

# WORCESTER AND DISTRICT DRIVING INSTRUCTORS' ASSOCIATION

## CONSTITUTION

### TITLE

1. The association shall be called the Worcester and District Driving Instructors' Association, hereinafter referred to as "the Association".

### OBJECTS

2. The objects of the Association are to represent the interests of professional Driving Instructors in the Worcester district, generally those using Worcester Driving Test Centre in:

- a) discussions with and representations to bodies such as the Driving Standards Agency
- b) providing a forum for discussion of matters relating to Driving Instruction and Road Safety
- c) facilitating training, to include Continuing Professional Development

### MEMBERSHIP

3. Membership shall be open to all professional qualified and trainee Driving Instructors (ADIs & PDIs) working in the district around Worcester.

### ANNUAL GENERAL MEETING

4. An Annual General Meeting of the members shall be held within four months of the end of each financial year, at which Officers and Committee shall be elected for the ensuing twelve months and the subscription for the forthcoming year shall be fixed. Members shall be given at least three weeks' notice, in writing, of the date, time and place of the Annual General Meeting. The lesser of 20 members or one quarter of the membership shall form a quorum. The Secretary or an appointed deputy shall keep minutes of each Annual General Meeting, which shall be approved and signed as a true record at the next Annual General Meeting.

### EXTRAORDINARY GENERAL MEETING

5. An Extraordinary General Meeting of the members may be called at any time at the request of the Committee or of at least 6 current members of the Association. At least three weeks' notice shall be given in writing to all members of the date, time, place and purpose of the Extraordinary General Meeting. When an Extraordinary General Meeting is held on the same day as the Annual General Meeting, the Extraordinary General Meeting shall be held first. The lesser of 20 members or one quarter of the membership shall form a quorum. The Secretary or an appointed deputy shall keep minutes of each Extraordinary General Meeting, which shall be approved and signed as a true record at the next Annual General Meeting.

### VOTING RIGHTS

6. All members shall have equal voting rights at Annual or Extraordinary General Meetings with decisions taken on a simple majority of those present. In the case of a tied vote the Chairman shall exercise a casting vote.

### OFFICERS AND COMMITTEE

7. A Chairman, Secretary, Treasurer and up to four other members shall be elected by and from the membership of the Association at the Annual General Meeting, to form a Committee to serve for a twelve month term. Two further Committee members may be elected by members present at the Annual General Meeting or may be co-opted by the Committee during their period of office. The Committee shall also be empowered to appoint from its members officers with specific duties, according to its perceived needs.

8. The members attending an Annual General Meeting may also elect a President from among its current membership and who shall retain voting rights. It is not, however, required that the Association shall have such an officer. The term of office of a President shall be without limit.

9. All offices within the Association shall be strictly honorary and no member may be paid for work done on the Association's behalf, except for the re-imbusement of legitimate expenses.

10. The Committee shall meet not less than four times during its year in office. One officer and two members shall be a quorum. The Secretary or an appointed deputy shall keep minutes of each Committee meeting, which shall be approved and signed as a true record at the Committee meeting next following.

### **NOMINATIONS TO THE COMMITTEE**

11. Nominations to the Committee may be made in writing prior to the Annual General Meeting or verbally at the relevant time during the Annual General Meeting. All nominations shall be proposed and seconded and must have the consent of the nominee. Written nominations must bear the signatures of the proposer, seconder and nominee.

### **CO-OPTION TO THE COMMITTEE**

12. The Committee shall be empowered to co-opt members to replace any Committee member resigning or dying during their period of office.

### **SUB-COMMITTEES**

13. The Committee may appoint from its own numbers or from the general membership of the Association any sub-committee which it deems necessary to undertake any particular project.

### **SUBSCRIPTION**

14. Members shall pay an annual subscription of such sum as shall be determined by the Annual General Meeting. Subscriptions shall be due on 1st April each year.

### **FINANCIAL LIABILITY OF OFFICERS AND COMMITTEE**

15. The Committee may pay accounts and incur normal liabilities on behalf of the Association. The Officers and Committee are hereby indemnified by the Association against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Association.

### **FUNDS**

16. The Association shall maintain a current account with a national clearing bank. Withdrawals from all accounts operated by the Association shall be authorised by the signatures of any two of the Chairman, Secretary and Treasurer. Any payment to an authorised signatory shall be signed by the other two signatories.

### **ACCOUNTS**

17. The Treasurer shall maintain accounts of the Association's funds. The accounts shall be available for inspection by the Committee at any time and shall be examined annually after the end of the Association's financial year and before the Annual General Meeting. The Treasurer shall present the examined accounts to the members at Annual General Meeting. The Association's financial year shall be from 1st April to 30th March.

### **INDEPENDENT EXAMINER**

18. An honorary independent examiner shall be elected by the members at each Annual General

Meeting. Their function will be to examine the accounts but this Constitution does not require a formal audit.

## **PROPERTY**

19. The Committee may obtain and hold items of equipment, training materials and intellectual property for the benefit of the Association. The Committee shall maintain an inventory of all such property owned by the Association.

## **PUBLICITY AND PUBLICATIONS**

20. The Association may promote and publicise itself and publish information for members by means of newsletters (printed or electronically distributed), internet websites, electronic mail, social media or otherwise at the Committee's discretion.

## **PROMOTION OF MEMBERS' BUSINESSES**

21. The Association or its media may not be used to advertise or otherwise promote the business interests of any individual member or group of members, whether to the membership or the general public. At the Committee's discretion, the Association, its meetings, publications and media may be used to promote the business interests of all members equally.

## **CONSTITUTION AND RULES**

22. A copy of the Association's Constitution and Rules shall be given to each member upon first joining, or when amended. Amendments to the Constitution and Rules may only be made at a General Meeting of the members. Proposed amendments shall be notified to all members at least three weeks prior to the General Meeting and shall be adopted only upon receiving at least two thirds of the votes cast.

## **DISBANDMENT**

23. The Association may at any time be disbanded on the vote of a majority of the members at a General Meeting. Upon such a decision being made, all properties shall be disposed of in accordance with the wishes of the meeting. All funds remaining after the settlement of the Association's due debts shall be given to an appropriate charity, nominated by the meeting.

Approved by the Committee 26th April 2006  
Revised 17th December 2012