

## CONSTITUTION

### **1 Identity**

The name of the Group shall be the Cornwall Advanced Motorists Group of The Royal Society for the Prevention of Accidents Advanced Drivers and Riders (hereinafter called 'the Group').

### **2 Aims**

The objective of the Group shall be to encourage the reduction of road accidents and promote an interest in road safety by improving driving standards, and in particular to help drivers/riders pass the Society's advanced driving test.

### **3 Membership**

Application for membership is open to all, as described below, on payment of an annual subscription, the amount of which shall be determined by the Group's Committee. All subscriptions become due on 1<sup>st</sup> April each year. Associate membership of the Group is open to people who wish to take the Society's advanced driving/riding course/test. Associate membership and Committee membership are open to any full driving licence holder.

Membership categories are as follows:

Friend of CAM: open to all who share our aims and interests in road safety

Associate Member: a full licence holder pursuing the advanced driving course and working towards the advanced driving test

Full member: an individual who has passed *any* advanced driving test

### **4 Voting**

People aged eighteen and over in all categories of membership and whose subscriptions to the Group are current are entitled to vote.

## **5 Committee**

The management of the Group shall be vested in a Committee of no more than fourteen members, all of whom must be aged eighteen or over. The Committee shall be elected annually at a general meeting of the Group.

The Committee shall meet at intervals of approximately one month, and at least ten times in any twelve month period. The meetings are to be called by the Chairman with a notice of at least two weeks. Each member has a vote on all matters. Five members shall constitute a quorum. The Secretary shall have the responsibility for the keeping of minutes.

The Committee must include the following:

Chairman  
Vice Chairman  
Secretary  
Treasurer  
Membership Secretary  
Tutors Organiser (*Training Officer*)  
Associates Organiser

Committee membership is desirable, but not obligatory, for the following:

Newsletter (CAM News) Editor  
Equipment Officer  
Young Driver Liaison Officer  
Events Organiser  
Publicity Liaison  
Webmaster / I.T. Support

One or more of *all* of the above roles may be held by the same individual. For further details of most of these roles please see the attached Appendix.

## **6 President**

The Committee may appoint a suitable person to be a non-executive President of the Group. The President shall not therefore be a Trustee and shall have no voting rights.

## **7 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;
- ii. fill any casual vacancy which may occur in any office or in order to make up the number of its members;
- iii. make standing orders for the governing of the Group, provided that they shall not be inconsistent with the provisions thereof;
- iv. be responsible for the normal running of the Group and its activities;
- v. put forward to the Group the names of persons who have served the Group well for election to Honorary or Life Members as the Group may determine.

## **8 Finance**

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. Monies received by the officials of the Committee on behalf of the members of the Group or others shall be paid into such account or accounts. Cheques shall be signed by any two of three named officers of the Committee. The Treasurer shall be responsible for reimbursing any out-of pocket expenses incurred by a member of the Committee while on Committee business. The Treasurer shall also be responsible for keeping accounts, which are to be raised at each Committee meeting.

## **9 Annual General Meeting**

An Annual General Meeting shall be held **in March**. This shall be summoned in writing at least three weeks before the appointed date. Twelve members /two thirds of the membership present and voting shall form a quorum at the AGM or at any Special General Meeting.

The Secretary shall be responsible for summoning general meetings and for the keeping of minutes of a general meeting.

The Treasurer shall arrange an annual audit of the accounts and shall present the audited accounts at the AGM.

## **10 Amendment**

Alterations to this Constitution shall receive the assent of two thirds of the members present and eligible to vote at an Annual General Meeting or a Special General Meeting.

A resolution for the alteration of the Constitution must be received by the Secretary at least twenty-one days before the meeting at which the resolution is to be brought forward. At least fourteen days' notice of such a meeting must be given by the Secretary to the membership, and must include notice of the alteration proposed, provided that no alteration to clause 2, clause 12 or this clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Group to cease to be a charity in law.

## **11 Expulsion**

If a member of the Group is convicted of a serious traffic offence, RoSPA's Chief Examiner may expel them from RoSPA 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, although the Committee must discuss such cases with HQ before taking any action.

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, but such persons should be given the opportunity to present their case to the Committee.

A disciplinary sub-Committee will be formed as and when required; this sub-Committee will consist of the Chairman, the Membership Secretary, the Secretary and two other Committee members as available. Re-instatement will be considered by the same sub-Committee. Their decisions will be discussed and voted upon by the whole Committee.

## 12 Dissolution

The Group may be dissolved by a resolution passed by a two-thirds majority of those present and eligible to vote at a Special General Meeting convened for the purpose, of which twenty-one days' notice shall have been given to the members. 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 or assets remain after the satisfaction of all debts and liabilities, such property shall not be paid to nor distributed among the members of the Group but must be given or transferred to the Royal Society for the Prevention of Accidents (Registered Charity No 207823) or to such other charitable institution or institutions having aims similar to some or all the aims of the Group as the Group may determine, and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

## **APPENDIX 1**

### **RESPONSIBILITIES OF OFFICERS OF THE GROUP**

#### **Part 1: Officers Necessary to the Committee**

##### **DUTIES OF THE CHAIRMAN**

- Chairing meetings: ensuring everybody has the opportunity to make a contribution without allowing a strong personality to dominate proceedings; allowing tangential thinking and comments, whilst completing the agenda.
- “Fronting” the organization when the public are present or complaints are registered.
- Congratulating others publicly for their achievements; making presentations and occasional speeches.
- Liaising with Headquarters, other groups and public bodies.
- Respecting the skills and abilities of the committee members, and trusting them.
- Writing the “Letter from the Chair” for CAM News and the Annual Report for the AGM.
- Occasionally initiating ideas.
- Accepting overall responsibility for CAM, maintaining an overview of the group and its activities.

##### **DUTIES OF THE VICE-CHAIRMAN**

- To deputise for the Chairman
- To undertake such other roles as agreed with the Chairman

### **DUTIES OF THE SECRETARY**

- To arrange Committee Meeting dates for the year
- To prepare Agendas and write up Minutes of Committee Meetings and send to Members.
- To receive queries by phone/e-mail about Advanced Driving, and send out information.
- To liaise with Membership Secretary over Associate details.

### **DUTIES OF THE MEMBERSHIP SECRETARY**

- To maintain a register of all members of the Group, including certain specialisations such as tutor status, Gift Aid Donations, etc.
- To act as Data Manager for the Group and to ensure that the Group does not commit Data Protection Act offences, knowingly or otherwise.
- To issue membership cards to Members on receipt of subscription and renewal application.
- To accept and process Associate membership applications, and deal with monies and Tutors under the agreed Associates Procedure.
- To process Gift Aid applications to recover monies from HMRC.
- To respond, by e-mail or post, to membership enquiries from the webmaster.
- To print, and forward to the editors, sheets of labels of the membership for the publication of CAM News.
- To store records of previous years' membership of the Group.
- To undertake any other duties agreed by the Trustees' Committee.

### **DUTIES OF THE TREASURER**

- To prepare annual budgets during March for the forthcoming financial year
- To process payments as and when required
- To bank income as soon as possible after receipt
- To control and maintain the accounts
- To present monthly Balance Sheet reports to the Committee
- To prepare audited Final Accounts by no later than 30th April
- To ensure the availability for inspection of the account balances, vouchers and bank statements at any time
- To back up all computer accounts

### **THE DUTIES OF THE TUTORS ORGANISER**

- To keep comprehensive records of all group tutors.
- To check suitability of prospective trainee tutors.
- To co-ordinate pre-test runs (with advanced tutors) for prospective test candidates, and feed information back to the Associate's tutor (if not done so already by the Advanced Tutor).
- To devise training programme for tutors according to local/national guidelines and local requirements.
- To arrange annual meeting/training day for whole tutor team to cover any topics of concern and answer any questions.
- To deal with any tutor/associate problems, including advice or technical queries.

### **DUTIES OF THE ASSOCIATES ORGANISER**

- To allot Tutors to give free assessment drives to members of the public (this when asked to do so by the group's Initial Contact, and through liaison with the Tutors Organiser).
- To receive name and address details of each new associate from the Membership Secretary, and to liaise with Tutors Organiser to allocate a Tutor from the pool of Group qualified tutors, taking heed of location, workload, and availability.
- To keep Tutors Organiser informed when a Tutor has agreed to take the new Associate.
- To write to new Associate using the formatted welcome letter, giving the details of the Tutor and enclosing the Associate's copy of *Roadcraft* and of the *Highway Code*.
- To write, at the same time, a confirmation letter to the Tutor.
- To contact the Tutor after 2 weeks to establish that the Associate has made contact with Tutor and begun the process of training.
- To remain in contact with the Tutor to ensure that training is being maintained or, if for any reason it is not, to ensure that communication between Tutor and Associate does not become dormant. In this way the Associates Organiser will be kept in the loop when the Tutor and the Tutors Organiser arrange an Advanced Tutor pre-test drive for the Associate, and also when (s)he takes the Test.

## APPENDIX 2

### RESPONSIBILITIES OF OFFICERS OF THE GROUP

#### Part 2: Officers for whom Committee membership is not obligatory

##### NEWSLETTER (CAM NEWS) EDITOR/S

[CAM News is published quarterly, in the first week of January, April, July and October]

- Two weeks before publication start collecting articles, make sure that the regular pieces are in by the deadline (the 15<sup>th</sup> of the preceding month). If they are not, make a phone call or send an email as a reminder.
- Check dates and venues and speakers for Group Meetings with speakers' organiser. Get the appropriate travel directions for these meetings.
- From membership secretary get names of people who have passed the test (and their tutors' names) and names of new associates.
- Create a crossword puzzle.
- Check committee list to make sure it is up-to-date.
- Where possible, or if in doubt, check the facts in people's articles.
- Actively seek out motoring related articles which the editors think would be of interest to the members.
- Raise with the chairman, or appropriate committee members, matters about policy when the editors are concerned about something that has been submitted.
- Check articles for suitability and consider very carefully anything that might be considered racist or sexist or offensive in any way. Check for spelling and grammar.
- Thank contributors for their articles and explain to them, briefly, your omissions or changes to what they have written. Same goes for photographs submitted. Remember that the editors' decision is final – and that the editors carry responsibility.
- Check with committee what the print run should be.

- Type all articles, notices, etc. into CAM News. Choose appropriate photographs. When all is finished, or you think it is, print off a copy and send it to a good proof-reader. Do not do the proof reading yourself.
- When the corrections have been made, copy CAM News onto a CD and send it to Paul Basher, with a printed copy for courtesy and for him to check over. It is now out of your hands and over to the printer.
- From time to time the overall design and appearance are checked and possible changes or improvements are considered.

### **DUTIES OF THE YOUNG DRIVERS LIAISON OFFICER**

The Young Drivers Liaison should aim to recruit and invite young drivers to take the RoSPA advanced driving test. This role will involve contacting young drivers through schools and other educational facilities, regular communication with Approved Driving Instructors (ADIs) and, where possible, parents. This should hopefully lead to an increase in the number of young drivers within CAM and RoSPA.

The Young Drivers Liaison must ensure that as many young drivers are aware of the benefits of the RoSPA advanced test as possible. It must be noted that the ultimate objective is the positive promotion of the advanced driving test and an increase in awareness of RoSPA and the test.

### **DUTIES OF THE EQUIPMENT OFFICER**

To store and list equipment, noting location of items not held by Equipment Officer.

To maintain equipment where possible.

To check and get equipment to any venues when needed, or have items ready for collection if personally unable to attend.

### **DUTIES OF THE WEBMASTER / IT SUPPORT**

To operate the web-site.

To advise the committee on all I.T. matters.

**DUTIES OF THE PUBLICITY OFFICER**

To oversee the local enhancement of RoSPA Headquarters' publicity efforts on behalf of the Group.

## APPENDIX 3

### ASSOCIATE PROCEDURE

In order to enrol with CAM as an associate, to undergo advanced driver training with the aim of passing the RoSPA test, an applicant should complete an application form for associates.

This should be forwarded, with a cheque for the enrolment fee, to the Membership Secretary at the address on the form.

On receipt of the application, the Membership Secretary should record the candidate's details on the Membership spreadsheet as an associate.

The details of the associate's name and address only, should be forwarded by email to the Associates Organiser in order that they might, through liaison with the Tutors Organiser, allocate a tutor from the pool of Group qualified tutors, taking heed of location, workload, and availability. Having secured the agreement of a tutor, the Associates Organiser will confirm with the Tutors Organiser.

The Associates Organiser will write to the Associate on the formatted welcome letter, giving the details of the tutor. The Associate's copy of *Roadcraft* and the *Highway Code* will also be included with this letter. A confirmation letter will also be sent by the Associates Organiser to the tutor at the same time.

The Membership Secretary will also forward the payment to the Treasurer. This payment will include the £45 payment to RoSPA (Mirlinda Rae) for the associate's test when required.

Within a suitable lapse period, but within 2 weeks in any case, the Associates Organiser will contact the Tutor to establish that the Associate has made contact and begun the process of training.

When the Associate is considered ready to take the test, following procedures controlled by the Tutors Organiser, the associate should download the test application form from the RoADAR website, and complete it by hand. It should be returned to the Membership Secretary who will forward it to the Treasurer to raise the payment to RoSPA for the test.

In the event where an Associate is considered unlikely to pass the test and they choose to withdraw without taking the test, then the Membership Secretary should be notified by letter or email, and they will arrange with the Treasurer for re-imbusement of the test fee.