



Redditch Advanced Motorcyclists Group

Group Rules of Affiliation (Constitution), and Local Rules

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Group Rules of Affiliation (Constitution)

The following outlines the composition of a group and incorporates Group Rules 2000 which are the Group Rules of Affiliation, which can only be changed by the IAM RoadSmart Council of Trustees.

Introduction

The name of the group is “Redditch Advanced Motorcyclists Group” (hereinafter referred to as “RAMG”) affiliated to the Institute of Advanced Motorists. (The Institute of Advanced Motorists is hereinafter referred to as “IAM RoadSmart”).

Affiliation to IAM RoadSmart does not authorise any representation which would involve IAM RoadSmart in any liability whatsoever.

IAM RoadSmart has the power to cancel the affiliation of the group at its absolute discretion and to restore such affiliation upon such terms as it sees fit, provided that the group will first be given the right of appeal to the IAM RoadSmart Council. Each case will be judged on its own merits.

The name, scope and geographic area of operation of the group may be amended by the IAM RoadSmart Council, having given prior notice of implementation of the intended change(s) to the group committee.

Objectives of RAMG

The objectives of RAMG are to promote improvement in the standards of driving and riding and the advancement of road safety for the overall benefit of the public.

To enable achievement of these objectives, RAMG should:

- Encourage and assist riders to become members of IAM RoadSmart and, thereafter, to maintain their IAM RoadSmart membership
- Publicise IAM RoadSmart and its work throughout their local area
- Provide road safety events for group full members, group associate members, group honorary members, group friends and the general public. Riding events on public roads must not be competitive and must not be timed
- Arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and courses
- Create and distribute papers, books, periodicals, pamphlets or other documents or films in line with IAM RoadSmart standards
- Raise funds and invite / receive contributions by way of subscriptions and otherwise, provided that the local group shall not undertake permanent trading activities in raising such funds
- Invest the monies of RAMG not immediately required for the said objects in such investments as may be thought fit, subject to such conditions (if any) as may be imposed or required by law; and
- Do such other lawful things as are reasonable and necessary for the attainment of the said objectives:
 - Represent IAM RoadSmart objectives and viewpoints at all times
 - Promote IAM RoadSmart benefits, products and guidelines
 - Adhere to IAM RoadSmart standards

Group Committee Composition

The Group Committee shall comprise fully paid up local group full members who are current full members of IAM RoadSmart. The Committee must consist of a minimum of 3 (three) officers (being a Chair, a Secretary and a Treasurer), a Vice Chair, (optional) and a minimum of three other duly elected local group full members. The total number of the local group committee members must not exceed 20 (twenty).



No local group full member may hold an officer position with another IAM RoadSmart affiliated local group or similar organisation, where this creates (or may be seen to create) a conflict of interest. Any local group full member denied eligibility on such grounds will have the right of appeal to the IAM RoadSmart Council.

Members disqualified by law from acting as a charity trustee are not eligible to serve on any local group committee.

All officers and one-third of the remainder of the Group Committee members must retire annually by rotation and may offer themselves for re-election by local group full members at the Annual General Meeting (“AGM”).

Nominations for committee members should be submitted to the Secretary and received not less than 7 (seven) days prior to an AGM. Nominations must be proposed and seconded in writing, by letter or email, by local group full members.

Nominations will only be accepted from the floor of an AGM if a written nomination for that committee position has not been received prior to the meeting and the person nominated from the floor is present and agrees to be so nominated and seconded.

The IAM RoadSmart Council may at any time appoint a representative of IAM RoadSmart to any group committee. Such representatives appointed by the IAM RoadSmart Council are authorised to attend local group committee meetings (without voting rights). The Secretary of the local group must advise any such designated representative of the date, time and place of all meetings.

Group Membership Categories

A local group may only have the following membership categories:

- Group full members
- Group honorary members
- Group associate members
- Group friends

Group Full Members

RAMG full members must be current members of IAM RoadSmart.

Local group committees may invite IAM RoadSmart members or non-IAM RoadSmart members to be a President or a Vice President of the Group. Non-IAM RoadSmart members holding such positions must not describe themselves as members of IAM RoadSmart.

The RAMG committee will be obliged to accept as a group full member any current member of IAM RoadSmart on completion of the local group application form and payment of the annual local group subscription. The Group Committee is not obliged to accept an application from any person who has previously been expelled from any local group, but in such cases the IAM RoadSmart member has the right of appeal to the IAM RoadSmart Council

Group Honorary Members

Honorary members are permitted in recognition of past membership of (or services to) the local group, but they must be fully paid up members of IAM RoadSmart. If they become active on the local group committee or as an IAM RoadSmart Observer, the appropriate local group subscription must be paid and they must hold the appropriate IMI qualification if they act as an Observer.



Group Associate Members

The local group committee may accept as associate members people wishing to become full group members. They must also be associate members of IAM RoadSmart.

Local group associate members may continue in that membership category as such for a period of up to one year only, during which time they should endeavour to be accepted into full IAM RoadSmart membership. In individual cases where there are special circumstances, this period may be extended at the discretion of the local group committee.

Group Friends

The local group committee may at its discretion accept applications from individuals to become group friends, on such terms as the local group committee may decide.

This category is not intended:

- For those who have in the past been local group full members
- For those who have been and are no longer IAM RoadSmart members; or
- For those who have been local group associate members (unless they have taken and failed the IAM RoadSmart advanced test)

Examples of Friends:-

- An IAM RoadSmart full member whose partner wants to take part in group activities such as ride outs as a passenger but has no intention of becoming an advanced rider or driver or member of IAM RoadSmart or becoming an official of the group.
- Those that have voluntarily stopped riding or driving through health or other issues but still wish to be involved in road safety.

Roles and Responsibilities of the Local Group Committee

- To further the objectives of the local group
- To encourage and assist riders to become members of IAM RoadSmart
- To foster and maintain interest in IAM RoadSmart among members and to keep them informed by way of a periodic newsletter
- To arrange road safety and other events which further the objects of the local group
- To ensure no local group member derives pecuniary benefit from local group resources through their membership of the local group
- The Group Committee must ensure all local group full members are current IAM RoadSmart Members and must exclude from local group membership any local group full member if their IAM RoadSmart membership has ceased
- Generally to co-operate with the IAM RoadSmart Council and employees of IAM RoadSmart
- To record and retain minutes of meetings of the Committee, AGMs and EGMs for a minimum of ten years.
- To respect IAM RoadSmart's copyright in its badge or logo
- To use the IAM RoadSmart Badge and logo in Group literature in accordance with the brand guidelines set out for their use by IAM RoadSmart
- To report any unauthorised use of the badge or logo to IAM RoadSmart and endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the IAM RoadSmart Council
- To endeavour to ensure the good name of IAM RoadSmart and the local group is maintained and is not brought into disrepute by the conduct of the local group or any group member

Committee Meetings

The Secretary of the local group committee will convene ordinary meetings of the committee at least once every three months.

If a vote on a resolution is required and ends in a tie, the Chair shall exercise a casting vote.

A quorum of the local group committee will be one third of all committee members or three, whichever is the greater.



Annual General Meetings and Extraordinary General Meetings

RAMG must convene and hold an AGM once in each calendar year and no more than 18 months after the previous AGM. The Secretary will ensure at least 21 days' notice of the AGM is given to all local group full members.

Publication of the notice of the AGM in the local group newsletter shall be deemed sufficient in this respect. (See Appendix 2 of Group Handbook for sample pro forma AGM notice.)

An Extraordinary General Meeting (EGM) may be convened at any time by the local group committee to deal with items deemed by the committee to be special business. The Secretary will ensure at least 21 days' notice of the EGM is given to all local group members, accompanied by the appropriate resolution and / or details of the special business to be discussed.

Group full members may also convene an EGM. The resolution / matter(s) for discussion must be submitted to the local group Secretary, with a resolution to convene an EGM signed by at least five local group full members or five per cent of the total number of local group full members, whichever is the greater. The local group Secretary must convene the EGM within 36 days, giving local group full members a minimum of 7 days' notice of the meeting and will provide details of the resolution / business to be discussed.

A quorum for an AGM or EGM will be 5 local group full members or 5% of the total number of local group full members, whichever is the greater.

Finance

The local group committee shall have the following responsibilities:

- To safeguard the local group's assets, maintaining adequate insurance cover for such assets and against third party liabilities as appropriate
- If considered appropriate and approved by the Charity Commission (in England and Wales), OSCR (in Scotland) and Charity Commission (in Northern Ireland), to arrange and maintain trustee indemnity insurance
- To open and operate a bank or building society account in the name of the local group. The local group committee shall designate the Treasurer, the Secretary and other members of the local group committee as required as authorised signatories to the account for the purposes of making payments (either by cheque or by electronic means). It is recommended the local group bank mandate stipulates all cheques and / or electronic payments must be signed / authorised by two authorised signatories
- To maintain and keep proper records of income and expenditure, assets and liabilities, such records to be retained for a minimum of 7 years
- To apply the assets and funds belonging to the local group only for purposes in furthering the objectives of the local group
- To prepare annual accounts and reports, approved by the local group committee, submitted to local group full members for approval at the AGM and subsequently forwarded to IAM RoadSmart



Expulsion of Local Group Member

It is recommended that the complaints procedure in the section on Code of Conduct on page 33 of the Group Handbook is utilised in relation to expulsion of a local group member.

The local group committee may expel a local group full member, associate member, honorary member or group friend from membership of the local group for inappropriate conduct or conduct inconsistent with the aims and objectives of IAM RoadSmart and / or the local group.

In considering the conduct of a member, the local group committee must have regard to the rules of natural justice, discussing the allegation(s) / issue(s) with the individual concerned, considering the case fully and fairly and recording all details. The local group committee shall endeavour to complete their investigations and reach a finding in a timely manner.

As the final element of the process, the local group committee shall invite the individual concerned to attend a formal disciplinary meeting to consider and, if appropriate, decide on their continuing local group membership. The individual concerned may be accompanied to such a meeting by a friend who should be a full member both of IAM RoadSmart and the local group, but not a local group committee member or officer.

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 IAM RoadSmart 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 IAM RoadSmart.

Winding Up

If the local group committee by a simple majority decides at any time on any grounds it is necessary or advisable to disband or wind up the local group, the Secretary shall convene an EGM as set out in the Group Handbook with a resolution for the winding up of the local group. A resolution to wind up the local group shall require a two-thirds majority of those present and voting to be carried, whereupon the committee shall instigate the winding up the local group.

Any surplus assets remaining after settlement of all liabilities shall be immediately transferred to IAM RoadSmart to be applied in pursuance of IAM RoadSmart's charitable objects.

If IAM RoadSmart is no longer in existence when the local group is wound up, then the surplus assets will be paid to such charity or charities as the local group committee will select to be applied for similar charitable purposes.

Day-to-Day Leadership of the Group

The leadership of a group is vested in a committee responsible to all members of the group. The group committee must abide by Group Rules.

Where the group is a registered charity in its own right, all members of a group committee assume the responsibilities of trustees of the charity. All committee members are jointly responsible for ensuring the group is run according to Group Rules and appropriate charity law. IAM RoadSmart recommends all group committee members are made aware of the requirements and appropriate guidance.

Group committee members are entitled to reimbursement from group funds for out-of-pocket expenses properly incurred.

All group committee members must be fully paid-up members of both IAM RoadSmart and the group.

Group committees may form standing and ad hoc sub-committees as required.



Group Local Rules

Introduction

L1.1 The Local Rules may only be amended by a simple majority of votes cast at a RAMG committee meeting. If a vote ends in a tie, the Chair shall exercise a casting vote.

Policies and Procedures

L2.1 RAMG will adhere to the overarching policies and procedures for all IAM Roadsmart groups as detailed in the current group handbook (available from the IAM website). Where a local policy is tailored specifically to the running of RAMG and published on the RAMG website it will supersede those in the group handbook.

Committee

L3.1 It is the responsibility of RAMG officers to ensure each role has a fully formalised successor being mentored for a minimum of 12 months from their planned retirement from the role.

L3.2 Any committee member failing to attend 3 consecutive committee meetings (with or without apologies) between consecutive AGMs may, at the discretion of the committee, be deemed to have resigned from the committee. The committee member in question may apply for reinstatement, which will be at the sole discretion of the committee.