the time being, and if, on the winding up or dissolution of the Company, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members or any of them but, subject to any special trusts affecting the same, shall be given and transferred to some association having objects similar to the objects of the Company which shall prohibit the distribution of its income or property amongst its members to an extent at least as great as is imposed on the Company by this Our Charter, such association to be determined by the members at or before the time of dissolution.

CONCLUSION

- 8 And We do hereby for Us Our Heirs and Successors grant and declare that these Our Letters or the enrolment or exemplification thereof shall be in all things good firm valid and effectual according to the true intent and meaning of the same and shall be taken construed and adjudged in all Our Courts of law and elsewhere in the most favourable and beneficial sense and for the best advantage of the Company any mis-recital, non-recital, omission, defect, imperfection, matter, or thing whatsoever notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the TENTH day of OCTOBER

in the SIXTY FIRST year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

SCHEDULE

BY-LAWS OF THE WORSHIPFUL COMPANY OF HACKNEY CARRIAGE DRIVERS

INTERPRETATION

- 1 In the Charter and these By-laws and in the Ordinances the words standing in the first column of the Table next hereinafter shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:-

WORDS

MEANINGS

The Company	The Worshipful Company of Hackney Carriage Drivers
The Court	The governing committee for the time being of the Company
The Court Assistants	The members of the Court
Common Hall	Meetings of the Company to which members have a right of access
The United Kingdom	Great Britain and Northern Ireland
Month	Calendar month
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form including electronic form
Liveryman	A full member of the Company with full voting rights
Member	Liverymen and Freemen belonging to the Company

Ordinances

Special resolution

Words importing the singular number only shall include the plural number, and vice versa; and

Words importing the masculine gender only shall include the feminine gender; and

Words importing persons shall include corporations.

Subsidiary Rules

Resolutions to be passed by a majority of two thirds of those present and voting

MEMBERSHIP

- 2 Persons with appropriate qualifications, knowledge and experience may apply to join the Company. The Company shall comprise (a) Liverymen, (b) Freemen and (c) Honorary Liverymen.
- 3 The criteria for the qualifications, knowledge and experience required for admission to the Company and the assessment procedures therefore, shall be as determined from time to time by the Court and shall be published in the Ordinances.
- 4 (i) Members shall have such rights as the Court may determine from time to time as published in the Ordinances. In particular, Liverymen shall have the right to vote on each motion proposed at Common Hall.
(ii) Persons of distinction who have contributed to the Company or to its aims shall be eligible for election as Honorary Liverymen at an appropriate general meeting on the nomination of the Court.
(iii) Honorary Liverymen shall have all the rights of Liverymen.

- 5 The Court shall cause to be established and reviewed at least biennially a statement of policy with regard to equal opportunities.
- 6 Every application for membership shall be in such form as shall be required by the Court.
- 7 Resignation of membership shall be signified in writing, but the person so resigning shall be liable for payment of the annual quarterage for the current year, together with any arrears to the date of such resignation. However, the Court, in its discretion, may expel a member for conduct unbecoming.

QUARTERAGE

- 8 The Court, from time to time, shall determine the annual subscription to be called the quarterage to be paid by each category of membership and any other payments that may be required from members.
- 9 The subscriptions for any subscription year shall become due on such dates as Court shall determine.

COURT

- 10 The business of the Company shall be managed by a Court elected by the members of the Election Committee upon the nomination of Liverymen who identify that they wish to be considered for such service.
- 11 The first Court members after incorporation shall be those who have been elected to serve on the Court for the period during which incorporation shall take place. They shall hold office as such until the election and coming into office of their successors.
- 12 The Court shall consist of the following voting Liverymen to be known as Court Assistants:

- (i) Officers of the Company.
 - (ii) Such number of other Court Assistants being not less than 8 or more than 20 and for such periods of office as the Court from time to time shall determine. Such Assistants shall be elected by the Election Committee although the Court shall fill any casual vacancies for the remainder of that year which may arise between any two Annual General Meetings.
- 13 The Officers of the Company shall consist of:
- (i) The Master
 - (ii) The Upper Warden, the Renter Warden, and the Lower Warden
 - (iii) The Immediate Past Master as Deputy Master
- Only Liverymen may be elected as Officers of the Company.
- 14 A quorum at a Court meeting shall be as determined from time to time by the Court and published in the Ordinances. Subject to the provisions of these By-laws, the Court may regulate its proceedings as it thinks fit. Questions arising at a meeting of the Court shall be decided by a majority of votes and in the case of an equality of votes the Chairman of the meeting shall have a second and casting vote.
- 15 The Court may make from time to time, and with the approval of the Court of Aldermen of the City of London, such Ordinances as it deems necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing conditions of membership, and in particular but without prejudice to the generality of the foregoing, such Ordinances may regulate:

- (i) the admission of members to the Company and the rights and privileges of such members and the conditions of membership;
 - (ii) the conduct of members of the Company in relation to one another and to the Company's employees; and
 - (iii) the procedure at Common Hall and at meetings of the Court and committees of the Court.
- 16 The Company in Common Hall and by a special resolution shall have the power to make, alter, add to or repeal the Ordinances and the Court shall adopt such means as it thinks sufficient to bring to the notice of members of the Company all such Ordinances, which shall be binding on all members of the Company. Provided that no Ordinance shall be inconsistent with, or shall affect or repeal anything contained in the Royal Charter and By-laws, and that each and every Ordinance shall be subject to the approval of the Court of Aldermen of the City of London.
- 17 The Court may open and control such bank accounts as it may consider necessary and shall authorise from time to time the procedures for withdrawing money from such accounts.
- 18 The Court may form committees consisting of members of the Company and such other persons as it thinks fit and may delegate any of its powers to such committees and any such committee so formed shall in the exercise of the powers so delegated, conform to rules imposed on it by the Court.
- 19 No Court Assistants or members of any committee of the Court shall incur personal liability in respect

of any loss or damage done in good faith for the benefit of the Company. The Company shall indemnify every Court Assistant and committee member, officer and employee of the Company against any loss or expense incurred through any act or omission done or committed by them in the course of the performance in good faith of their authorised duties on behalf of the Company.

THE CLERK

- 20 There shall be a chief executive of the Company, appointed by the Court, who shall be entitled 'The Clerk' and who shall have such duties, responsibilities and conditions of appointment as the Court shall decide. The Clerk may or may not be a Liveryman of the Company.

THE HONORARY TREASURER

- 21 The Court shall appoint an Honorary Treasurer to ensure the preparation of the annual accounts of the Company in each year to such date as, from time to time, may be determined by the Court and presenting at Common Hall an Income and Expenditure Account and a Balance Sheet duly certified by the Auditors or Examiners.

THE CALLING AND CONDUCT OF COMMON HALL

- 22 There shall be an annual general meeting of the Company (known as Common Hall) open to all Freemen and Liverymen, held no more than fifteen months after incorporation and thereafter not more than fifteen months after its predecessor, for receipt of the Annual Report and Accounts and the conduct of any other business for which notice has been duly given.

- 23 (i) Notice of Common Hall shall be published at least ten weeks before the date of the Meeting and shall also be sent to the Auditors or Examiners giving the date and place of the meeting and the purposes for which it is called. No other business shall be transacted at the meeting except on the directions of the Court.
 - (ii) The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.
 - (iii) If within half an hour from the time appointed for the holding of a meeting a quorum is not present, the meeting shall be dissolved.
 - (iv) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
- 24 The Chairman at Common Hall shall be the Master or, in his absence, a Warden.
 - 25 At Common Hall a quorum shall be twenty Liverymen present in person or by proxy, of whom at least twelve shall be present in person.

ACCOUNTS

- 26 The Court shall cause accounting records to be kept at such place as the Court shall think fit, and shall always be open to the inspection of the Court Assistants.
- 27 The Court, from time to time, shall determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be opened to the inspection of members not being Court Assistants.
- 28 At the Common Hall the Court shall lay before the Company an income and expenditure account for the period since the last preceding account together with a balance sheet made up as at the same date. Every such balance sheet shall be accompanied by reports of the Court and the Auditors or Examiners and copies of such accounts, balance sheet and reports (all of which shall be framed in accordance with any legal requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall be sent not less than twenty-one clear days before the date of the meeting to the Auditors or Examiners and to all other persons entitled to receive notices of general meetings in the manner in which notices are herein directed to be served.

AUDIT OR EXAMINATION

- 29 Once at least in every year the accounts of the Company shall be audited (or examined if the Lord Mayor and Aldermen of the City of London so allow) and the correctness of the income and expenditure account and balance sheet ascertained by one or more Auditors or Examiners.

- 30 Auditors or Examiners shall be appointed and their duties regulated in accordance with the provisions of the law. The Auditors or Examiners (who shall be qualified under the law) shall be appointed and their remuneration determined by the Court.

NOTICES

- 31 A notice may be served by the Company upon any member, either personally or by sending it through the post in a pre-paid letter, addressed to such member at the registered address as appearing in the list of members or by electronic means as agreed by the member.
- 32 Any member described in the list of members by an address not within the United Kingdom, who shall give, from time to time, to the Company an address within the United Kingdom at which notices may be served, shall be entitled to have notices served by post at such address, but, save as aforesaid, only those members who are described in the list of members by an address within the United Kingdom shall be entitled to receive notices from the Company unless they are to be served electronically.
- 33 Any notice, if served by first-class post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to certify that the letter containing the notice was properly addressed and put into the post as a prepaid letter. Any notice served electronically shall be deemed to have been served within twenty four hours of despatch.

ORDINANCES

The Ordinances set forth in the Schedule hereto shall be the Ordinances of the Company until the same shall be repealed or altered, in manner therein provided, but no new Ordinances or any revocation or alteration or addition to the existing Ordinances shall come into operation until the same shall have been approved by the Court of the Mayor and Aldermen of the City of London.

THE SCHEDULE

(above referred to)

1. FREEDOM OF THE COMPANY

- (a) The Freedom of the Company shall be by Patrimony, Servitude or Redemption as hereinafter provided and shall be limited to persons who are Licensed Hackney Carriage Drivers by profession, or persons adjudged by the Court to have a strong interest in the Licensed Hackney Carriage industry, or any such other person as the Court in its absolute discretion shall decide.
- (b) Subject as hereinafter mentioned, the Court shall have the power to elect and admit Freemen of the Company. Every candidate for the Freedom of the Company otherwise than by Patrimony or Servitude must be proposed and seconded in the manner prescribed by the Court from time to time and notice thereof given to the Clerk. The Clerk shall give notice of the result of the election to the candidate and

if the candidate is elected a Freeman the Clerk shall give notice of that fact to all members of the Company. Such Freedom so obtained shall be and be deemed to be Freedom by Redemption according to the Custom of London. Any such Freeman shall be liable to pay such dues as the Court shall from time to time decide.

- (c) All Freemen upon admission to the Company shall make and sign such declarations as shall from time to time be prescribed. It is intended that Freemen of the Company shall at all times reflect a reasonable balance between the various sections of the Licensed Hackney Carriage Profession.
- (d) When it shall happen that a person is apprenticed to a Freeman of the Company the Company shall cause a record of the Indentures of such apprentice to be entered in the books of the Company and the Master of such apprentice shall cause the Indentures to be entered in the books of the Chamber of London to the intent that such apprentice, having served the term of his apprenticeship shall, on proof of faithful service, be admitted to the Freedom of the Company and be presented to the Chamber of London to be made a Freeman of the City of London. Any such Freedom so obtained shall be deemed to be Freedom by Servitude according to the Custom of London. Any such Freeman shall be liable to pay such dues as the Court from time to time prescribes.

- (e) When it shall happen that the child of a Freeman of the Company and the City of London born after such Freeman shall have obtained the Freedom of the City, or a person lawfully adopted by a Freeman of the City of London, being a person whose date of birth is after that adopter has been admitted to the Freedom; or one or both of whose parents is a Freeman of the City of London at the date of his birth, who has been legitimated in accordance with the law relating to legitimisation currently applicable in the United Kingdom, shall have arrived at the age of not less than twenty-one years and desires to take up the Freedom of the Company and of the City of London, and in the opinion of the Court complies with the requirement in paragraph (a) above, the Court shall admit him to the Freedom of the Company by Patrimony and present him to the Town Clerk and Chamberlain of London to be made a Freeman of the City, and such Freedom so obtained shall be and be deemed to be Freedom by Patrimony according to the Custom of London. Any such Freeman shall be liable to pay such dues as the Court shall from time to time prescribe.
- (f) If the conduct or circumstances of a Freeman or Liveryman shall in the opinion of the Court or any twenty Freemen or Liverymen of the Company (who shall certify in writing) be injurious to the character and interest of the Company, the Court shall have the power without assigning any reason to exclude him

from active participation in the affairs, benefits and amenities of the Company either generally or for any specified period of time. The powers given to the Court by this clause shall only be exercised at a meeting of the Court in respect of which not less than fourteen days' notice was given to every member of the Court of the intention to bring under consideration at that meeting the conduct of the person concerned. Before exercising any such power the person concerned shall be given the opportunity of being heard either by the Court itself or by a committee thereof.

2. ADMISSION OF FREEMEN OF LIVERY

The Court shall and may, subject to the Order of the Court of the Mayor and Aldermen dated the 17th day of February 2004 and to such other Orders of the Court of the Mayor and Aldermen as may hereafter be made, call, nominate, choose, elect, and admit to the Livery of the Company such and so many persons being Freemen of the Company and the City of London as it shall think meet and able to be of the same Livery.

3. DECLARATIONS

The Master, Wardens, Assistants, Liverymen and Freemen shall upon admission make and sign such declaration as shall, from time to time, be prescribed.

4. GOVERNING BODY

- (a) The affairs of the Company shall be managed by a Court of Assistants as set out in the By Laws.
- (b) Honorary Liverymen may attend the Court at the Master's invitation.
- (c) A Master of the Company shall on vacating the Office of Master become the Deputy Master and shall remain in office as Deputy Master for a period of one year and thereafter shall remain on the Court for a period of four years and be known as a "Past Master". Past Masters, having completed their tenure of duties to the Court, may attend Court Meetings and may with the Master's assent have a voice, but no voting rights.
- (d) The Court shall meet at least four times a year and one of such meetings, to be known as the Election Court, shall be held in the month of May each year.
- (e) Every member of the Court shall on election pay the appropriate quarterage and satisfy the Court that he is prepared to serve the office of Warden and Master in due course, and shall on admission make the prescribed declaration and sign the Roll.
- (f) In the event of any Member of the Court forfeiting his position for reasons such as death, ill health, resignation or exclusion, or

whensoever the Court shall decide to increase the number of Liverymen on the Court within or up to the limit prescribed, the Court may elect a fit and proper person who is a Liveryman of the Company.

- (g) The Master, or in his absence the Deputy Master, or in his absence the Upper Warden, or in his absence the Renter Warden, shall preside over all meetings of the Court, being the chairman of such meeting. At least one third of the Members of the Court shall constitute a Quorum but no meeting shall be held unless at least two Wardens are present.
- (h) The decision of the person presiding shall be conclusive on all points of order.
- (i) On any proposals any two members of the Court may demand a ballot, and in case of equality of voting the person presiding shall exercise a casting vote.
- (j) Any member of the Court who has not been approached to hold office of Lower Warden by the Election Committee, shall retire from the Court not later than five years after election to the Court.
- (k) Any Member of the Court who fails to attend three consecutive meetings of the Court without first having obtained leave of the Court or of the Master to be absent shall be invited to provide explanation to the Court for the

absence, and unless the Court decides the explanation is satisfactory shall be deemed to have resigned from the Court.

- (l) Election as Wardens will be upon the decision of the Election Committee.

5. ELECTION OF MASTER AND WARDENS

The Master, the Upper Warden, the Renter Warden and the Lower Warden shall be elected from among the Members of the Court at the Election Court every year and be installed in office at a meeting of the Court to be held in the month of September.

6. APPOINTMENT OF CLERK AND BEADLE

The Court shall appoint one fit and proper person to be its Clerk, and a fit and proper person to be its Beadle. If it shall think it appropriate the Court shall appoint a fit and proper person to be Assistant Clerk.

7. CASUAL VACANCIES

In the event of the death, retirement or exclusion of a Master, Deputy Master, Warden, Clerk or Beadle, the Court shall have the power to make a temporary appointment for the remainder of the term of office of the person or persons so dying, retiring or being removed.

8. ACTIVITIES

- (a) The Court may appoint such committees for

general or special purposes as it shall deem expedient provided that such committees shall not disburse any moneys belonging to the Company except by express sanction of the Court.

- (b) The Court may also invite such professional or technical advisors to attend Court or Committee meetings from time to time as it may deem appropriate.
- (c) The Court will arrange for a Common Hall meeting to be held annually in accordance with the by laws and may, at its discretion, arrange an Annual Conference or Annual Banquet and such other meetings and activities of the members of the Company as it may deem expedient.

9. ELECTION OF CHARITY TRUSTEES

The Court may from time to time appoint new Charitable Trustees (either by way of replacement or addition), but so that the total number of Trustees shall at no time exceed six (in addition there may be up to 3 ex-officio Trustees). Trustees so appointed may, but shall not necessarily, be Members of the Court and they shall administer the charitable funds of the Company, pursuant to the provision of the relevant Deed of Charitable Trust, which is registered with the Charity Commission, and have custody of all documents of title and securities of the Company. Subject to the terms of the Deeds of Trust the Court may at any time in its absolute discretion remove and replace a Trustee.

10. AMENDMENT OF ORDINANCES

The Court shall have the power to repeal or amend or add to these Ordinances. Notice of motion to repeal or amend shall be sent to the Clerk in writing twenty-eight days before a meeting of the Court and such notice must be included in the summons convening the Court. Any motion to repeal, amend or add to these Ordinances shall not be declared carried except by the votes of two-thirds of the members present and voting and if declared carried shall not come into force until the same shall have received all necessary approvals by the Court of the Mayor and Aldermen of the City of London, as herein provided.



THE WORSHIPFUL COMPANY OF HACKNEY CARRIAGE DRIVERS

STANDING ORDERS

The following Standing Orders which have been devised for the good rule and management of the Worshipful Company of Hackney Carriage Drivers and for the proper administration of its affairs (in accordance with the Charter, By-laws and Ordinances of the Company) were adopted by the Court of Assistants at its meeting held on Thursday 20th November 2014.



STANDING ORDERS

NAME

1. The name of the Company is THE WORSHIPFUL COMPANY OF HACKNEY CARRIAGE DRIVERS.

ORDINANCES

2. The Ordinances of the Company are as adopted by the Court of Aldermen on 17th February 2004, as amended on the 18th of May 2012

STANDING ORDERS

3. These Standing Orders shall be read in conjunction with the Company's Charter, Bylaws and Ordinances, Financial Guide-lines and other such regulations as the Company may from time to time determine.

MEMBERSHIP

4. Admission to the Freedom of the Company will normally be open only to those who have attained the age of **21** years and fulfil the criteria laid down in the Company Ordinances and in these Standing Orders. That is to say;
 - 4.1 Persons who in the opinion of the Court are or have been associated with the fostering and promotion of Hackney Carriage Driving in all its aspects and shall be by Patrimony,

Redemption or Servitude as hereinafter provided. The Court shall have power to elect suitable individuals to honorary Freedom or Livery of the Company in such circumstances and on such terms as the Court may think fit.

ADMISSION

- 4.2 Admission will be by:
 - (a) redemption or nomination; where a Freeman of the Company, submits fully completed forms in respect of a person proposed for membership of the Company;
 - (b) patrimony, where children born to one who is already a Freeman of the Company claim membership in accordance with procedures laid down;
 - (c) apprenticeship or servitude; where the candidate has served a period of employment in the trade or craft represented by the Company to the satisfaction of the Court;
 - (d) honoris causa; where the Court may decide to grant honorary Freedom to an individual.

FREEDOM

- 4.3 Freedom of the Company will be by nomination (on the appropriate form) from the proposer who may be either a Liveryman or a Freeman and the seconder who must be a member of the Court of Assistants. Both must

certify the nominee's fitness for admission. The Form of Nomination, with its annex giving biographical details, must be returned to the Clerk duly completed.

- 4.4 The Membership Committee, prior to the Wardens' meeting should communicate details of applicants to all members of the Court. This enables members of the Court to lodge an objection in writing to the Clerk, to be considered by the Wardens who, in so doing may arrange an interview. Applicants for Freedom, approved by the Wardens, will then be recommended for election by the Court.

DECLARATION

- 4.5 A Freeman must make the Declaration of a Freeman as set out below:

"I do solemnly and sincerely declare that I will at all times promote the principles of the Worshipful Company Of Hackney Carriage Drivers whereof I have been admitted as a Freeman, I will at all times abide by the rules and Ordinances that have been approved by this Court so long as I am a Freeman I will do nothing which will be detrimental to the peace of the Nation, to the Sovereignty or to this City, upon acquiring knowledge of any default in the rules or Ordinances of the Company I will without prejudice bring such contraventions to the attention of the Court".

FREEDOM OF THE CITY OF LONDON

- 4.6 The Clerk will ensure that the necessary steps are taken at the Guildhall for the Freemen of the Company to become Freemen of the City of London.

QUARTERAGE

- 4.7 An annual quarterage for Freemen of the Company, the amount of which will be determined by the Court, must be paid by December 31 in the year in which notice is given. Failure to do so will be dealt with in accordance with procedures agreed by the Court.

FINES & FEES

- 4.8 Freemen of the Company shall pay all such fines and fees as the Court may from time to time determine.

EXPULSION

- 4.9 If a Freeman or Liveryman should;
- (a) be in arrears for more than six months in payment of any fees, quarterage or fines, the Court after giving the Freeman or Liveryman notice of any default and failing any satisfactory explanation, shall resolve that active membership shall cease or,
 - (b) make a false or misleading statement or by other

improper conduct is responsible for, or accessory to, the admission of any person to the Freedom of the Company who would not otherwise have been admitted or,

- (c) do or cause to be done any act or thing harmful to the interests of the Company.

Then any such above breach must be reported to the Court, who after affording the Freeman or Liveryman an opportunity of attending before the Court as laid down in the Ordinance 1(g) may resolve that active membership shall cease.

- 4.10 Should the conduct or circumstances of a Freeman or Liveryman, in the opinion of Court, or any twenty Freemen or Liverymen of the Company (who must certify in writing) be injurious to the character and interest of the Company – the Court has the power without assigning any reason to exclude that Freeman from active participation in the affairs, benefits and amenities of the Company either generally or for any specified period of time.

- 4.11 The powers given to the Court by this clause can only be exercised at a meeting of the Court. In respect of such a meeting, not less than fourteen days notice must be given to every member of the Court, of the intention to bring under consideration at the meeting the conduct of the person concerned. Before exercising any such power the person concerned must be

given the opportunity of being heard either by the Court itself or by a Standing Committee thereof.

PETITIONING RIGHT OF FREEMEN

- 4.12 If the honesty, integrity or honour of a Freeman or Liveryman has been impugned within the Company without formal action being taken in accordance with our Ordinances and Standing Orders; the Freeman or Liveryman may petition, if all other avenues of consideration have been exhausted, for a Special Meeting of the Court in accordance with the procedure for special meetings contained in these Standing Orders.

RETIREMENT

- 4.13 Where a Freeman or Liveryman, retired from employment, is unable due to infirmity or distance or other cause, to play an active part in the affairs of the Company, application may be made to the Clerk for the quarterage and any other fees or fines to be commuted into a single life membership payment.

- 4.14 The Clerk will refer the application to the Membership Committee who in turn will report to the Court for a decision

RESIGNATION

- 4.15 A Freeman may resign from the Company but will always remain a Freeman of the Company.

4.16 Resignations must be made in writing to the Clerk and will be accepted by the Court provided that the Freeman or Liveryman is not in debt to the Company. After the Freeman or Liveryman's resignation, the Company is under no obligation to send any notices of meetings or events.

4.17 A Freeman or Liveryman who has resigned may apply for reinstatement if circumstances have changed, but may be charged a Fine at the time at the Discretion of the Court of Assistants.

OTHER COMPANIES

4.18 No Freeman or Liveryman of another Company of the City of London may be admitted to the Freedom of the Company without first having disclosed to the Court Particulars of membership of another Company or Companies of the City of London.

4.19 A Freeman of the Company who becomes a member of another Company or Companies of the City of London must notify the Clerk accordingly in writing giving particulars for the information of the Court and entry in the Company's records.

REGISTER

4.20 The Clerk will maintain an up-to-date register of the Freeman of the Company together with such qualifications and other particulars as the Court may from time to time determine.

LIVERYMAN OF THE COMPANY

4.21 Save that no Freeman of the Company being free of the City of London, shall be called, nominated, chosen, elected or admitted into the Livery of the Company until approved by the Court.

LIVERY FINE

4.22 Quarterage will be levied upon a Freeman of the Company being admitted to Livery, such quarterage will be determined by the Court from time to time.

DECLARATION

4.23 A Freeman of the Company being admitted to Livery shall on being clothed make the under mentioned declaration: -

"I.....Do solemnly and sincerely declare that I will be faithful and true to our Sovereign Lady (the Sovereign Lady in the case of foreign nationals) the Queen's Majesty and to her Heirs and Successors: In all matters and things, lawful and reasonable; I will be obedient to the Master and the Wardens of the Worshipful Company of Hackney Carriage Drivers of The City of London for the time being, and their Successor Masters and Wardens and be obedient and ready to come to all their Summons (except I have a lawful excuse) without any delay, or else I will pay such penalty as I shall forfeit, according to the Ordinances of this Company, for breaking

the same: All the Ordinances made and to be made by the Master and Wardens of this Company, I will to my power, observe and keep; or else, as aforesaid, pay such fine and penalty as I shall forfeit by reason of my disobedience or breaking the same: All the lawful Counsels and Secrets of the said Company I will conceal and keep: and all such things as at any time of Assembly shall be lawful in communication amongst the said Company, or any of them, at their Common Hall, I will not disclose the same to any of the said Company and especially to any such person whom the same matter doth in any wise concern or touch.

Given under my hand

this.....day of..... in the year AD.....

Signed.....

Witnessed by The Master

..... The Clerk

THE COURT

5. The composition of the Courts is as laid down in the bylaws and ordinances.

QUALIFYING STATEMENT

5.1 No Liveryman shall be qualified for election to the Court of Assistants unless a statement in the following form is signed by the said Liveryman and is in the Clerk's possession:

“I solemnly and sincerely declare and affirm that if I am elected to membership of the Court of Assistants of the Worshipful Company of Hackney Carriage Drivers and will undertake in due time if so elected to undertake the offices of Lower Warden, Renter Warden, Upper Warden and Master. I further sincerely affirm that I make this solemn Declaration without any reservation of any kind”.

- 5.2 Notwithstanding the above declaration, it is expected that all who have held the high office of Master will continue to play an active part in the affairs of the Company. This is particularly so as the Deputy Master and thereafter as a Past Master in accordance with the Ordinances and Standing Orders of the Company.

ELECTION

- 5.3 Court Assistants shall be elected by the Court in session, from among the Liverymen of the Company who over a minimum period of two years have demonstrated their support and loyalty to the Company and are Freeman of the City of London. Where such a Liveryman is nominated as a Court Assistant such an appointment shall not take effect less that person be a Liveryman of the Company.
- 5.4 Nominations for election to the Court of Assistants may be submitted by any three Liverymen of the Company.
- 5.5 Nomination shall be passed to the Clerk, who

will pass them to the Elections Committee where they will ensure that the proper criteria for application are met and will advise the Court accordingly.

BALLOT

- 5.6 At Elections any two Members of Court may demand a ballot and, in the case of equality of voting, whether on a show of hands or by ballot the Chairman shall have a casting vote.

QUARTERAGE ON ELECTION

- 5.7 Every Member of the Court shall, on election as an Assistant, pay the quarterage and satisfy the Court that they are prepared to make the appropriate declaration and serve the offices of Wardens and Master in due course and shall, thereafter on admission to the Court, make the prescribed declaration and sign the Roll.

RETIREMENT OF MEMBERS

- 5.8 A Member of the Court, who has not been invited by the Election Committee to hold the office of Lower Warden at a time agreed shall retire not later than five years after Election to the Court.

VACANCIES

- 5.9 Upon the death, resignation, or exclusion of any member of the Court, or whenever the Court determines to increase the number of Assistants

within or up to the limit prescribed, the Court may elect a Liveryman of the Company willing to serve the office of Assistant in order to fill the vacancy.

MASTER & WARDENS ELIGIBILITY & PROGRESS

- 5.10 In order to be eligible for election to Master, a Member of the Court should normally have held the office of Upper Warden, Renter Warden and Lower Warden of the Company.
- 5.11 To achieve orderly progression, Wardens shall normally progress annually from Lower to Renter to Upper Warden and would normally be elected accordingly.
- 5.12 The Lower Warden will be elected from among the nominated Members of the Court who have served not less than two years on the Court.

ELECTION COURT

- 5.13 The Election Court will, in addition to normal Court business, including the election of the Master and Wardens for the coming year, confirm the appointment of Members of the Court and Liverymen to the Standing Committees.
- 5.14 The Election Court will also deal with the appointment or re-appointment of the Honorary Officers and Officers.

- 5.15 For the purpose of these elections the quorum at Election Court shall not be less than one third of the total number of Members of the Court.

ELECTION COURT BALLOTS

- 5.16 If at an Election Court a ballot is demanded by any two Members, the Clerk will circulate to all voting members of the Court present at the meeting, ballot papers containing the names of nominees for election in respect of which a ballot has been demanded. If more than one vacancy is to be the subject of the ballot then a separate ballot paper will be circulated for each vacancy.
- 5.17 Ballots will be conducted and decided in order of seniority of the Offices for which ballots have been demanded, commencing with the most senior.
- 5.18 The Court will appoint two scrutinisers to supervise the ballot or ballots and who will report the result of each ballot in turn to the Clerk who will announce the result to the Court.

ELECTION COURT CASTING VOTE

- 5.19 In the case of equality of voting at elections then the Chairman will exercise a casting vote.

DECLARATIONS OF OFFICE

- 5.20 The Master and Wardens will make their Declarations of Office at the Installation Court at which they are admitted to Office, at which

they also assume their respective duties, gowns and badges of Office.

- 5.21 The Declaration of Office will be;

“I do solemnly and sincerely declare and affirm that I will be good and true to our Sovereign Lady/Lord (the Sovereign Lady/Lord in the case of foreign nationals) the Queen’s/King’s Majesty and to the lawful Heirs and Successors to the Sovereign and that I will use my best endeavours to carry out the duties of Master/Upper/Renter/Lower Warden of the Worshipful Company Of Hackney Carriage Drivers to the credit and to the benefit of the said Company; I will execute or cause to be executed all lawful Ordinances and Standing Orders of the said Company throughout the time I shall occupy the office of Master/Upper/Renter/Lower Warden as aforesaid without discrimination towards any person for malice, affection, favour, reward or promise of reward and that I will preserve as entirely confidential all documents and other proceedings of the Court of the Master, Wardens and Assistants of the said Company”.

RETIREMENT

- 5.22 Masters of the Company vacating the office of Master, will remain members of the Court for a period of five years thereafter and will retire at end of that time.
- 5.23 On completion of the year of Office, the Master will produce a short report on the events and

business conducted on behalf of the Company together with a financial summary for the year, which after presentation to and approval by the Court, will be communicated to all Members of the Company (usually by Newsletter).

- 5.24 Past Masters, having completed their tenure of duties to the Court, may attend Court Meetings and may with the Masters assent have a voice but no voting rights.

ASSISTANT EMERITUS

- 5.25 The Company may, at its sole discretion, so honour a long serving, senior member who is retiring from active involvement in the affairs of the Company.
- 5.26 The definition of a Senior Past Master is a Master five years past the Chair or the most senior voting Past Master furthest from the Chair.

COMMITTEES STRUCTURE

6. The Affairs of the Company shall be managed by the Court. The Court in accordance with its Ordinances has appointed and approved the Committees and Sub Committees, as contained within and governed by these Standing Orders, for the purposes specified.
- 6.1 The Committees and Sub Committees are approved provided that as such they shall not disburse any monies belonging to the Company, except where provision exists within the

Financial Regulations approved by the Court, or express sanction of the Court.

WARDENS' COMMITTEE

7. The Wardens' Committee is established in accordance with the Ordinances and Standing Orders of the Company as hereunder: -

7.1 The Master shall Chair regular meetings with his Wardens, Clerk, and Deputy Master.

7.2 Provided that these Wardens' meetings shall not disburse any monies belonging to the Company, except where provision exists in Financial Regulations approved by the Court, or express sanction of the Court.

TERMS OF REFERENCE

7.3 The purpose of these Wardens Meetings are of great importance to the Company in order to;

(a) Ensure continuity in role and activities that the Worshipful Company of Hackney Carriage Drivers undertake within the City of London.

(b) To provide leadership and continuity to the Worshipful Company of Hackney Carriage Drivers during the Master's year of office.

(c) To work in harmony with the Clerk, Honorary Treasurer and Chairman of each Standing Committee in the best interests of the Company.

(d) To ensure that the Ordinances, Standing Orders and Financial Regulations/Guidelines are strictly adhered to.

(e) To ensure that the Company continues to follow any medium or long term strategic plans which, have been approved by the Court of Assistants.

(f) To undertake any specific project as directed by the Court from time to time.

7.4 The Master at his discretion may from time to time invite, the Chairmen of any of the Standing Committees to assist in the planning, or programming of events or functions.

7.5 The Master may at his discretion invite appropriate technical or professional advisers.

7.6 A proper record of these meetings will be taken by the Clerk and be available in accordance with our Ordinances and Standing Orders.

QUORUM

7.7 A quorum for these meetings shall be The Master plus two Wardens.

STANDING COMMITTEES

8. The Court in accordance with its Ordinances and Standing Orders has approved seven standing Committees, namely: -

(i) The Privileges Committee.

(ii) The Election Committee

(iii) The Finance Committee.

(iv) The Membership Committee.
(Sub Committee: Social & Functions)

(v) The Education Committee.

(vi) The Charity Committee

(vii) Public Relations Committee

(viii) The Awards Committee.

8.1 All Standing Committees will normally meet at least four times annually, except for the Privileges and election committee, that shall meet when necessary, usually prior to Court meetings and their proceedings shall be reported to the Court together with recommendations as appropriate.

8.2 A proper record of these meetings will be taken by the Committee's Secretary or the Clerk and be available in accordance with our Ordinances and Standing Orders.

8.3 The Wardens will receive reports or minutes together with recommendations where appropriate. The Court will consider each such report for *ratification* and adoption.

8.4 A quorum at each Standing Committee will be determined by the Court from time to time. The current position regarding the quorum for each Standing Committee is defined in these Standing Orders.

8.5 The term of office for Membership of the Standing Committees shall be for a period of three years unless otherwise determined by these Standing Orders or specifically by the Court. After three years a person standing down will be eligible for re-election.

8.6 Unless otherwise decided by the Court from time to time, the Standing and Sub Committees shall be those contained within these Standing Orders.

8.7 Where a Chairman feels it inappropriate to form a Sub Committee and wishes to deal with matters in whole or part within the Standing Committee, the Court has so granted that discretion.

SUB COMMITTEES

8.8 It is the duty of the Standing Committees to appoint Committee Members to their respective Sub Committees. The Chairman of a Standing Committee may additionally appoint for each Sub Committee, up to three Liverymen not being members of the Court.

8.9 The Chairman of any Standing Committee appointing any additional Liverymen members to Sub Committees shall ensure that the Clerk is advised in writing, in order that proper

records may be kept.

8.10 Where Standing Committees have Sub Committees it is important that they direct, support, and encourage their activities on behalf of and in the best interests of the Company.

8.11 Appointments to Sub Committees shall be in accordance with these Standing Orders.

8.12 Sub Committees have strict accountability to their parent Standing Committee.

8.13 Appointments to Sub Committees shall normally be for a three-year term except where staggering for rotation is necessary. Those retiring after three years shall be eligible for re-appointment.

8.14 In addition to the Sub Committees prescribed within these Standing Orders, the Chairman of a Standing Committee may create small working groups to undertake specific tasks or research. If the creation of such a group is to extend beyond a six-month period formal approval shall be required from the Court.

PRIVILEGES

9. The Privileges Committee is established in accordance with the Ordinances and Standing Orders of the Company as hereunder: -

TERMS OF REFERENCE

9.1 To be responsible for dealing with the matters

mentioned hereunder on behalf of the Court and to advise accordingly: -

- (a) To consider all matters of discipline and ethics on behalf of the Court and advise as appropriate.
- (b) To consider all breaches of the Ordinances and Standing Orders and advise the Court accordingly.
- (c) To consider any matter of a sensitive or urgent nature. Consideration of such matters shall be reported to the Master and or the Court as appropriate.
- (d) To work with the Master, Wardens, Clerk and the Chairmen of the Standing Committees to develop a strategic plan which can be tabled at Court for consideration.
- (e) To consider all matters referred to it by the Court.

MEMBERSHIP

9.2 The Privileges committee shall comprise voting and non voting Past Masters.

QUORUM

9.3 A quorum for this Standing Committee shall be three Past Master Members with voting rights.

ELECTION COMMITTEE

10. The Election Committee is established in accordance with the Ordinances and Standing Orders of the Company as hereunder: -

TERMS OF REFERENCE

- 10.1 To act as the nominations committee for the appointment of Wardens and the selection of candidates to be recommended to the Court for service on the Court of Assistants. This to be carried out strictly in accordance with the provisions of the Standing Orders.

To act to ensure nominations are received in sufficient time to ensure candidates can be interviewed and agreed upon before the Election Court meeting to be held every 12 months. The committee will refer its recommendations to the Court prior to the Election Court meeting.

MEMBERSHIP

- 10.3 All voting past Masters. The senior voting Past Master to act as chairman or the most senior voting Past Master with voting rights furthest from the Chair.

QUORUM

- 10.4 A quorum shall be not less than three voting past Masters.

FINANCE

11. The Finance Committee is established in accordance with the Ordinances and Standing Orders of the Company as hereunder: -

TERMS OF REFERENCE

- 11.1 To be responsible for dealing with the under mentioned matters on behalf of the Court and to advise accordingly.

(a) Annual budget formulation on behalf of the Company for approval by the Court.

(b) To be responsible for monitoring spending levels by checking outgoings against budget provision and to report regularly to Court.

(c) To work with the Accountants and Auditors to provide timely financial information in an ongoing manner to assist in the preparation of accounts.

(d) To give prudent financial advice to the Master, Wardens, Clerk and the Standing Committees.

(e) To ensure that all funds or monies directed to the Company are properly recorded and accounted for.

(f) To ensure that all funds or monies directed to the Company are directed to and posted on the appropriate account. Where monies are, directly for charitable purposes they should be applied promptly to the appropriate charity account to

ensure that we are discharging our legal responsibilities.

(g) To regularly review the financial controls within the Company and to advise the Court accordingly.

(h) To ensure that the Accounts of the Company are filed with the appropriate authorities in a timely manner.

(i) To consider all matters referred to it by the Court.

MEMBERSHIP

- 11.2 The Renter Warden (Chairman), Lower Warden Three Members of the Court and The Clerk.

QUORUM

- 11.3 A quorum for this Standing Committee shall be one Warden, and three other members.

MEMBERSHIP COMMITTEE

12. The Membership Committee is established in accordance with the Ordinances and Standing Orders of the Company as hereunder; -

TERMS OF REFERENCE

- 12.1 To be responsible for dealing with the under mentioned matters on behalf of the Court and to advise accordingly;-

- (a) Monitoring membership levels.
- (b) Ensuring that action is taken to create a healthy membership level by encouraging applications from suitable persons.
- (c) To consider applications for admission to Freedom of the Company and submit recommendations to the Wardens for action thereon.
- (d) Ensure that a system is in place for the secure display of some of our artefacts or possessions in accordance with the wishes of the Court.
- (e) To ensure that archive material is held secure and catalogued for our historical record. These records shall, after ten years, be passed to the City Archivist for safe keeping.
- (f) Take steps to be acquainted with the wellbeing or otherwise of the members and their families.
- (g) Make arrangements to communicate regularly with the membership via an appropriate person, in order that the members are kept informed.
- (h) To encourage members to participate in the affairs and activities of the Company.
- (i) Ensure that the Honorary Archivist, Honorary Chaplain and Honorary Almoner participate in the important work of this Committee and Sub Committees as appropriate.

- (j) To make arrangements to record the members of all Standing Committees and Sub committees. These records shall show the date of appointment, tenure of office, together with the date due to stand down. These membership records will be helpful to the Privileges Committee and to the Court when making senior appointments.
- (k) The membership records should be lodged with the Clerk, who shall be responsible for their safe custody.
- (l) To consider all matters referred to it by the Court.

MEMBERSHIP

- 12.2 Lower Warden (Chairman), Past Master (by approval of the Master and Wardens), three Court Assistants (by approval of the Master and Wardens) and three Liverymen (by approval of the Master and Wardens).

QUORUM

- 12.3 A quorum shall be three members of the Committee, two of whom shall be members of Court.

MEMBERSHIP SOCIAL SUB COMMITTEE

13. The Social Committee is established in accordance the Ordinances and Standing Orders of the Company as hereunder:

TERMS OF REFERENCE

- 13.1 To be responsible for dealing with matters mentioned hereunder on behalf of the Court and to advise accordingly: -
- (a) To promote the image and activities of the Company through the various events.
 - (b) To work up an ongoing diary of social and other events in pursuit of the Company's objectives, for the Court's consideration and approval.
 - (c) All social events shall be planned as at least cost neutral. More preferably each event should generate even a small sum for the Company's charities.
 - (d) To work closely with the Master, Wardens, Clerk and Committee Chairmen to ensure the success of all events of the Company.
 - (e) To prepare fully costed reports outlining all aspects of each planned event.
 - (f) To explore innovative ways in which new income streams can be generated to increase our charitable funds.
 - (g) To consider all matters referred to it by the Court.

MEMBERSHIP

- 13.2 The Lower Warden (Chairman), three Court Assistants (by approval of the Master and Wardens), three Liverymen (by approval of the Master and Wardens).

QUORUM

- 13.3 A quorum for this Standing Committee shall be one Warden, two other members, one of whom shall be a Court Assistant.

THE CLERK

14. The Court of Assistants will appoint a Clerk.
- 14.1 The Clerk shall be responsible for the day to day management of the business of the Company in conjunction with the Master and Wardens.
- 14.2 The Clerk shall be engaged on such terms and conditions as the Court shall determine.
- 14.3 The work of the Clerk will be defined in a job description.
- 14.4 The terms and remuneration will be detailed in the contract of employment or letter of engagement.
- 14.5 It shall be the duty of the Finance Committee, on behalf of the Court, to regularly review the work and salary of the Clerk and recommend to the Court any action to be taken.

OTHER OFFICERS

15. The Court at its discretion may appoint an Assistant Clerk, Beadle or any such other Officers on such terms as the Court may from time to time determine.
- 15.1 The term of office shall be for one year, to be reviewed each year at the Election Court. All Officers shall be eligible for re-election.

HONORARY OFFICERS

16. The Court at its discretion appoint the offices of Honorary Solicitor, Honorary Treasurer, Chaplain or Almoner of the Company.
- The appointment or re-appointment of Honorary Officers will take place at the Election Court.

CONDUCT OF COMPANY BUSINESS

17. The Master, or in his absence the senior Warden present, shall preside at the Meetings of the Court.

COMMITTEE PAPERS

- 17.1 A notice calling a Court or Standing Committee meeting together with copies of the agenda and all relevant papers shall be circulated to the members concerned at the earliest possible time but, in any event, not less than seven days prior to the date of the meeting.

- 17.2 In respect of a special meeting, arrangements for papers will be dealt with as promptly as time permits.
- 17.3 Any significant amendment to a resolution or recommendation forming part of the court agenda may be deferred to a later meeting if not notified to the Clerk at least two working days prior to the meeting.
- 17.4 All papers relating to meetings and all discussions there at shall be treated as confidential and shall not be disclosed to any person not entitled to receive them without the permission of the meeting or the Master.
- 17.5 A copy of the minutes of each meeting shall be sent to those members entitled to attend as soon as possible after the meeting and exceptionally no later than the day of dispatch of the calling summons for the next meeting.
- 17.6 The first item of business at every meeting of the Court will be the minutes of the immediately previous meeting which will, subject to any agreed amendments, be confirmed as a correct record and signed by the Master. Such Minutes will include reports on or the minutes of any associated meetings of Committees or Sub Committees.
- 17.7 The record of the proceedings of all meetings of the Court and any Standing or Sub Committees will be open to inspection by any or all Members of the Court on request to the Clerk.

- 17.8 It shall be the responsibility of the Chairman of each Standing Committee to ensure that the procedures of any Sub Committee mirrors, as far as possible, that of the Standing Committees.
- 17.9 All resolutions shall normally be carried by a simple majority, except as specified within the Ordinances and Standing Orders.
- 17.10 The business considered at any meeting of the Court or Standing Committees will be confined to items appearing on the agenda paper for that meeting, except that a matter may be raised on the grounds of urgency or “Any Other Business” at the discretion of the Chairman of that meeting.

URGENT ACTION

- 17.11 Between the regular meetings of the Court and in urgent circumstances where it is impracticable to have a special meeting of the Court, the Master and Wardens together with the Clerk or Assistant Clerk are empowered to act on behalf of the Company provided that no action is taken contrary to or inconsistent with previous decisions of the Court. Any such action taken under this provision must be reported to the Finance Committee and the Court at their next Meeting.

CASTING VOTE

- 17.12 At all meetings the Chairman shall not have a vote, other than to exercise the right of a casting vote.

PAYMENTS

- 17.13 The Clerk shall ensure that all funds received for the benefit of the Company are lodged in the appropriate Bank account with the least possible delay and that all bills for which the Company is responsible are settled at the earliest opportunity.

DIARY

- 17.14 A diary of Company events shall be managed by the Clerk in agreement with the Master and the Court.

PUBLICITY

- 17.15 No public statement shall be made or published on behalf of the Company unless authorised by the Master and Chairman of the Public Relations Committee.

QUORUM

- 17.16 One third of the members of the Court will constitute a quorum, but no meeting may be held unless two Wardens are present.

ATTENDANCE AT COURT

- 17.17 If any Member of Court is absent for more than three regular Court meetings in a year, the Clerk will inform the Court of the circumstances of the case. The Court will then determine what action, if any should be taken.

FINANCE

18. The Financial Regulations of the Company shall be also approved by the Court, first having taken advice of independent Auditors. The Financial Regulations are set out in a separate document which, shall be read in conjunction with these Standing Orders.
- 18.1 No expenditure in excess of £1,000 (one thousand pounds) or such other sums as the Court may from time to time decide, may be incurred or paid out on behalf of the Company without the prior approval of the Court.
- 18.2 Expenditure or payments above the level may be authorised by the Master or Warden together with the Clerk or Honorary Treasurer if in their opinion such expenditure is not ultra vires the Company’s powers to make or incur and it would be prejudicial to the Company’s interests if the expenditure were not made or incurred at the relevant time. Any such expenditure must be reported to the next meeting of the Finance Committee.
- 18.3 All funds received by the Company or on its behalf by its servants or agents must be paid without delay into an appropriate account of the Company in a bank appointed by the Court. All withdrawals must be authenticated in the manner prescribed by the Court from time to time on the advice, if necessary of the Honorary Treasurer, the Finance Committee, or the Company’s accountants or auditors.

STANDING ORDERS

19. The Standing Orders of the Worshipful Company of Hackney Carriage Drivers shall not be suspended at any meeting of the Court or Standing Committees except by resolution.
- 19.1 A resolution to suspend Standing Orders must be supported by no less than a two thirds of the total members present and eligible to vote.
- 19.2 The Court shall have the power to amend Standing Orders as and when required.
- 19.3 Notice of proposed amendment to Standing Orders will be given by the Clerk when the Agenda for the Court meeting at which the proposed amendments will be considered is issued; a copy will at the same time be sent to every member of the Court.
- 19.4 In the event of the Court resolving that Standing Orders should be amended, the approved amendment will not come into force and effect until the Minutes of the Court meeting at which they were approved have been confirmed at the next meeting of the Court.





THE WORSHIPFUL COMPANY OF HACKNEY CARRIAGE DRIVERS