



# **LEICESTER GROUP**

**of Advanced Motorists**

**GROUP RULES AND CONSTITUTION**

**2020**

# GROUP RULES 2020

Rules for Groups affiliated to IAM RoadSmart. These rules form the constitution of the Group.

## 1. DEFINITIONS

1.1 The name of the Group shall be "*The Leicester Group of Advanced Motorists*" affiliated to IAM RoadSmart (hereinafter referred to as "the Institute").

1.2 Affiliation to the Institute does not authorise any representation which would involve the Institute in any liability whatsoever.

1.3 The Institute shall have power to cancel the affiliation of the Group from time to time in its absolute discretion and to restore such affiliation upon such terms as it sees fit, provided that the Group shall first be given the right of appeal to the Council of the Institute.

1.4 The name, scope, and geographic area of operation of the Group may be defined by the Council of the Institute. Any intended change will not be implemented without prior advice to the Group Committee.

## MEMBERS

1.5 Group Full Members must be current members of the Institute.

1.6 The Group Committee may invite members or non-members of the Institute to be a President or Vice-President. Non-members of the Institute holding such positions may not describe themselves as members of the Institute.

1.7 Group Honorary Members are permitted in recognition of past membership of, and services to, the Group, but must be fully paid up members of the Institute. If they become active on the Group Committee or in Observing, the Group subscription must be paid.

1.8 The Group Committee shall be obliged to accept as a Group Full Member a current member of the Institute on completion of the Group application form and payment of the annual Group subscription. The Group Committee is not necessarily obliged to accept an application from a person who has previously been expelled from any Group but, in such cases, the Institute member has the right to appeal to the Institute.

## ASSOCIATES

1.9 The Group Committee may accept as Group Associate Members persons desirous of becoming Full Group Members on such financial terms as the Group Committee may have notified the Chief Executive of the Institute.

1.10 Group Associate members may continue as such for a period of up to one year only, during which time they must endeavour to be accepted in Full Institute membership. In individual cases where there are special circumstances this period may be extended by a specific decision of the Group Committee.

## **FRIENDS**

1.11 In the absence of special reasons rendering a particular applicant unacceptable, in the reasonable opinion of the Group Committee, it must accept applications from the general public to become Group Friends on such terms as the Group Committee may decide. This category is not intended for those who have been Group Full Members, for those who have been and are no long members of the Institute, or for those who have been Group Associate Members, unless they have taken, and failed, the Institute's Advanced Test, and may only be awarded by individual decision of the Group Committee.

1.12 The only permitted categories of Group Membership are Group Full Member, Group Associate Member, Group Honorary Member, and Group Friend.

1.13 Any proposed changes to the Group subscriptions for any membership category must be notified to the Chief Executive of the Institute before being put before the Group membership for approval (or before implementation, where the Committee has been empowered to make such changes without specific membership approval).

## **2. OBJECTS and POWERS**

2.1 The objects of the Group are for the public benefit to promote the improvement of the standard of driving and the advancement of road safety.

2.2 In furtherance of the above-mentioned objects but not further or otherwise the Group shall have the following powers:

- a) To encourage and assist motorists to become Members of the Institute and to maintain their Institute Membership.
- b) To publicise the Institute and its work throughout the area.

- c) To provide road safety and competitive events for Group Full Members, Group Associate Members, Group Honorary Members, Group Friends, and members of the public. Driving events on a public road must not be timed.
- d) To arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and courses.
- e) To cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the said objects.
- f) To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that the Group shall not undertake permanent trading activities in raising funds for the said objects.
- g) To invest the monies of the Group not immediately required for the said objects in or upon such investments, securities, property as may be thought fit subject nevertheless to such conditions (if any) as may be for the time being imposed or required by law.
- h) To do all such other lawful things as are necessary for the attainment of the said objects.

### **3. CONSTITUTION of the GROUP**

- 3.1 The Group Committee must consist of fully paid up Group Full Members who are current Members of the Institute. It shall consist of Officers [a Chairperson, Secretary, Treasurer and a Vice Chairperson (if required)] and a minimum of three other Group Full Members all duly elected at an Annual General Meeting (AGM). The total number of the Group Committee shall not exceed twenty.
- 3.2 No Group Full Member may serve as a Group Committee Officer whilst holding an officer position in another Institute-affiliated Group, nor in a similar organisation where this will create a conflict of interest. Any Group Full Member denied eligibility on these grounds shall have the right of appeal to the Council of the Institute.
- 3.3 Members disqualified by law from acting as a Charity Trustee are no eligible to serve on the Group Committee. A Charity Commission declaration regarding disqualification will be signed by each Group Full Member joining the Committee and retained by the

Secretary for as long as that person remains on the Committee, after which time it should be destroyed.

- 3.4 All Officers and one third of the remainder of the Group Committee must retire annually by rotation and may offer themselves for re-election by Group Full Members at the AGM.
- 3.5 Nominations for Committee Members shall be made in writing to the Secretary and received not less than seven days prior to an AGM. Nominations must be proposed and seconded by Group Full Members and have the signed approval of the nominee. Nominations will only be accepted from the floor of the meeting if a written nomination for that Committee position has not been received and the person nominated from the floor is present and agrees to be so nominated.
- 3.6 The Council of the Institute reserves the right to appoint a senior representative of the Institute to any Group Committee (without voting rights). Senior representatives shall be authorised to attend Group Committee Meetings (without voting rights).

#### **4. DUTIES and RESPONSIBILITIES of the GROUP COMMITTEE**

- 4.1 To further the objects of the Group.
- 4.2 To encourage and motorists to become Members of the Institute.
- 4.3 For foster and maintain interest in the Institute amongst Members and to keep them informed by way of a periodic Newsletter
- 4.4 To make arrangements for road safety and other events which further the objects of the Group.
- 4.5 To ensure that no Group Member derives any pecuniary benefit from Group resources through their membership of the Group.
- 4.6 The Group Committee must seek to ensure that all Group Full Members are current Members of the Institute and must not renew the Group Membership of any Group Full Member where it is known that their Institute Membership has ceased.
- 4.7 Generally, to cooperate with the Council of the Institute.

#### **MEETINGS**

- 4.8 The Group Committee shall call ordinary meetings of the Group Committee at least once every three months. Virtual meetings are permitted, but at least one meeting per year must be a physical meeting.

- 4.9 To record and retain Minutes of Committee meetings, AGM's and EGM's for a minimum of ten years.
- 4.10 A Chairperson shall have the casting vote.
- 4.11 A quorum of the Group Committee shall be one third of all Committee Members, or three, whichever is the greater.

#### **ANNUAL and EXTRAORDINARY GENERAL MEETINGS**

- 4.12 An AGM must be held, ideally, once in every calendar year and within 18 months of the previous AGM. At least 21, but not more than 60, days' notice shall be given in writing to the Group Full Members. Publication in the Group Newsletter shall be deemed sufficient if it is received by all Group Full Members.
- 4.13 An EGM may be called at any time by the Committee to deal with any items deemed by the Committee to be special business. At least 21, but not more than 60, days', notice stating the business to be discussed, shall be given in writing to Group Full Members.
- 4.14 Group Full Members also have the right to call an EGM. The matter(s) for discussion must be put in writing, stating the business to be considered and signed by at least 5 Group Full Members or 5% of the total number of Group Full Members, whichever is the greater, and forwarded to the Group Secretary, who will call an EGM within 36 days. The notice from the Group Secretary to the Group Full Members shall be in writing, giving a minimum of 7 days' notice and state the business to be discussed.
- 4.15 A quorum for an AGM or EGM shall be 5 Group Full Members or 5% of the total number of Group Full Members, whichever is the greater.

#### **FINANCE**

- 4.16 To ensure that all Third Party Liabilities and Group Assets are covered at all times by an adequate policy of insurance.
- 4.17 To consider and if decided appropriate by the Group and approved by the Charity Commission to arrange and maintain Trustee Indemnity Insurance.
- 4.18 To open and operate a bank or building society account in the name of the Group. The Group Committee shall authorise in writing the Treasurer, the Secretary and two, or

more, other members of the Group Committee to sign cheques on behalf of the Group.

All cheques shall be signed by not less than two of the authorised signatories.

- 4.19 To maintain and keep proper records of the receipts and payments (Income & Expenditure) and the assets and liabilities of the Group. These records to be retained for at least 7 years.
- 4.20 To apply the funds belonging to the Group only for purposes in furthering the objects of the Group.
- 4.21 To have prepared annual accounts and reports which are approved by the Group Committee, submitted to Group Full Members in general meeting, normally the AGM, and then sent to the Chief Executive of the Institute.

## **GENERAL**

- 4.22 To respect the Institute's copyright in its badge or logo, to use these in Group literature in the form allowed by the Institute and endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the Council of the Institute and to report to the Chief Executive of the Institute any such reproduction.
- 4.23 To endeavour to ensure that the good name of the Institute and the Group is maintained and is not brought into disrepute by the conduct of any Group Member.
- 4.24 To refer to the Council of the Institute for guidance in the event of any difficulties which may arise.

## **RULES**

- 4.25 Groups are not permitted to add to or amend in any way the Group Rules of Affiliation. Committee Standing Orders or Group Local Rules are permitted but these cannot contradict the Group Rules of Affiliation or be contrary to the aims or constitution of the Institute.
- 4.26 Changes to the Group Rules of Affiliation may only be made by the Council of the Institute. The Charity Commission and the Inland Revenue Statutory Regulations will always take precedence over Group Rules.
- 4.27 Any proposal to choose or alter a Group name must be submitted to the Institute's Chief Executive for the approval of the Council of the Institute.

## **EXPULSION**

4.28 The Group Committee may expel a Group Full Member, Group Associate Member, Group Honorary Member or Group Friend from the Group for conduct inconsistent with the aims and objects of the Institute and/or Group but any such person shall first be given the opportunity to submit representations to the Group Committee and shall always have the right to appeal to the Council of the Institute.

#### **WINDING-UP**

4.29 If the Group Committee, by simple majority, decide at any time that on the grounds of expense or otherwise it is necessary or advisable to wind up the Group, it shall call a meeting of all Group Full Members, of which meeting not less than 21, but not more than 60, days' notice in writing shall be given. If such decision shall be confirmed by two-thirds majority of those present and voting at such meeting, the Group Committee shall wind up the Group. Any surplus assets remaining after the settlement of all liabilities shall be handed over to the Council of the Institute to be applied for the Institute's charitable objects. If the Institute is no longer in existence when the Group is wound up, then the surplus assets shall be paid to such charity or charities as the Group Committee shall select, to be applied for similar charitable purposes.

#### **REVIEW AND REVISIONS**

4.30 This document will be reviewed by the Group Committee no less frequently than every three years, or in the event of a significant change to the Institute or the Group. Any revisions deemed necessary shall be made promptly and the updated document made available to all Group Members. Posting on the Group website and notification by Newsletter is deemed sufficient notice to Members.

#### **NOTE**

All references to the Group Committee will, where appropriate, apply to the Group Council, if one exists.

**Accepted by the Committee of the Leicester Group of Advanced Motorists**

**September 2020**

## **SUMMARY OF RULES and CONSTITUTION**

### *Name:*

Leicester Group of Advanced Motorists

### *Object:*

Promote the improvement driving standards and advancement of road safety

### *Categories of Membership:*

Group Full, Group Associate, Group Honorary Member, Group Friend

### *Committee:*

Officers Chair, Secretary, Treasurer. If required: Vice Chair

Members Three further Group Full Members

Minimum Six[6]

Maximum Twenty[20]

### *AGM:*

Ideally within each calendar year, but within 18 months of previous AGM

### *Quorums:*

Committee One third of all committee members, or three[3] \*

AGM / EGM 5% of total Group Full Members or five[5]\*

\* whichever is the greater

### *Finance:*

Records to be retained for seven[7] years

### *Review:*

Every three[3] years, or in the event of a significant change to Institute or Group

**The mission of IAM RoadSmart is to:**

1. Improve the standards of driving, and riding, on the roads
2. Improve road safety
3. The administration of a nationally recognised advanced test

**The Advanced Driving Test**

The Advanced Driving Test was first developed in 1956, with the Advanced Riding Test in 1976. Since then, the test had been developed and refined to reflect the ever-changing face of the roads in the UK. With over 200 local Groups in the UK, affiliated to IAM RoadSmart - all charitable organisations in their own right - the support for people in the UK wanting to prepare for and pass the advanced test is unparalleled. The support of these Groups means that the advanced test is available and achievable for ANYONE who has an interest in improving their driving skills.

**The Leicester Group.**

The Leicester Group of Advanced Motorists was formed in 1962 and has played an active role in local road safety initiatives for almost 60 years – our Diamond Anniversary will be in 2022. Meetings are held regularly, and are open to everyone; see the website for details.

**Contact Details**

Website: [www.iamroadsmart.com/groups/leicesteram](http://www.iamroadsmart.com/groups/leicesteram)

Email: [secretary.leicesteriam@gmail.com](mailto:secretary.leicesteriam@gmail.com)