



Constitution of RoSPA ADVANCED DRIVERS AND RIDERS SOUTHERN GROUP

1. NAME

- 1.1 The name of the Group shall be the RoSPA Advanced Drivers and Riders Southern Group. Thereafter called the 'Group'

2. OBJECTIVES

- 2.1 To encourage interest in road safety.
2.2 To improve driving and riding standards.
2.3 To prepare people for the RoSPA Advanced Driving & Riding Test (The Test) and encourage them to achieve the highest standard of pass.
2.4 To become a centre for driving and riding excellence being recognised as such in the local business and driving communities.
2.5 To offer social activities that will encourage membership retention and aid recruitment.

3. MEMBERSHIP

- 3.1 Membership of the Group shall be confined to members of the RoSPA Advanced Drivers and Riders Southern Group (The Group) The Member will be expected to apply to re-take the Test from time to time at intervals specified by the Association.
3.2 Any other person may apply to be an Associate member of the Group. An Associate will normally be expected to take the Test.
3.3 Honorary and Life-long Membership of the Group may be conferred on an individual at the discretion of the committee.
3.4 All members of eighteen years and over will be entitled to vote.

4. SUBSCRIPTION

- 4.1 The financial year (the Year) of the Group shall be the period from 1st October to 30th September.
4.2 Membership and Associate Membership shall be subject to the payment of an Annual Subscription the amount of which shall be determined at any Annual General Meeting or Special General Meeting before the start of the Year to which it relates and which shall become due at the next Annual General Meeting.
4.3 A Member or Associate Member who has not paid a subscription within one month of the date on which it became due shall, except at the discretion of the committee cease to be a Member or Associate Member.
4.4 A person first applying to be a Member or Associate Member of the Group between 1st April and 30th September in any year shall pay the appropriate subscription for that year and shall not be required to pay any further subscription in respect of the following year.

5. THE COMMITTEE

- 5.1 The management of the group shall be vested in a Committee consisting of a Chairman, a Secretary, a Treasurer, and up to six other elected members all being over eighteen years of age. The Committee shall not comprise more than two Associate Members at any one time.
- 5.2 Committee members shall be elected by simple majority vote at an Annual General Meeting and shall normally serve a term of two years.
- 5.3 The retiring Committee shall nominate a Chairman for the following year.
- 5.4 The Committee shall meet at regular intervals. The meetings are to be called with a notice of at least two weeks. The secretary shall be responsible for arranging the Agenda.
- 5.5 The Committee shall have the power to:
- i. Be responsible for the normal running of the Group and its activities.
 - ii. Make standing orders for regulating the conduct and affairs of the Group provided that they are not inconsistent with this constitution.
 - iii. Fill any casual vacancy which may occur in any position to make up the number of its members which position shall be held until the next Annual General Meeting.
 - iv. Co-opt any person to serve the committee for a special purpose and period. Such person shall not have a vote during the Meet(s) of the committee.
- 5.6 At any Meeting of the Committee four members shall constitute a quorum each member, except co-opted persons, shall have a vote on all matters. In the absence of the Chairman those present shall elect a chair for that meeting. The Chairman shall have a casting vote.

6. FINANCIAL ARRANGEMENTS

- 6.1 The Committee shall open banking or other accounts in the name of the Group with such bank or similar organisation as the Committee may select. Withdrawals shall be on the signature of the Treasurer and one of two other named Committee members.
- 6.2 The Treasurer shall be responsible for paying all items of expenditure for which approval has been given (whether generally or specifically) by the Committee.
- 6.3 Income shall be banked promptly save that the Treasurer may maintain a nominal sum as cash in hand.
- 6.4 An independent Auditor shall be appointed by the Annual General Meeting and may not serve on the Committee in any capacity.
- 6.5 The Treasurer shall maintain records of all transactions of the group to the satisfaction of the Auditor and the Committee and shall present Year ending accounts and an accompanying report at the next AGM.
- 6.6 The Treasurer shall present at each meeting of the Committee a report showing the financial state of the Group.

7. EXPULSION FROM THE GROUP MEMBERSHIP

- 7.1 The Committee has the power to expel any Member or Associate Member who offends against the principles or objectives of the Group or whose conduct in the opinion of the Committee renders him/her unsuitable for membership of the Group.
- 7.2 No person shall be expelled until the Secretary shall inform him/her in writing of the complaint against him/her. The Member or Associate Member will be given at least 14 days written notice to present in person before a meeting of the Committee reason why he/she should not be expelled.
- 7.3 No person shall be expelled unless at least five members of the Committee vote in favour of that expulsion.

8. ANNUAL GENERAL MEETING (AGM)

- 8.1 An AGM shall be held as soon after 1st October as is practicable to:
- 8.2 Receive the Chairman's report.
- 8.3 Receive the Treasurers report and audited accounts for the preceding Year.
- 8.4 Elect a Chairman, Secretary and Treasurer.
- 8.5 Elect persons to the Committee
- 8.6 Appoint an Auditor for the current Year.
- 8.7 Consider any other matters that the Committee wishes to bring before the members or which have been notified at least 28 days in advance by at least two members.

9. SPECIAL GENERAL MEETING (SGM)

- 9.1 An SGM shall be convened at any time by the Committee or by written notice to the Secretary signed by at least five Members or Associate Members provided that in either case at least 21 days notice of the purpose and date of that meeting shall be sent to all members.

10. SUPPLEMENTARY MATTERS RELATING TO MEETINGS

- 10.1 At an AGM or SGM twelve Members or Associate Members present shall form a quorum and a simple majority vote shall decide any motion.
- 10.2 The Secretary or person otherwise appointed by those present shall be responsible to record the minutes of the Meeting.

11. DISSOLUTION

- 11.1 The Group may be dissolved by a Resolution passed by two-thirds majority of those present and voting at a SGM convened for the purpose.
- 11.2 Such Resolution will give instruction for the disposal of the assets held by or in the name of the Group, provided that if any property remains after the satisfaction of all debts and liabilities, it shall be given or transferred to RoSPA Advanced Drivers and Riders Association/Head Office.

This is the Constitution of the RoSPA Advanced Drivers and Riders Southern Group adopted at an Annual/Special General Meeting on:

Dated: _____ / _____ / _____

Chairman _____

Secretary _____