

RoSPA Advanced Drivers Association Thames Valley Group Group Constitution

1 Name

The name of the group shall be the Thames Valley Group (hereafter called ‘the Group’) of the RoSPA Advanced Drivers and Riders’ (hereafter called ‘RoADAR’).

2 Authority

This Constitution, published first published October 2001 and now amended October 2011 , replaces the document entitled ‘RoSPA ADVANCED DRIVERS ASSOCIATION, THAMES VALLEY GROUP, GROUP REGULATIONS’, published December 1985, and provides the core rules for the running of the Group. Supplementary documents such as Operational Procedures, forms and worksheets may be issued as required to provide information and guidance on day-to-day activities.

3 Aim

The aim of the Group shall be to encourage interest in road safety, to improve driving standards and in particular to help drivers pass RoADAR advanced driving or riding test.

4 Membership

Associate membership of the Group is open to any holders of a full driving licence who may wish to take the RoADAR advanced driving or riding test.

Full membership is open to all current members of RoADAR who have passed any of the RoADAR advanced driving tests within the last three years. .

Companion, Honorary or Life grades of membership may be awarded by approval at a General Meeting on the recommendation of the Committee.

Membership of the Group is contingent on payment of an annual subscription, the amount of which shall be agreed at the Group’s AGM. This Group membership fee is in addition to the annual subscription payable to RoSPA at their headquarters in Birmingham. All Group subscriptions become due annually.

5 Committee

The management of the Group shall be vested in a Committee consisting of a President, a Lecturer/Police Liaison Officer, and Executive Officers comprising a Chairman, Vice Chairman, a Secretary and a Treasurer. The Group officers shall include a Membership Secretary and other officers as may be approved at a General Meeting, as well as other elected members, all of whom must be over eighteen years of age.

The Committee, other than the President, Web Master and Lecturer/Police Liaison Officer, shall be elected annually at a General Meeting of the Group (the AGM) and shall consist of no more than fourteen members. Only Full Members may stand or vote for the positions of Executive Officers; all members may stand or vote for any of the remaining positions.

The post of Chairman shall normally be for two years. In exceptional circumstances, the Committee may invite the Chairman to stand for election for a third year.

The Committee shall meet at least four times in any twelve-month period. The meetings are to be called by the Chairman with a notice of at least two weeks. The Secretary shall have the responsibility for the keeping of minutes. Each member has a vote on all matters. Five members (to include at least one Executive Officer) shall constitute a quorum.

6 Responsibilities of the Committee

The Committee shall have power to:

- (i) Co-opt any member of the Group for a special purpose, the tenure of such a co-opted member to terminate at the next AGM.

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- (ii) Fill any vacancy which may occur in any office or in order to make up the number of its members.
- (iii) Issue Operational Procedures and other documents for the governing of the Group.
- (iv) Be responsible for the normal running of the Group and its activities.
- (v) Put forward to the Group, for approval, the names of persons to be awarded Companion, Honorary or Life membership of the Group.
- (vi) Designate authorised signatories for the Group's finances, including but not limited to the Executive Officers.

7 Finances

The Committee shall open banking or other accounts in the name of the Group with such bank and/or similar organisation as the Committee may select and monies received by the officials of the Committee on behalf of the members of the Group shall be paid into such account or accounts. Cheques drawn on such accounts shall be signed by any two authorised signatories.

The Treasurer shall be responsible for reimbursing any authorised out-of-pocket expenses incurred by any member of the Group. The Treasurer shall be responsible for arranging an independent annual inspection of the accounts.

8 General Meetings

There shall be an Annual General Meeting (AGM) held every autumn for the purpose of presenting the annual reports and accounts and for the election of the Committee (see paragraph 5) and this shall be summoned in writing at least three weeks before the appointed date.

A General Meeting may be called at any time, subject to the consent of an Executive Officer and at least three other Full Members, and with at least three clear weeks' notice to the Group Secretary.

Twelve members, to include at least one Executive Officer, shall form a quorum at a General Meeting and the Secretary shall have the responsibility for the keeping of minutes.

9 Expulsion

If a member of the RoADAR is convicted of a serious traffic offence the Chief Examiner of RoADAR may expel them from membership. If this occurs the Group Committee must remove the person from full membership of the Group. At a later date to be decided by the Committee that person may be admitted to associate membership of the Group.

If an Associate Member is similarly convicted of a serious traffic offence the Committee has the power to expel them from the Group. Their rejoining the Group after a suitable time will be at the discretion of the Committee.

The Committee has the power to expel any Associate or Full Member from membership of the Group for misconduct prejudicial to the aims of the Group or of RoADAR, but such persons should be given the opportunity to present their case to the Committee.

10 Dissolution

The Group may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a General Meeting convened for the purpose. Such resolution should give instructions 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 such property shall not be paid to or distributed among the members of the Group but must be given or transferred to a RoADAR group as agreed at the meeting.

11 Amendments to the Constitution

Any amendment(s) to this Constitution shall require the initial approval of the Committee who will then present a resolution to a General Meeting. Approval of the amendment(s) shall require a two-thirds majority of those present at the meeting.