

**RoSPA ADVANCED DRIVERS ASSOCIATION**  
Norfolk and Norwich Group

**CONSTITUTION**

**1 Name**

The name of the organisation shall be the Royal Society for the Prevention of Accidents (RoSPA) Advanced Drivers Association, Norfolk and Norwich Group.

**2 Aims**

The aim of the Group shall be to promote safer driving by

- training and preparing Associates for their Advanced Driving Test;
- improving personal knowledge and standard of driving;
- publicising the work of the group as appropriate and
- meeting regularly for the interchange of ideas.

**3 Officers and Committee**

The affairs of the group shall rest in the hands of a Chairman, Vice-Chairman, Treasurer and Secretary and as many committee members as is deemed sensible, all of whom are elected at the Annual General Meeting.

The Officers shall retire biennially and are eligible for re-election. As far as possible the re-election of the Chairman and Vice-Chairman should not coincide; neither should that of the Treasurer and Secretary.

Committee members shall retire biennially and be eligible for re-election.

Other duties of the group (Membership Secretary, Observer Co-ordinator, Newsletter Editor, Meetings Secretary and similar) shall be allocated within the committee.

The Committee shall have the power to

- invite a person of some standing to become President;
- appoint another member to fill any unplanned vacancy or
- co-opt additional members onto the committee if required.

**4 Membership**

Membership shall be open to drivers who have passed their national driving test.

The membership is divided into "Associate Membership" for those who have yet to pass the Advanced Driving Test and "Full Membership" for those who have passed the Advanced Driving Test.

Any member who has been served with a Notice of Intended Prosecution for an alleged driving offence shall inform the Chairman or Secretary of the Group immediately. The member shall subsequently inform the Chairman or Secretary of the outcome of any prosecution.

Any member convicted of any offence outlined in the previous paragraph shall immediately be expelled from Group membership. This will be mandatory and there is no right of appeal. The Member shall return to the Group any RoSPA badges, regalia etc. All membership fees shall be forfeited.

Any member convicted of a driving offence for which his or her driving licence is endorsed shall inform the Chairman or Secretary immediately. At the discretion of the committee the member may be asked to give the committee an explanation of the reason for such a conviction.

The Committee has the right to dismiss, or suspend from membership, any member who is felt to have brought the good name of the Advanced Drivers' Association, nationally or locally, into disrepute. The member has the right to appeal against this dismissal or suspension.

Each member shall be given a copy of the Constitution on payment of their first group subscription.

## **5 Financial Year**

The Financial year shall begin on 1<sup>st</sup> December when subscriptions become due.

## **6 AGM**

The AGM shall be held no later than 4 months from the end of the financial year.

Notice of the AGM shall be given to members at least 14 days before the meeting. They will be invited to submit Motions in writing to the Chairman or Secretary no later than 7 days before the AGM.

Special meetings may be convened by direction of the committee upon the written request of not less than 10% of the paid up membership.

Only those members who have paid their subscriptions shall be eligible to vote at the AGM or any Special Meeting.

## **7 Changes to the Constitution**

Any modification to the Constitution shall only be at the AGM or a Special Meeting.

All members will be advised of any changes to the Constitution within 28 days of these changes being agreed.

## **8 Dissolution of the Group**

Should it be found necessary to dissolve the Group, any assets remaining after the settlement of all outstanding debts and liabilities shall be distributed to organisations with similar aims and interests. No member of the Group shall benefit directly from the dissolution.

Approved at Extraordinary General Meeting  
27<sup>th</sup> September 2000