



GROUP CONSTITUTION



Kingdom of Fife Group of Advanced Motorists (KOFG)
affiliated to IAM RoadSmart (IAM)

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

Document Amendment History

- New version of Group Constitution drafted prior to 2018 AGM on 11-10-2018.



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1. Overview - the Group :
 - a) The Group will be called the "Kingdom of Fife Group of Advanced Motorists" and will adopt the "model rules" issued by IAM RoadSmart.
 - b) The area of the Group will principally be the region of Fife.

2. Group Committee :
 - a) The management of the Group will be conducted by the following office bearers: Chairperson, Vice-Chair, Secretary, Treasurer and a Committee consisting of a minimum of 3 and a maximum of 9 voting members making a total of 13 in all.
 - b) A quorum of the Committee shall be one third of all committee members or 3, whichever is the greater.
 - c) Any Committee member not attending meetings or submitting apologies for 4 months shall be deemed to have resigned from the Committee.
 - d) The Committee will have the power to co-opt.

3. Group Membership :
 - a) The Group's membership year will commence on the 1st July and end on 30th June.
 - b) Every member desirous of becoming a Full group member must have passed, or be exempt from, IAM RoadSmart's Advanced Test and be a member of IAM RoadSmart. The Committee reserves the right to refuse membership.
 - c) Associate members are those who have not yet passed the test.
 - d) Friends of the Group are members who do not wish to sit the test and are neither Associate or Full members.
 - e) Lifelong members are members who, over a period of time, have made a significant contribution to the Group.
 - f) Group Supporters, whilst not members of the Group or of IAM RoadSmart, will receive Group Newsletters and communications and can attend Group events in return for an annual donation equal to the Group Membership fee. Group Supporters cannot become Observers or Committee members and are not entitled to vote at the AGM.
 - g) The Group Committee may expel a Group Member from the Group for conduct inconsistent with the aims and objects of IAM RoadSmart and/or the 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.

4. Group Finances :
 - a) The Group's financial year will commence on 1st August and end on 31st July, after which date the Treasurer will prepare the balance sheet and any subsidiary accounts which will be audited by one auditor.
 - b) With the exception of a working balance, the Group's funds will be lodged in the Group's name in -
 - A National Savings Investment Account; and/or
 - A Building Society; and/or
 - Such an account as may be decided upon by the Treasurer and agreed by the Committee.
 - c) The Group shall authorise the Treasurer, Secretary and two or other committee members to sign cheques on behalf of the Group. All cheques shall be signed by not less than two of the authorised signatories.



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- d) Any Full member not paying his/her subscription by 30th September shall be deemed to have resigned from the Group.
 - e) Any Full member joining part way through the membership year will be required to pay the following membership fee :
 - Months 1-6 (1st July - 31st December) : Full annual fee due.
 - Months 7-9 (1st January - 31st March) : 50% of annual fee due.
 - Months 10-12 (1st April - 30th June) : Full annual fee due, but this will also cover membership for the following year.
 - f) Associate Members who pass their IAM Advanced Test during the first year of membership will not be required to pay a KOFG membership fee until the start of the next membership year on 1 July.
 - g) If an Associate has been a member of the Group for over a year and has not yet passed the Advanced Test, they may be required to pay the standard annual membership fee. This will be at the discretion of the Committee.
 - h) The Committee have the power to waive a member's group subscription where such a waiver would :
 - result in a substantial benefit to the group and/or
 - be in the best interests of the Group.
5. Annual General Meeting (AGM) :
- a) The AGM will normally be held in October. Items for the agenda of the AGM should reach the Secretary at least 30 days before the relevant meeting. Notice of the meeting to be given to all members between 21 and 60 days prior to the meeting.
 - b) The annual KOFG subscription for Full members will be decided upon by the Committee at a meeting prior to the AGM and duly notified to the membership with at least 60 days notice.
6. Special Meetings / Extraordinary General Meetings (EGM) :
- a) A special meeting may be called by the Committee giving between 21 and 60 days notice, or by the Secretary upon the receipt of a request signed by 5 members or 5% of the membership, whichever is greater. Within 14 days, an agenda will be supplied to all members of the meeting to be held within 36 days and with a notice of at least 7 days.
 - b) A quorum of such a meeting shall be either 5 Full Members or 5% of the membership, whichever is greater.
7. Group Constitution :
- a) No alterations in, or additions to these local rules will be made except with the consent of at least two thirds of the votes cast at the AGM (or Special Meeting called for the purpose). Voting in general will be :
 - by a show of hands
 - by postal vote counted on the date of the said meeting.
 - b) Any matter not provided for in this Constitution (which can only be changed at an AGM or special meeting) will be discussed by the Committee, whose decision will be binding.