

**RoSPA**

accidents don't have to happen

# RoSPA Advanced Drivers and Riders

## West Yorkshire Group Constitution

Version: 1.1

Date: 13<sup>th</sup> March, 2018



## 1. Name and Definitions

The name of the Group is RoSPA Advanced Drivers and Riders West Yorkshire (Charity Number 702531), hereinafter called “the Group”.

### Definitions

- 1.1 RoSPA – Royal Society for the Prevention of Accidents (Charity Number 207823).  
A registered charity that aims to save lives and prevent life-changing injuries which occur as a result of accidents.
- 1.2 RoSPA Advanced Drivers and Riders.  
Aims to help save lives and prevent injuries by improving the driving and motorcycling standards of the general public.
- 1.3 Accredited RoSPA Advanced Drivers and Riders Groups are affiliates of RoSPA.

## 2. Status

- 2.1 RoSPA Advanced Drivers and Riders part of The Royal Society for the Prevention of Accidents (Charity Number 207823) (**RoSPA**).
- 2.2 RoSPA Advanced Drivers and Riders is a voluntary organisation of people who have an interest in promoting RoSPA's advanced driving and motorcycling standards and tests.

## 3. Aims and Objectives

- 3.1 To improve road safety and reduce road traffic collisions and casualties by improving driving and motorcycling knowledge, attitudes, skills and standards.
- 3.2 To provide access for the public to RoSPA's advanced driving and riding system and test on a non-commercial basis.
- 3.3 To provide consistent, high quality advanced driver and rider tutoring to group members.
- 3.4 To encourage and help drivers and motorcyclists to pass RoSPA's Advanced Driving and/or Advanced Motorcycling Tests.
- 3.5 To help to implement RoSPA's overall mission to save lives and reduce injuries.

## 4. Membership

- 4.1 Membership of the Group is open to any individual interested in promoting the aims of RoSPA Advanced Drivers and Riders, who meets the admission criteria set out in 4.2 to 4.5.
- 4.2 The categories of membership are:
  - (a) Full Member;
  - (b) Associate Member;
  - (c) Life Member;
  - (d) Social Member.



## RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

- 4.3 **Full Membership** is open to any driver or motorcyclist with a full, valid driving licence, who has passed a RoSPA Advanced Driving Test or Re-test and/or a RoSPA Advanced Motorcycling Test or Re-test subject to paying the appropriate annual membership subscription and passing the appropriate three-yearly re-test.
- 4.4 **Associate Membership** is open to any adult with a full, valid driving licence, who is preparing to take a RoSPA Advanced Driving Test and/or Advanced Motorcycling Test. An Associate Member will become a Full Member once he or she has passed a RoSPA Advanced Test.
- 4.5 **Life Membership** is conferred on any member who, with the unanimous approval of the committee, is considered to have made an outstanding contribution to the Group. Life members are not required to pay the annual membership fee to the Group.

Members in this category who have previously passed a RoSPA Advanced Test may also remain a member of RoSPA Advanced Drivers and Riders provided that they continue to pay the appropriate annual membership subscription to RoSPA Advanced Drivers and Riders, as well as their group membership. Individuals in this category are covered by Public Liability as stated in the insurance guide for RoSPA Advanced Drivers and Riders.

- 4.6 **Social Membership** is available to any individual who wishes to participate in the Group but has not taken and does not intend to take the RoSPA Advanced Test.

Members in this category who have never taken a RoSPA Advanced Test and are not intending to do so, may remain a member of the Group provided that they continue to pay the appropriate membership subscription to the Group. They do not pay a membership subscription to RoSPA Advanced Drivers and Riders and are not RoSPA Advanced Drivers or Riders. Individuals in this category are covered by Public Liability as stated in the insurance guide.

- 4.7 A person may not be refused membership of the Group on the grounds of the following protected characteristics covered by the Equality Act 2010 or because of their profession:

- ◆ age
- ◆ being or becoming a transsexual person
- ◆ being married or in a civil partnership
- ◆ being pregnant or on maternity leave
- ◆ disability
- ◆ race; including colour, nationality, ethnic or national origin
- ◆ religion, belief or lack of religion, belief
- ◆ sex
- ◆ sexual orientation

## 5. Operational Procedures

- 5.1 The Group must have at least one Advanced Tutor whose responsibility is to assess and approve Group Tutors. The Advanced Tutor(s) must have passed RoSPA's Advanced Tutor Test, or be a RoSPA Advanced Driving Instruction Diploma holder, a RoSPA Advanced Riding Instruction Diploma holder, or a RoSPA Examiner.
- 5.2 The Group must seek to maintain a sufficient number of Group Tutors to meet the demand from members.



## RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

- 5.3 Group Tutors and Advanced Tutors must be full Members of RoSPA Advanced Drivers and Riders.
- 5.4 Advanced Tutors and Group Tutors may not receive a fee, except out of pocket expenses, for providing tutoring to any individual.
- 5.5 The Group may not collect test fees until an Associate Member is ready to take a RoSPA Advanced Test.
- 5.6 Group Tutors and Advanced Tutors may operate in other Groups, with the permission of the Group and the other Group(s) concerned.
- 5.7 The Group must not provide training services to any organisation except where an organisation has encouraged its staff to join the Group as individual Members, in which case, they must check with RoSPA HQ before tutoring commences. Organisations that contact the Group with requests for other services to help them improve their staff's driving or motorcycling must be referred to RoSPA HQ.
- 5.8 The Group is registered as an independent charity and must adhere to Charity Commission rules.

## 6. Group Code of Conduct

Members are required to:

- ◆ Behave professionally at all times and treat others with respect and consideration.
- ◆ Avoid categorising anyone according to protected characteristics covered by the Equality Act 2010 or because of their profession.
- ◆ Avoid inappropriate language, comments and tone that could be misconstrued or create offence
- ◆ Avoid physical contact except in an emergency or in the normal course of greeting (for example, shaking hands).
- ◆ Understand and not breach Data Protection law.
- ◆ Not knowingly break any other laws.
- ◆ Be fair and honest.
- ◆ Not personally criticise any other trainer, examiner or road safety organisation.
- ◆ Not charge for providing tutoring (except Motorcycle Fuel Expenses).

This list is not exclusive or exhaustive

## 7. Group Committee

- 7.1 The Group shall form a Committee which shall be responsible for the management of the Group, its running and activities.
- 7.2 The Committee shall consist of a Chairman, Secretary, Treasurer and 2 Training Officers (Car and Motorcycle) with not fewer than two or more than nine other Members. The Chairman and the Secretary are the main contact points between the Group, the Regional Co-ordinator and RoSPA HQ and are responsible for keeping RoSPA up to date with the details of the Chairman, Secretary, and Group Tutors.



## RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

- 7.3 The Chairman and at least one other committee member must be full members of RoSPA Advanced Drivers and Riders.
- 7.4 The Committee shall be elected at the Annual General Meeting (AGM) of the Group. The Group may set a minimum length for an individual's membership of the Group to be eligible to join the Committee and may also set a length of term for office as a Committee member.
- 7.5 The Committee may co-opt any Member of the Group to the Committee for a special purpose, e.g. if a specific skill set is required, to fill any casual vacancy which has arisen or to make up the number of Committee members. The appointment of such Members must be confirmed or terminated at the Group's next AGM.
- 7.6 The Committee shall determine the Group's annual subscription fees for all categories of Group membership.
- 7.7 The Committee must maintain a Register of all Members incorporating their names and contact details. The Committee shall inform RoSPA HQ of the number of Members in the group on request. The Group must comply with the data protection act, and may only use Members' data for the purpose of the Group.
- 7.8 The Committee may choose to dissolve the Group, provided they follow the procedure in section 12 of this constitution. The resources and assets of the dissolved Group shall be transferred to RoSPA Advanced Drivers and Riders to be used exclusively to help develop and support other groups within the network.
- 7.9 As a registered charity, the Group must adhere to Charity Commission rules in the disposal of remaining assets.

## **8. Committee Meetings**

- 8.1 The Committee shall meet at not less than monthly intervals up to eleven times in a calendar year.
- 8.2 Committee meetings shall be called by the Chairman or Secretary giving not less than 14 days' notice of the date of the meeting. Each Member of the Committee shall be notified of the date, time and location of the Committee meeting and invited to attend.
- 8.3 The quorum for Committee meetings shall be no less than 3 Members, of which one must be the Chairman, Secretary or Treasurer.
- 8.4 Each Member of the Committee shall have one vote on all matters, to be cast personally by the Member. Proxy votes may be allowed as long as this is agreed in advance.
- 8.5 All decisions shall be made by majority vote. In the case of an equality of votes, the Chairman may have a second or casting vote, if agreed in advance by the committee.
- 8.6 The Secretary shall ensure that minutes of Committee meetings are taken and circulated to any group member who requests a copy. Copies of the minutes and other relevant documents must be kept by the Group and copies provided to RoSPA HQ on request.

## **9. Group Annual General Meeting (AGM)**

- 9.1 The Group shall hold an AGM each calendar year and not more than 15 months shall elapse between one AGM and the next.



## RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

- 9.2 An AGM shall be called by the Chairman or Secretary by giving not less than 21 days' notice of the date of the meeting. Each Member shall be notified of the date, time and location of the AGM and shall be invited to attend.
- 9.3 The quorum for AGMs shall be 25 Members or 10% of the total Membership, whichever is the greater, of which one must be the Chairman, Secretary or Treasurer.
- 9.4 Each Member shall have one vote on all matters.
- 9.5 All decisions shall be made by majority vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- 9.6 The Secretary shall ensure that minutes of the AGM are taken and circulated to any Group Member who requests a copy. Copies of the AGM and other relevant documents must be kept by the Group and provided to RoSPA HQ on request.

## 10 Finance

- 10.1 The Committee shall open a bank account in the name of the Group with a bank or financial institution of the Committee's choice.
- 10.2 Monies received by the Group shall be paid into the Group's bank account within 60 days of receipt.
- 10.3 The Treasurer shall be responsible for managing the Group's bank account and for ensuring that the Group's bills are paid.
- 10.4 More than one committee member must have access to the Group's bank account.
- 10.5 Cheques, direct debit instructions and other financial instructions shall not be approved by fewer than two Members of the Committee.
- 10.6 The Treasurer shall be responsible for arranging an annual independent examination or audit of the accounts of the Group and must present the final accounts to the AGM each year.
- 10.7 Group funds must be used only to run the Group and to meet the Group's aims.

## 11 Expulsion of Members from the Group

- 11.1 The Committee may terminate the membership of any Group Member on the grounds that the Committee consider the individual's continued membership would be harmful to the Group, provided this does not contravene paragraph 4.6.
- 11.2 The Committee must notify any Member in writing of their possible removal from Group membership. The Member must be given the opportunity to submit written representation to the Committee within 14 days of receiving notice, explaining why she or he should not be expelled. The Committee must consider any such written representations when making a final decision about expelling the Member. A decision to terminate membership shall only be valid after a Committee vote.
- 11.3 A Member who is expelled from the membership of the Group may appeal to RoSPA HQ within fourteen days of being notified of the decision to expel him or her. RoSPA HQ will consider the appeal and may recommend the Committee re-consider its decision, giving its reasons. The Committee will consider RoSPA's recommendation and has the final decision on whether to uphold or reverse the expulsion.



## RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

### 12 **Dissolution of the Group**

- 12.1 The Group may be dissolved, or merged with a neighbouring Group, by a resolution passed at a General Meeting (GM) of the Group. The Group Committee should seek advice from RoSPA HQ first.
- 12.2 The GM must be called by the Chairman or Secretary giving not fewer than 21 days' notice. Each Member of the Group and RoSPA HQ shall receive notice of the meeting specifying its date, time and location.
- 12.3 A decision to dissolve the Group must be passed by at least 75% of those attending and voting at the GM.
- 12.4 In the event that a resolution to dissolve the Group is passed, the Committee must arrange for the Group's debts and liabilities to be paid and its bank account(s) to be closed. The resources and assets of the dissolved Group shall be transferred to RoSPA Advanced Drivers and Riders to be used exclusively to help develop and support other groups within the network. The Group, as a Charity in its own right, must adhere to Charity Commission rules in the disposal of its remaining assets.
- 12.6 In the event that the Group agrees to merge with another Group, the new merged group must complete the RoSPA Advanced Drivers and Riders Accreditation process in order to join the Accreditation Scheme.

### 13 **Amendments to the Constitution**

- 13.1 Amendments to this Constitution may be made only by the Group committee and with the agreement of the Group membership.
- 13.2 The Committee must inform RoSPA HQ of any changes to the constitution, and gain written agreement from RoSPA that the constitution still conforms to the RoSPA Advanced Drivers and Riders Accreditation Scheme.
- 13.3 This constitution replaces all other constitutions and supersedes any other agreement.

Date: February, 2018





accidents don't have to happen

RoSPA Advanced Drivers and Riders West Yorkshire - Constitution



[www.wyg-roadar.org.uk](http://www.wyg-roadar.org.uk)

0775 657 6315





RoSPA Advanced Drivers and Riders West Yorkshire - Constitution

**Version Control**

Version	Purpose/Change	Author	Date
0.1	Initial draft for presentation to committee	Allan Wragg, Secretary	01/02/2018
0.2	Changes to membership categories	Allan Wragg, Secretary	08/02/2018
0.3	<p>Para 3.1 – change “road collisions” to “road traffic collisions”</p> <p>Para 4.2 - Amend categories to match Para 4.3</p> <p>Para 4.7, 6<sup>th</sup> bullet – semi-colon inserted after “race”</p> <p>Para 5.2 – wording amended (“seek to” added)</p> <p>Para 5.5 – removed</p> <p>Para 8.1 – wording amended (“at not less than monthly intervals” added)</p> <p>Para 9.2 – wording amended, notice period changed from 14 days to 21 days in line with para 12.2.</p> <p>Para 11.1 – wording amended (added “... the Committee consider the individual’s ...”)</p> <p>Para 12.1 – wording amended “General Meeting (GM)” used instead of “EGM” to allow for action at an Annual General Meeting</p>	Allan Wragg, Secretary	14/02/2018
1.0	Submission to RoSPA Advanced Drivers and Riders Head Office for consideration as part of accreditation application	Allan Wragg, Secretary	18/02/2018
1.1	<p>Amended as requested by Head Office:</p> <p>Para 5.5 – insert new paragraph, “The Group may not collect test fees until an Associate Member is ready to take a RoSPA Advanced Test.”</p> <p>Para 5.6 to 5.8 – re-numbered.</p> <p>Para 6 – add, “This list is not exclusive or exhaustive.”</p> <p>Para 7.8 and 12.4 – add, “The resources and assets of the dissolved Group shall be transferred to RoSPA Advanced Drivers and Riders to be used exclusively to help develop and support other groups within the network.”</p>	Allan Wragg, Secretary	13/03/2018





accidents don't have to happen

---

**RoSPA Head Office**

28 Calthorpe Road  
Birmingham  
B15 1RP

**t** +44 (0)121 248 2000

**RoSPA Scotland**

43 Discovery Terrace  
Livingstone House  
Heriot-Watt University Research Park  
Edinburgh  
EH14 4AP

**t** +44 (0)131 449 9378/79

**RoSPA Wales**

2nd Floor  
2 Cwrt-y-Parc  
Parc Ty Glas  
Cardiff Business Park  
Llanishen  
Cardiff  
CF14 5GH

**t** +44 (0)2920 761306

**RoSPA Northern Ireland**

3 Orchard Close  
Newpark Industrials Estate  
BT41 5GH

**t** +44 (0)28 9050 1160

**General Enquiries**

**t** +44 (0)121 248 2000

**t** +44 (0)121 248 2001

**e** [help@rospa.com](mailto:help@rospa.com)

**t** [twitter.com/@rospa](https://twitter.com/@rospa)

**f** [facebook.com/rospa](https://facebook.com/rospa)

**in** [linkedin.com/rospa](https://linkedin.com/rospa)

**www.rospa.com**

Registered Charity No. 207823  
VAT Registration No. 655 131649

