

Constitution

1. Name

- A. The name of the charity is registered as '**Severn** Freewheelers Emergency Volunteer Service' herein after called the 'Group'.

2. Objects

- A. The objects of the Group shall be:
 - I. To provide an emergency out of hours courier service to transport items of a medical nature to locations in the operational area as defined from time to time by a Group General Meeting.
 - II. To encourage safe riding practices both within and without the Group.
 - III. To promote a positive image of motorcycling to the general public.
 - IV. To give effect, as far as may be practical, to the principles and policies from time to time approved by the Group.

3. Constitution

- A. The Group shall consist of the members and a controlling body elected from its members known as the Executive Committee.
- B. All members are subject to the overall jurisdiction of the Executive Committee and their interpretation of these rules.
- C. A Group General Meeting is the ultimate authority of the Group. The Executive Committee must uphold the decisions of the Group General Meeting. In cases where difficulties arise and any change cannot wait until the next AGM then the Executive Committee will call an Extraordinary General Meeting.

4. Membership

- A. Membership shall be inferred by any person completing the induction process and becoming actively involved in the Group's administration and / or activities
- B. Individual members shall enjoy equal rights and status within the Group irrespective of age, race, religion, sex, marital status or other distinction.
- C. Members shall be entitled to:-
 - I. Receive a copy of the current member's handbook.
 - II. Receive a copy of the induction briefing document.
 - III. Receive notice of, attend and vote at any general meeting of the Group.
 - IV. Receive notification of change in Group rules.
 - V. Be eligible for election to office, or membership of the Executive Committee of the Group upon completion of 12 months membership of Group except where barred under Rule 11.
 - VI. Any privileges resulting from affiliation of the Group to any other organization
 - VII. To display on their motor cycles and/or clothing the badge of the Group.
 - VIII. To take part in the sporting and social activities of the Group.

5. Riding On Behalf of the Group

- A. A member wishing to ride on behalf of the Group must:
 - I. Be at least twenty five years of age.
 - II. Hold a current advanced riding qualification. Suitable qualifications will be decided by Executive Committee.
 - III. Have no more than six penalty points on their driving licence. Any change to this situation should be notified in writing to the Group Chairman as soon as practical. The final decision over the number and type of penalty points that will be acceptable is subject to acceptance by the Group's insurance company.
 - IV. Only use the Group's motorcycles for purposes authorised by the duty Co-ordinator or the Executive Committee.
 - V. Always ride in a manner that reflects their advanced riding skills and the Group's aims.
 - VI. Be assessed by the Group's Training Officer or somebody approved by the Executive Committee to perform the assessment on behalf of the Group, on a regular basis. The period between assessments will be set the Executive Committee. If the required standard is not met, the rider will not be permitted to ride on behalf on the Group until a satisfactory assessment has been achieved and the matter will be reported to the Executive Committee for their decision on how best to resolve the situation. Options may include (but are not limited to):
 - 1. Reassessment
 - 2. Retaking an advanced riding qualification or remedial training from a body approved by the Executive Committee.
 - 3. Removal from the list of approved riders

6. Enrolments

- A. Upon applying for, or renewing their membership, members shall submit a completed annual declaration form to the Membership Secretary. If applying to ride on behalf of the Group, members should also submit a photocopy of their driving licence together with proof of a current advanced riding qualification.
- B. A membership card shall be issued to all approved applicants together with a copy of these rules if requested.
- C. If applying to ride on behalf of the Group members must complete an induction process as defined from time to time by the Executive Committee.
- D. The Executive Committee shall have the power to refuse or revoke any Group membership. Any Person denied renewal of membership will have the right of appeal to the next General Meeting of the Group

7. Executive Committee / Officers of the Group

- A. The administration of the Group and its operations shall be under the general jurisdiction of the Executive Committee (except when a Executive Committee cannot be formed in which case the Chairman and Vice Chairman of the Group will administer the Group with the main objective of forming a new Executive Committee).
- B. The Executive Committee shall consist of a Chairman, Vice Chairman, Secretary and Treasurer, and any other such members as are elected at a

General Meeting of the Group. There should be no more than seven elected members. The Chairman, Vice Chairman, Secretary and Treasurer will also be Trustees of the Charity.

C. The elected members shall retire at the next Annual General Meeting of the Group. A retiring member shall be eligible for re-election if still a Group member.

D. If any vacancy within the Executive Committee shall not be filled at the Annual General Meeting or a vacancy shall otherwise occur, the vacancy may be filled by the Executive Committee appointing a person thereto, but any person so appointed shall retire at the next Annual General Meeting and be eligible for re-election if still a Group member.

E. Nominations for the election to the Executive Committee or its Officers may be made by any Member subject to the willingness of the nominated person.

F. In the event of there being more candidates for election than there are vacancies, the election shall be determined by ballot conducted at the Annual General Meeting or Extraordinary General Meeting.

G. A member elected to a position on the Executive Committee shall retain all rights of Group membership while in office. If the Group membership of an Executive Committee Member lapses for any reason that member's position on the Executive Committee will be terminated.

H. Should a member of the Executive Committee be unable to complete their year of office for an unavoidable reason, such prior notice of resignation should be given to allow time for a successor to be advertised for and appointed.

I. Members of the Executive Committee shall declare to the Executive Committee any significant financial or other transaction between themselves and/or any one they represent, and the Group.

J. Executive Committee members shall declare their membership of any organisation whose aims may conflict with those of the Group.

K. By accepting office, there is an implied agreement by each member of the Executive Committee that they will uphold the Rules of the Group.

8. Powers and Proceedings of the Executive Committee

A. The Executive Committee shall have the power to co-opt other members if necessary to carry out its responsibilities (co-opted members will not be eligible to vote at Executive Committee meetings). The Executive Committee shall also have the power to terminate the duties of any elected Officer, who in the opinion of the Executive Committee is not fulfilling their responsibilities. It shall also have the power to repossess Group property. Notwithstanding that the Officer who has had his service terminated must stand down immediately, any such Officer will have the right to be heard at the next General Meeting.

B. The Executive Committee shall have the power to appoint sub-committees from Group members and shall clearly define the terms of reference of such sub-committees and lay down their rules of procedure.

C. Each sub-committee must be chaired by a member of the Executive Committee who will report back on its activities.

D. The Executive Committee shall meet at such times as may be necessary or convenient but in any case not less than once in any three months.

E. The quorum necessary for conducting the business of the Executive Committee shall be not less than four of its elected Officers. Not less than seven days notice shall be given of each meeting except when a matter of urgency makes this impossible.

F. In the event of the elected Chairman or Vice-Chairman being absent, the Executive Committee shall elect one of its members to act as Chairman for that meeting or until such time as the elected Chairman is present.

G. Questions arising at any meeting shall be decided by a majority of votes. In the case of equality of votes, the Chairman shall have the casting vote.

H. A record of the proceedings of each meeting will be agreed and circulated to members of the Executive Committee. Copies will be made available to Group members upon request. However, items which the Executive Committee agree are confidential may be deleted from the copies circulated to members other than Executive Committee. The proceedings will show where this has occurred.

I. No officer may enter a formal agreement or contract, which extends beyond the current financial period, on behalf of the Group without prior authority and agreement of the Executive Committee. All such agreements and/or contracts must be signed on behalf of the Group by the originator and one other of the following officers - chairman, vice chairman, treasurer or secretary of the Group.

J. Any unplanned item of expenditure in excess of £1,000 not previously budgeted for, must be put before the general membership by referendum or at a General Meeting, and obtain a simple majority in favour, before such a proposal shall be implemented

9. Duties and Responsibilities of the Executive Committee

A. The Executive Committee shall:-

1. Be responsible for the effective day to day running of the Group's operational activities.
2. Be responsible for enabling communication between the Members and keeping all Members informed of Group activities.
3. Be responsible for maintaining a complete register of all members of the Group.
4. Be responsible for administering the finances of the Group and keep adequate records of all transactions and present audited accounts of the finances of the Group to the Annual General Meeting.
5. Be responsible for forming the policy of the Group for approval by a General Meeting.

B. The Executive Committee may affiliate the Group to any other organisation whose objectives are consistent with those of the Group subject to the approval of a General Meeting of the Group.

10. The Finances of the Group

A. All funds and assets under the direct control of the Executive Committee and any Sub-Committee must be formally examined annually by an independent person.

B. The examiner shall be appointed by, but must not be, a member of the Executive Committee.

C. The examiner's report must be presented to the Annual General Meeting of the Group in its entirety.

D. All bank accounts held by the Executive Committee must have a minimum of three signatories, two of whose signatures must appear on any cheque or withdrawal from the accounts.

E. All signatories must be members of the Executive Committee and be ratified annually at a meeting of the Executive Committee and the details recorded in the minutes. Members of the same household may be signatories, but may not sign together on the same cheque.

- F. Persons selected to be signatories of the Executive Committee are empowered only to represent the Group and its Members and must assume no personal rights beyond those deemed by the Executive Committee to be in the Group's interest or requirements.
 - G. The Executive Committee shall have the power to remove any signatory whom they consider to be abusing his position.
 - H. Any member of the Executive Committee or any Sub-Committee with access to substantial numbers of incoming cheques remitted to accounts under the direct control of the Executive Committee shall not at the same time be a signatory upon any account held by a Branch of the Group unless specifically approved by the Executive Committee.
 - I. No Member of the Group or the Executive Committee shall open or cause to be opened any account at a bank or other financial institutions in the Group's name except following a minuted agreement at a meeting of the Executive Committee.
- b. A copy set of accounts agreed at the Annual General Meeting shall be forwarded to the Charities Commission in accordance with their regulations.
 - c. Any member shall, upon request, be granted access to inspect the accounts.

11. Infraction of Rules and Prejudicial Conduct

- A. Application for and admission to membership of the Group shall be deemed acceptance of and willingness to abide by the Rules of the Group. No member shall be absolved from the effects of these Rules on the allegation or plea that the member has not received a copy of them.
- B. Actions outside these rules but resulting in conduct prejudicial to the Group or its individual members shall be dealt with as detailed below.
- C. Any infraction of the rules of the Group or of any breach of the regulations laid down from time to time shall be brought to the notice of the Executive Committee, who shall thereupon inquire into and adjudicate upon the complaint.
- D. Any member who is alleged to have committed any infraction or breach as above shall be informed by the Executive Committee in writing. They are entitled to make representation, either in person or by writing, with regard thereto. They may tender, and the Executive Committee may call for, any evidence relevant to the matter.
- E. If, in the judgment of the Executive Committee, the infraction or breach was direct and wilful, or prejudicial to the good name of the Group, the Executive Committee may expel the member from the group if they think fit.
- F. Where a member believes that the Executive Committee may have acted in breach of the Group rules, then that member may apply to the Secretary in writing at least 14 days prior to a General Meeting of the Group to allow the issue to be included as an agenda item. The item will appear and be discussed before any (re-)election of officers.
- G. Where a member believes that the Executive Committee may have acted in SERIOUS breach of the Group rules, then that member may call for an Extraordinary General Meeting, provided that the Annual General Meeting is more than three months away. The member must apply in writing to the Chairman or Secretary and with the written support of at least ten members of the Group

12. Group Meeting

- A. Meetings shall be held regularly, usually monthly and at least once every two months, at a time and place decided at the previous meeting.

- B. Minutes shall be taken and posted by the Secretary to members prior to the next meeting. Where ever possible email shall be used for all communications in order to minimise the cost of postage.
- C. Any member at a meeting has the right to propose or second a motion and to vote on any motion brought in front of the meeting.
- D. No business shall be transacted at any meeting unless a quorum of members is present as follows:- At least four of the elected Executive Committee members, plus sufficient other members entitled to vote and present in person, as long as this number is in excess of the Executive Committee members present.
- E. A financial statement shall be presented at each meeting.

13. General Meeting

- A. The Group shall in each year hold an Annual General Meeting. Not more than fifteen months shall elapse between the date of one Annual General Meeting and the next.
- B. Additional General Meetings may be called as required.
- C. Not less than thirty days notice shall be given of any General Meeting. Non-receipt of notice shall not invalidate the proceedings of such a meeting.
- D. No business shall be transacted at any meeting unless a quorum of members is present as follows:- At least four of the elected Executive Committee members, plus sufficient other members entitled to vote and present in person, as long as this number is in excess of the Executive Committee members present.
- E. The Chairman of the Group shall preside as Chairman at every General Meeting. If no such Chairman shall be present within fifteen minutes after the time appointed for the opening of the meeting or shall be unwilling to act, the General Meeting shall appoint one of its members eligible to vote, to act as Chairman for that meeting.
- F. Any General Meeting may, with the consent of the meeting, be adjourned.
- G. Each member present, entitled to vote, shall have one vote on any questions or resolutions. In the event of an equality of votes the Chairman shall have the casting vote.
- H. Notice of proposals, nominations and items for inclusion on the agenda of the Annual General Meeting must be received by the secretary no later than one month before the date of the meeting.
- I. The Chairman, Secretary and Treasurer together with any other member of the Executive Committee who wishes to, should present a report.

14. Member's Addresses

- A. All members of the Group shall ensure that their current address and contact telephone numbers are submitted to the Membership Secretary. All notices sent or posted to such address shall be considered as duly delivered.
- B. All requests for Members addresses and, or details must be made via the Group Secretary.
- C. The approval of the Executive Committee and the members concerned must be obtained where the details are to be passed to persons outside of the Group. This should only be approved in exceptional circumstances.

15. Dissolution of the Group

A. Should the Group be dissolved or cease to exist, its assets shall be transferred to charities with similar aims and objectives as may be deemed by the Executive Committee at that time subject to any necessary statutory approval that may be required.

16. Alterations to Rules

A. These Rules may be added to, abrogated, altered and varied in any manner at any time by the authority of a resolution of a General Meeting of the Group, or by the Executive Committee if such authority is given by the majority decision of a General Meeting of the Group. Such authority shall extend to the next General Meeting when it shall be deemed to be ended unless extended by a majority decision of the General Meeting.