

Rule 1: Logo

- 1.1 There shall be a recognised logo of the Association which all paid-up members shall be entitled to use.
- 1.2 Misuse of the Association's logo may render the member subject to suspension or expulsion from the Association.

Rule 2: Types of Membership

2.1 Group Travel Organiser (GTO) Member

- a) GTO membership of the Association shall be open to persons regularly responsible for organising or commissioning group travel, nominated by a recognised and active organisation as their representative. GTO members shall provide such details of their activities and the organisation they represent as the Board of Directors, acting on behalf of the Association, may require. GTO members are expected to comply with all relevant statutory requirements.
- b) No person shall be accepted for GTO membership if he or she, or his or her nominating body, is deemed to organise travel as a business as such, nor anyone engaged in the supply of travel, accommodation or associated services wholly, primarily or substantially for commercial gain.
- c) Up to two GTO members may be accepted from any one organisation. For the purpose of this rule a branch of an organisation shall be treated as a separate organisation.
- d) Persons engaged as third parties, to organise travel on behalf of clubs, societies, or organisations otherwise eligible to nominate members, may be nominated as GTO members; provided their services are supplied individually, to help secure the provision of facilities from trade suppliers generally and they do not act as principals in the supply of such services themselves, nor act professionally as group travel buyers.
- e) GTO members may be asked, at any time, to provide full details of the organisation they represent.

2.2 Commercial Group Travel Organiser Member (A Commercial Group Travel Organiser is one who takes a small financial benefit from his or her activities)

- a) Commercial GTO membership of the Association shall be open to persons regularly responsible for organising or commissioning group travel, nominated by a recognised and active organisation as their representative. Commercial GTO members shall provide such details of their activities and the organisation they represent as the Board of Directors, acting on behalf of the Association, may require. Commercial GTO members are expected to comply with all relevant statutory requirements.

- b) No person shall be accepted for Commercial GTO membership if he or she, or his or her nominating body, is deemed to organise travel as a business. This is determined by making profits in excess of half of the figure being in force, of the personal allowance authorised by the UK Government for Income Tax purposes.
- c) Up to two Commercial GTO members may be accepted from any one organisation. For the purpose of this rule a branch of an organisation shall be treated as a separate organisation.
- d) Persons engaged as third parties, to organise travel on behalf of clubs, societies, or organisations otherwise eligible to nominate members, may be nominated as Commercial GTO members; provided their services are supplied individually, to help secure the provision of facilities from trade suppliers generally and they do not act as principals in the supply of such services themselves, nor act professionally as group travel buyers.
- e) Commercial GTO members may be asked, at any time, to provide full details of the organisation they purport to represent.

2.3 Associate Member (An Associate member is a commercial entity within the travel industry)

- a) Associate Membership shall be open to relevant commercial bodies. A nominated representative of each Associate Member will be able to attend general meetings of the Association.
- b) One representative of an Associate Member shall have full voting rights, when attending general meetings at Branch and at National levels, with the exception of the approval of applications for GTO membership status.
- c) Applications to become Associate Members shall be reviewed by the Board of Directors to establish that the applicants meet the criteria set by the Association as to their suitability with respect to their professional standards, financial standing and proper security of members' interests in their dealings with them. Associate Members are required to meet all the relevant statutory requirements and to provide proof of no less than two years trading. Associate Membership may be reviewed by the Board of Directors at any time.

2.4 Honorary Member

- a) The Board of Directors shall have the power to recommend to the following AGM for ratification that the category of Honorary Member be applied to retired Group Travel Organiser members and other persons whom they consider have made or will make a useful contribution to the Association.
- b) Honorary Members are entitled to attend all Association meetings and functions to which GTO members would be invited to attend (except as provided in Rule 2.4c). Honorary Members with specialist skills may, at the discretion of the Board of Directors, be invited to attend Board meetings. They shall have speaking rights, but not voting rights.

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- c) Attendance by Honorary Members at educational/familiarisation visits organised in the name of the Association is not allowed except by permission of the Board of Directors and with the approval of the supplier(s) offering the visit.
- d) Honorary members are expected to abide by the same rules as all other members of the Association.

Rule 3: Application for Membership

- 3.1 Application for membership shall be on the prescribed forms.
- 3.2 The Board of Directors shall have the power to approve or reject any application for membership. Reasons for individual decisions remain the property of the Board of Directors but shall be revealed to the applicant upon request by the applicant.

Rule 4: Expulsion of Members

- 4.1 Only the Association in General Meeting shall have the power to cancel the membership of any member, but the Board of Directors shall be empowered to suspend a member pending such a meeting. Reasons for individual decisions remain the property of the Board of Directors but shall be divulged to the member concerned on request from that member to the Board.

Rule 5: Effect of Cessation of Membership

- 5.1 Any person or organisation ceasing to be a member of the Association, whether during a period of suspension or by resignation, default or expulsion, shall thereupon forfeit all right to and claim upon the Association, its property, including the AGTO membership database information and its funds. They shall not be entitled to use the logo of the Association, or in any way claim to be a member of the Association.

Rule 6: Branches

- 6.1 The Association shall seek to establish local branches of its members. Establishment of such branches shall be authorised at a General Meeting where there are no fewer than 12 members in a defined area who jointly submit the proposition for a branch to be established. The Board of Directors shall have the right to supervise preliminary steps to the formation of branches for subsequent submission to the AGM.
- 6.2 The Board of Directors shall be responsible for the issue of Branch Rules and Constitutions and the maintenance thereof.
- 6.3 Each Branch may elect a representative ("Appointed Representative") for appointment to the Board of Directors. Appointed Representatives may only be elected at a meeting of the Branch in question. At such a meeting, the Appointed Representative must obtain a majority of two-thirds of those present and voting, in order to be elected to the Board of Directors.

6.4 All branches may receive, annually, a proportion of the income derived from members' subscriptions to support branch activities in pursuance of the Association's aims and objectives.

6.5 In the event of the closure of any branch, all funds in accounts and all other assets of the closing branch shall become the property of the Association.

Rule 7: Chief Executive Officer

- 7.1 The Board of Directors may appoint a Chief Executive Officer who will be responsible to the Board for the external representation of the Association and other matters as may be agreed in a Job Description. The Chief Executive Officer may receive payment as a Consultant.

Rule 8: Delegation by the Board of Directors

- 8.1 The Board of Directors may employ an external company, appointed by the Board of Directors at a cost agreed by the Board, to carry out general administration of the Association. One of the Directors may be appointed to liaise between the Board and the Administration Company on financial matters.
- 8.2 The Board may appoint sub-committees with responsibility for matters agreed by the Board. The appointment of sub-committee members will be at the absolute discretion of the Board, which will be mindful of the expertise required for the purposes of that sub-committee. (and composed of AGTO members.) Sub-committees appointed shall be responsible to the Board and are expected to give a report to the Board at its meetings and as otherwise agreed.

Rule 9: Decisions by the Board of Directors

- 9.1 Decisions of the Board of Directors shall be by a majority of two-thirds of those present and voting.

Rule 10: Board Meetings

- 10.1 The Board shall meet at least 4 times in each calendar year.

Rule 11: Subscription in Arrears

- 11.1 Any member whose subscription is in arrears shall automatically cease to be a member of the Association when all avenues of persuasion and contact have been exhausted.

Rule 12: Alteration of the Constitution

- 12.1 The AGTO Constitution may be amended by a two-thirds majority of those directors present and voting at any meeting of the Board of Directors.