

1. Name

The name of the organisation shall be “The Road Tunnel Association” and hereafter referred to as the Association. It may also be referred to simply as the “RTA”.

2. Aims

- a. To represent the interest of road tunnel owners, contract operators and administrative authorities in the British Isles.
- b. To be a focus for collective opinion on matters related to the management and operation of road tunnels.
- c. To support and guide the UK Road Tunnel Forum for the mutual benefit of anyone with an interest in the management and operation of road tunnels.

3. Terms of Reference

- a. To act as a national source of technical expertise on road tunnel operations, tunnel management and safety.
- b. To establish and maintain a mutually beneficial relationship with the British Tunnelling Society (BTS) and its membership, with the objective of influencing tunnel engineers to better consider the needs of future operators during the design process.
- c. To actively cooperate with road tunnel owners, administrative authorities, industry experts and tunnel management in other parts of the world.
- d. To support, and act as a point of reference for, the appropriate National Highway and Traffic Authorities in future further development including, but not limited to:
 - Road Tunnel Design and Equipment Standards
 - Road Tunnel Maintenance Standards
 - Road Tunnel Operation Standards
- e. To contribute towards national harmonisation of approach towards road tunnel matters including:
 - European Tunnel Test Standards
 - Draft PIARC Working Group proceedings
 - Draft National Standards and Legislation
 - National safety standards
- f. To support the needs of road tunnel operators by establishing standards and means of validating standards with particular reference to staffing functions, expertise, training, certification, safety and legal obligations.

- g. To encourage research relating to the design, maintenance and operation of road tunnels, and the efficient collecting of data such as national statistics on incidents and accidents in road tunnels.
- h. To promote and encourage Equality and Diversity in the RTA and the industry it supports.

4. Membership

- a. Full membership, with voting rights on operators matters, shall be open to any person nominated by, or representing, a road tunnel owner, contract operator or administrative authority and with authority to speak on behalf of their tunnel(s) and that has agreed to their tunnel(s) being represented by the Association.
- b. Such members shall be entitled to use the abbreviation “MRTA”, denoting they are a “Member of the Road Tunnel Association”, after their names.
- c. Honorary membership shall be open to any individual who may be considered by the Association to be a fit and proper person to hold such membership and would enrich the business of the Association by their presence. Each Honorary Member shall be a member in person.
- d. Honorary members shall not vote on matters specific to tunnel operators unless invited to do so by the Chair. Such members shall be entitled to use the abbreviation MRTA after their names.
- e. Co-opted membership shall be open to a person who, for the time being, is closely involved in any project, study, consultation, or similar work being undertaken by the Association itself or at the discretion of the Association Management Committee (“AMC”). Each Co-opted Member shall be a member in person and their membership shall be regularly reviewed by the AMC.

5. Representation

- a. The RTA and its Members are committed to upholding high standards of professional and ethical working practices, as are our members.
- b. The RTA collectively values diversity & equality and constantly strives to create a fairer and inclusive environment, free from harassment and discrimination and one in which everybody feels included, valued and respected.
- c. The RTA recognises that some of its members may work in countries where people are criminalised, victimised or harassed on the basis of visible and invisible differences including sexual orientation, gender identity or other Protected Characteristics. Whilst the RTA expects that its members will abide by

local laws, this does not imply that such laws are condoned or deemed fair or appropriate and shall not be tolerated under UK Law.

- d. Members should always, with due regard for local laws, strive to follow best practice in supporting fair treatment of women and the human rights of LGBTQ+ colleagues and communities.

6. Committee

- a. The AMC shall comprise of:

- Chair,
- Deputy Chair,
- Secretary,
- Treasurer, and
- up to five further AMC Members, including the designated Equality & Diversity lead

all being Members as selected at the Annual General Meetings (“AGM”) of the Association.

- b. Full or Honorary members interested in standing for election onto the AMC must in the first instance be nominated by another Member. One (1) Co-opted Member may stand for election, in the first instance being nominated by another Member. Documented nominations to be made to the Secretary, not less than seven (7) days before the meeting.
- c. They must be proposed and seconded (not by the same person) by the Full and Honorary members present at the meeting. Selection will be by a simple majority vote of all Full and Honorary members in attendance.
- d. Each tunnel may have a maximum of two representatives on the AMC, but on matters relating to operators’ issues, only one shall be entitled to vote.
- e. At an Annual General Meeting (“AGM”), one third of the AMC shall vacate their position. The AMC shall be split into three (3) groups to facilitate this in turn. The AMC groups shall be available for re-election should the individuals be willing to stand. The administration of these groups shall be managed by the Secretary.
- f. The Chair, Deputy Chair, Secretary and Treasurer shall be elected annually by the AMC from their number.
- g. The AMC may establish such Special Sub-Committees as, from time to time, becomes necessary to discharge the undertakings of the Association. The Committee shall determine specific Terms of Reference, or Guidelines, for such Special Sub-Committees; this may include the temporary co-opting of specialist advisors to assist the Specialist Sub-Committee.

- h. The Committee shall have the power to fill any vacancy arising amongst members of the Committee. But any person co-opted shall retain office in the interim until the next AGM and then shall be eligible for re-election.
- i. In the event a Committee Member misses three (3) consecutive meetings it shall be considered that they have vacated their position which shall be available for re-election. This shall be confirmed by and at the discretion of the Chair.
- j. In the event a Committee Member leaves their organisation to take up a post in another, the Committee shall collectively determine and confirm their continued Office or Membership status within the RTA, notifying them of their decision.
- k. Notice convening the AGM shall be sent to members not less than fourteen (14) days before the meeting.

7. Meetings

- a. The Association will hold meetings twice each year, coinciding with the UK Road Tunnel Operator Forum, normally in spring and autumn each year. The association reserves the right to meet more frequently or remotely, as necessary. These meetings are open to Members only, on completion and acceptance by the Committee of their membership forms.
- b. The spring meeting will be the AGM at which accounts are presented for approval.
- c. The AMC may call additional meetings for specific purposes by giving at least twenty-eight (28) days' notice to all members.
- d. The Association and/or its AMC may set up Working Groups to carry out such tasks and under such terms and conditions as deemed appropriate.

8. Subscriptions and Financial Management

- a. All activities of the Association will be based on voluntary contributions.

9. Amendments to Constitution

- a. The constitution shall be reviewed and may be revised or amended by the AMC with Members consent no more than every two (2) years.
- b. Subsequent amendments may be made at AGM or any additional meetings as may be called by the AMC. Notice of any proposed amendment must be sent to all Members at least twenty-eight (28) days prior to that meeting. Approval of such amendments will require a two thirds majority vote of all Full and Honorary Members in attendance.

- c. The Constitution was approved at the Inaugural Meeting of the Association by means of a simple majority vote of all Full Members in attendance.
- d. As approved at the association Inaugural Meeting on 3 October 2006.
- e. Updated and amended following organisational rebranding at the April 2016 Annual General Meeting.

Lynne Walker, Secretary.