



accidents don't have to happen

# RoSPA Advanced Drivers and Riders

## West Yorkshire Group Constitution

Version: 2  
Date: 26<sup>th</sup> January 2024



## 1. Name and Definitions

The name of the Group is RoSPA Advanced Drivers and Riders West Yorkshire, hereinafter called “the Group”.

### Definitions

- 1.1 RoSPA – Royal Society for the Prevention of Accidents (Charity Number 207823).
- 1.2 RoSPA Advanced Drivers and Riders West Yorkshire (Charity Number 702531).
- 1.3 Accredited RoSPA Advanced Drivers and Riders Groups are affiliates of RoSPA.

## 2. Status

- 2.1 RoSPA Advanced Drivers and Riders is part of The Royal Society for the Prevention of Accidents (Charity Number 207823) (“RoSPA”).
- 2.2 RoSPA Advanced Drivers and Riders West Yorkshire (Charity Number 702531) 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 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 tuition 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. Membership runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 4.2 The categories of membership are: -
- (a) Full Member.
  - (b) Associate Member.
  - (c) Group Member.
  - (d) Life Member.
  - (e) Honorary Member.
- 4.3 **Full Membership** is open to any driver or motorcyclist with a full, valid UK driving licence, appropriate for their vehicle, 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 to RoSPA and passing the appropriate three-yearly re-test.
- 4.4 **Associate Membership** is open to any adult with a full, valid UK 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 they have passed a RoSPA Advanced Test.
- 4.5 **Group Membership**  
Is available to any individual who wishes to participate in the group but no longer wishes to be retested or who have failed to take and pass their re-test as well as individuals who have never passed a RoSPA Advanced Driving Test and who do not wish to do so. Members in this category who wish to remain a member of the group but not of RoSPA Advanced Drivers and Riders, may do so 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 a RoSPA Advanced Driver or Rider.
- 4.6 **Life Membership** is conferred on any member who, with approval at the committee meeting, is considered to have made an outstanding contribution to the Group or has had fifteen years continuous membership. 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 if they continue to pay the appropriate annual membership subscription to RoSPA Advanced Drivers and Riders.
- 4.7 **Honorary Membership** is conferred to any member who, with approval at the committee meeting, will not pay any membership fee for a period of time as deemed appropriate by the committee.



## RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

- 4.8 Only Full members (those who pay annual subs to RoSPA Advanced Drivers and Riders) are covered by Insurance as outlined in the RoSPA Advanced Drivers and Riders Insurance guidelines document.
- 4.9 A person may not be refused membership to 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 should seek to maintain a sufficient number of Group Tutors to meet the demand from members.
- 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 reasonable out-of-pocket expenses, for providing tutoring to any individual subject to the discretion of the committee on the advice of the Treasurer.
- 5.5 The Group will not collect annual subscriptions or test fees on behalf of RoSPA as an Advanced test or retest is payable by the individual making the application.
- 5.6 Group Tutors and Advanced Tutors may operate in other RoSPA affiliated Groups, with the permission of the Committee 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



RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

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 it must adhere to Charity Commission rules.

## 6. Group Code of Conduct

6.1 The Group has a code of conduct in place which clearly requires members 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 as per paragraph 4.9.
- Avoid inappropriate language, comments and tone that could be misconstrued or have the potential to create offence.
- Avoid physical contact except in an emergency or in the normal course of greeting (for example, shaking hands).
- Understand and not breach current UK Data Protection law.
- Not knowingly break any other UK laws.
- Be fair and honest.
- Not personally unfairly or maliciously criticise any other group member, examiner or road safety organisation.
- Not charge for providing tutoring (except Motorcycle Fuel Expenses).

(NB. Please note this list is not exclusive or exhaustive).

6.2 It is compulsory for groups to inform RoSPA headquarters immediately in the event of any 'On Road' incident involving one of its members relating to road traffic collisions where any damage or injury has been caused to them or a third party. Details must include circumstances of the incident together with any injuries/damage sustained, even if minor. Group member details and contact details will also be required.

## 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 and the de facto Trustees for the Group.

7.2 The committee shall act as de facto Trustees for the Group and at the first annual committee meeting, nominate trustees for the charity commission.

7.3 The Committee shall consist of a Chairman, Secretary, Treasurer and two training officer (Car and Motorcycle) and not fewer than two or more than nine other Members, except where members are co-



#### RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

opted onto the committee for a 'special purpose' (see 7.5). The Chairman and the Secretary are the main contact points between the Group, the Regional Coordinator and RoSPA HQ and are responsible for keeping RoSPA up to date with the details of the Chairman, Secretary, and Group Tutors.

- 7.4 The Chairman and at least one other committee member must be full members of RoSPA Advanced Drivers and Riders.
- 7.5 The Committee shall be elected at the Annual General Meeting (AGM) of the Group for a tenure of one year. Any member of the Group may be elected to the committee provided they comply with the Group's membership rules as defined in Section 4. There is no limit as to how many times a committee member can be re-elected provided they continue to comply with the Group membership rules in Section 4.
- 7.6 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.
- 7.7 The Committee shall determine the Group's annual subscription fees for all categories of Group membership. The fee for the following year must be set and communicated to the membership ahead of the Group's AGM.
- 7.8 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 current UK data protection legislation and may only use Members' data for the purpose of the Group.
- 7.9 The Committee may choose to dissolve the Group, provided they follow the procedure in section 12 of this constitution. The resources and assets of a dissolved Group shall be transferred to RoSPA Advanced Drivers and Riders and used exclusively to help develop and support other groups within the network.
- 7.10 The Group must adhere to Charity Commission rules in the disposal of remaining assets whilst ever it is registered as a charity.
- 7.11 The committee may appoint replacement Chairman, Secretary or Treasurer during the year. However, the appointment must be notified to Group members.
- 7.12 The committee may elect to expel any member of the committee from the committee on the grounds of misconduct, conflict of interest or any other reasonable circumstance following a vote. The expelled committee member may lodge an appeal with the committee within 14 days of the decision to expulsion.



## **8. Committee Meetings**

- 8.1 The Committee shall meet not fewer than three times per 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 Committee 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 will not be allowed.
- 8.5 All decisions shall be made by a majority vote by those committee members attending the meeting. In the case of an equality of votes, the Chairman may have a second or casting vote.
- 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 January. If exceptional circumstances give rise to an extended time between one AGM and the next, the Secretary should inform the members of the reason for any delay.
- 9.2 An AGM shall be called by the Chairman or Secretary by giving not less than 14 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 15 Members or 10 % of the total Membership, whichever is the greater, and must include a quorum of the committee as paragraph 8.3.
- 9.4 Each Member present 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 can exercise the right to have a second or casting vote.
- 9.6 The Secretary shall ensure that the minutes of the AGM are taken and circulated to any Group Members who request a copy. Copies of the AGM and other relevant documents must be kept by the Group and



RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

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 investments 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, one of whom must be the Treasurer.
- 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 only be used 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 Member's continued membership would be harmful to the Group, provided this does not contravene 4.9.
- 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 they 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 a Group may appeal to RoSPA HQ within 14 days of being notified of the decision to expel them. 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 or not to change to uphold or reverse the expulsion.

## 12 Dissolution of the Group





## RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

- 12.1 The Group may be dissolved, or merged with a neighbouring Group, by a resolution passed at an Extraordinary General Meeting (EGM) of the Group. The Group Committee should seek advice from RoSPA HQ first. For the purpose of dissolution, the AGM may be classed as an Extraordinary General Meeting.
- 12.2 The EGM 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 EGM.
- 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 a dissolved Group shall be transferred to RoSPA Advanced Drivers and Riders and used exclusively to help develop and support other groups within the network.
- 12.5 However, if the Group is a Charity in its own right, it 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 only be made 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: 26<sup>th</sup> January 2024

### Version Control

Version	Purpose/Change	Author	Date
0.1	Initial draft for presentation to committee	Alan Wragg secretary	01/02/2018



RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

0.2	Changes to membership categories	Alan 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>	Alan Wragg secretary	14/02/2018
1.0	Submission to RoSPA Advanced Drivers and Riders Head Office for consideration as part of accreditation application	Alan 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>	Alan Wragg secretary	13/03/2018
2022 V1.0	<p>Taking 97–2003-word version 1.1 as above.</p> <p>Tidied up formatting (remove tabs within sentences) and saved as full Word file.</p> <p>Para 6 split into 6.1 and 6.2 to cover revised group wording to include ‘as soon as practicable’ in 6.2</p>	Nigel Storey secretary	24/01/2022
2023 V1.0	<p>1.2 &amp; 2.2-Charity numbers added.</p> <p>3.3-Change tutoring to tuition.</p> <p>4.1-Add dates of membership.</p> <p>4.2-to 4.7 Quantify membership categories.</p> <p>4.7-Added to show Honorary Membership</p> <p>4.8-Added to show Insurance to cover Full members.</p> <p>4.9-was 4.7.</p> <p>5.2-Must becomes should.</p> <p>5.4-reasonable added before expenses</p> <p>5.5-amended to show the group do not collect test fees or subs.</p> <p>6.1-Groups must have changed to The Group has.</p> <p>Bullet point 3, potential added before to cause offence.</p> <p>Bullet point 5, current UK added before data protection law.</p>	<p>Committee sub-group</p> <p>Bob Everick</p> <p>Martin Jones</p> <p>Jon Taylor (Chairman)</p> <p>Nigel Storey (Secretary)</p>	09/08/2023



RoSPA Advanced Drivers and Riders West Yorkshire- Constitution

	<p>Bullet point 6, UK added before laws.</p> <p>Bullet point 8, trainer replaced by unfairly or maliciously criticize any other group member.</p> <p>7.2-New paragraph to cover the committee role as de facto trustees for the Group added.</p> <p>7.2-7.10-renumbered</p> <p>7.3-except where members are co-opted onto the committee for a 'special purpose' (see 7.5) added.</p> <p>7.5-amendments to tenure and length of committee membership.</p> <p>7.7-Membership fee to be decided before AGM added.</p> <p>7.8- current UK data protection legislation added.</p> <p>7.11 &amp; 7.12-added.</p> <p>8.1-Changes made to how many times the committee meets.</p> <p>8.4-Proxy votes changed from may be allowed if agreed in advance to not allowed.</p> <p>8.5-Changes to members in attendance and the chairman does not need to have agreeance before the meeting to have a casting vote.</p> <p>9.1-AGM date fixed except in exceptional circumstances added.</p> <p>9.3-including quorum of the committee added and officers removed.</p> <p>9.4-present added.</p> <p>9.5-If a vote is tied, the chairman can have a casting vote added.</p> <p>10.5-One of whom must be the treasurer added.</p> <p>11.1-4.6 changed to 4.9</p> <p>11.3-expel him/her changed to expel them.</p> <p>12.1-Extraordinary added to General Meeting and for purpose of dissolution AGM to be classed as EGM.</p>		
<p>2024 V 2.0</p>	<p>9.3-25 members removed, and 15 members added</p>	<p>Committee</p>	<p>26/01/2024</p>





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](http://www.rospa.com)

Registered Charity No. 207823  
VAT Registration No. 655 131649

