Wirral Group of Advanced Motorists - Constitution

1. TITLE

The name of the Group shall be the 'Wirral Group of Advanced Motorists', affiliated to the Institute of Advanced Motorists Limited, sometimes known as the 'Wirral Advanced Motorists'.

2. DEFINITIONS

In these rules the terms the 'Group' shall mean the Wirral Group of Advanced Motorists; 'the Institute' shall mean the Institute of Advanced Motorists Limited (IAM); the 'Group Council' shall mean the Committee of the Wirral Group of Advanced Motorists; and the 'Institute Council' shall mean the Council of the Institute of Advanced Motorists Limited.

3. AIMS, OBJECTS AND POWERS

3.1 **The aims of the Group are as follows:**

a. For the public benefit to promote the improvement of the standard of driving and the advancement of road safety.

b. To encourage and assist Motorists to become members of the IAM and to maintain their IAM and Group membership.

3.2. **The objects of the Group are as follows:**

a. To help Motorists pass the Advanced Car Test.

b. To publicise the IAM and its work throughout the area.

c. To provide road safety and competitive events for Group members and members of the general public. Driving events on a public road must not be timed.

d. To arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars, and courses.

e. To cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded media (whether audio or visual or both) as shall further the said objects.

3.3. **The powers of the Group are as follows:**

a. To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that the Group shall not undertake permanent trading activities in raising funds for the said objects.

b. To invest the monies of the Group not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being imposed or required by law.

c. To do all such other lawful things as are necessary for the attainment of the said objects.

4. AFFILIATION

The Group shall be affiliated to the Institute, but such affiliation shall not authorise any representation which might involve the Institute in any liability whatsoever.

5. GROUP MEMBERSHIP

Membership shall be in four categories as listed below. Subject to paragraphs 5.c. and 5.d. full benefits will apply to all categories of membership except that the management of the Group is to be directed and executed by Full members only.

a. **Full**:
Group full members must be current members of the Institute.
The Group Committee shall be obliged to accept as a member of the Group a current member of the Institute on completion of the Group application form and payment of the annual Group subscription. The Group Committee would not necessarily be obliged to accept an application from a current member of the Institute who had previously been expelled from another Group.

b. **Associate**:
The Group Committee may accept persons desirous of becoming Full Group members as Associates of the Group on such financial terms as the Group Committee may have notified to the Institute's Secretary.
Associates of the Group may continue as such for a period of one year only during which time they must endeavour to be accepted into full membership. This period may be extended at the discretion of the Group Committee.

c. **Friend:**
In the absence of special reasons rendering a particular applicant unacceptable in the reasonable opinion of the Group Committee, it must accept applications from the public to become Friends of the Group on such terms as the Group Committee may decide.

d. **Honorary**:
The Group Committee may accept honorary members in recognition of past membership of and services to the Group; they must be fully paid-up members of the IAM and if they become active on the Committee or in observing, the Full membership subscription must be paid.

6. MANAGEMENT

The management of the Group shall be vested in a Group Committee consisting of a maximum of twenty members who must be fully paid-up Full members and current members of the IAM. No Full Member may serve as a Group Committee Officer while holding an Officer position in another IAM affiliated group, nor in a similar organisation where this will create a conflict of interest. Any Full member denied eligibility on these grounds shall have the right of appeal to the Council of the IAM.

6.1 Group Committee Officers

a. The following Honorary Officers shall be elected from the Group Committee: Chair, Vice-Chair, Secretary, Treasurer.
b. The Chair and Vice-Chair must be elected for each year and must be elected from those members of the previous years' Group Committee who are continuing to serve or offering themselves for re-election**.**

c. Officers shall retire from office annually or at the AGM whichever is sooner but may offer themselves for re-election to office at the Annual General Meeting.

6.2 Group Committee Members

a. Members of the Group Committee are elected for three years. One third of the Group Committee excluding Officers shall retire by rotation each year but may offer themselves for re-election.
b. Retiring Officers may complete their elected term of three years in another Office or as an ordinary member of the Group Committee.
c. The Group Committee shall have the power to co-opt members to fill casual vacancies. Subject to confirmation by the Full members at the Annual General Meeting, persons co-opted under this rule shall serve for the remainder of the term for which the predecessor was elected.
d. The Group Committee shall have the power to nominate IAM members or non-IAM members as President or Vice- President of the Group. Non-IAM members must not describe themselves as members of the Institute.
e. The Group Committee shall have the power to form committees for specific purposes. Such committees to be responsible to the Group Committee and to submit to the Group Committee such reports of their activities as may reasonably be demanded.
f. The Group Committee shall have the power to admit to its meetings any person not necessarily a member of the Institute as it may consider desirable to advise the Group Committee on specific matters.
g. The Institute Council has the right to appoint a senior representative of the Institute to the Group Committee. Such appointee would be an additional member to the twenty members specified.
h. All members of the Institute Council are ex-officio members of the Group Committee.

6.3 Group Committee Meetings

a. The Secretary shall convene a Group Committee meeting in each calendar month, or at such other time as may be convenient to the majority of committee members. The meeting may be face to face or online.
b. The Secretary may convene Extraordinary Meetings of the Committee on written request from any officer or from two Full members of the Group Committee. Reasonable notice of such meetings with an agenda shall be sent to all Group Committee members.
c. A quorum of the Group Committee shall be one third of Group Committee members, of whom at least two shall be officers. The Chair shall have a casting vote only.

6.4 Resignation from Group Committee Office or Group Committee membership

a. Resignation from office or from the Group Committee should be given in writing to the Secretary.

6.5 Non-Attendance at Group Committee Meetings

a. A member of the Group Committee failing to attend three consecutive Group Committee meetings shall cease to be a member of the Group Committee unless the failure was due to some reason approved by the Group Committee. Acceptance of apologies for absence shall not constitute Committee approval for this purpose.

7. DUTIES AND RESPONSIBILITIES

a. To implement the aims and objects of the Institute and the Group and act in accordance with the Group rules from time to time made and approved by the Group.
b. To report annually to Group members and the Institute of progress being made in the Group area.
c. To keep minutes of Group Committee meetings. All Group Committee members shall receive minutes of the Group Committee meetings.
d. To keep proper records of membership, receipts and payments, assets and liabilities and submit accounts which may be audited to Group members at the Annual General Meeting. The records of the Receipts and Payments and the Assets and Liabilities of the Group are to be retained for at least seven years.
e. To submit accounts to the Honorary Auditor on any change of Treasurer during the Group's year.
f. To receive annually statements of accounts from each committee as referred to in 6.2.e. and be submitted as in 7.d. unless such accounts are incorporated in the main statement of account.
g. To advise the area Representative on the Institute Council of any worthy suggestions or ideas of importance put forward by Group members.
h. To ensure as far as possible the good name of the Institute is maintained and not brought into disrepute by the conduct of any Group member.
i. To refer to the Institute Council for guidance in the case of difficulty or dispute and generally to cooperate with the Institute Council in all matters.
j. To endeavour to prevent the Institute badge, or any reasonable facsimile, being reproduced without the consent of the Institute Council and to report such reproduction.
k. The Group Committee shall ensure that all Third-Party Liabilities and Group Assets are always covered by an adequate policy of insurance.

8. SUBSCRIPTIONS

a. Members other than Honorary members shall pay on joining and annually thereafter on 1st April a subscription of an amount to be determined from time to time by the Group Committee and approved at the AGM by the Group members. If any member's subscription has not been paid on or before the 1st of July in any year, that member shall cease to be a member of the Group. A reminder of the unpaid subscription shall be sent to the member before the membership lapses. Associates' subscriptions shall be paid on admission, and to cover up to twelve months. Associate membership, renewable on the following 1st April.
b. Associates passing the Institute's test are entitled to Group membership to the 1st April. At the AGM ex-Associates who have qualified as Full members shall be liable for subscriptions in the same way as other members. Full members joining from the

1st January to the 31st March in any year shall have their membership extended to 1st April in the following year at no extra charge.

9. ANNUAL GENERAL MEETING

a. The Group year shall run from the 1st April to 31st March, and the Annual General Meeting (AGM) shall be held as soon as convenient after the end of the Group year.
b. Not less than twenty-one (to allow time for resolution) days' notice of an AGM shall be given to each member with an Agenda for the meeting.
c. Any resolution for consideration at the AGM must be lodged with the Secretary not less than fourteen days before the AGM.
d. A quorum for an Annual General Meeting or Extraordinary General Meeting shall be five Group Full members or five per cent of the total number of Group Full members, whichever number is greater.
e. Nominations for Offices and vacancies on the Group Committee shall be made in writing to the Secretary and received not less than seven days prior to an AGM. Nominations must be proposed and seconded by Group Full members and have the signed approval of the nominee. Nominations will only be accepted from the floor of the Meeting if a written nomination for that Committee position has not been received and the person nominated from the floor is present and agrees to be so nominated.
f. The AGM may, from the nominations made by the Group Committee, elect a President and if thought appropriate one or more Vice-Presidents to hold office for such periods as may be determined at the AGM. Any President or Vice-President shall be ex-officio members of the Group Committee and have no voting power.
g. The AGM may appoint an Honorary Auditor who is not a member of the Group Committee to hold office from the end of that AGM until the end of next AGM. At any AGM, the retiring Honorary Auditor may be reappointed without any resolution being passed unless he/she is unwilling or unable to continue in office, or a resolution is passed appointing some other person.
h. Where at an AGM no Honorary Auditor is appointed or reappointed the Institute Council may appoint a person to fill that vacancy.
i. The members at the AGM shall receive a statement of account covering the year ended on the preceding 31st March, separately for the main activities of the Group and for any special activity not incorporated in the main account. Such accounts must be signed by the Honorary Auditor if appointed and by an Officer to indicate approval of the accounts by the Group Committee.

10. EXTRAORDINARY GENERAL MEETING

a. An Extraordinary General Meeting may be called at any time by the Group Committee or by the Secretary on written request by not less than five Group Committee members.
b. The request for the meeting must state the business to be conducted.
c. Twenty-one days' notice shall be given of such meetings to all group members with an Agenda.

d. Only items on the official agenda may be discussed at such a meeting.
e. A quorum for an Extraordinary General Meeting shall be five Full members.

11. NOTICE TO MEMBERS

11.1 **The notice of a general meeting must be given.**

a. In hard copy form, in electronic form, or by means of the Group's website (see 11.2.) or partly by one such means and partly by another.

11.2. **Where the notice of a general meeting is given on the Group's website (11.1.c.)**

a. The Group must notify members of the presence of the Notice on the website, and such notification must state that it concerns a notice of a general meeting, specify the place, date and time of the meeting, state whether the meeting will be an Annual General Meeting and specify the link to the notice and the links to any related information.
b. The notice must be available on the website throughout the period beginning with the date of that notification and ending with the conclusion of the meeting.

12. CONDUCT OF GENERAL MEETINGS

a. All Group members shall receive copies of the minutes of all Annual and Extraordinary General Meetings.
b. The Chair or, in the Chair's absence, the Vice–Chair shall preside at all meetings of the Group. In the absence of both, the meeting shall elect one of their numbers to act as Chair.
c. The minutes of all meetings when signed by the Chair shall be conclusive evidence of the matter recorded.
d. Each fully paid-up Full member of the Group is entitled to attend and cast one vote on each resolution at the General Meeting.
e. Members other than fully paid-up Full members may attend General Meetings but have no voting rights.
f. Resolutions shall be carried by simple majority of the votes cast.
g. The Chair shall have the casting vote only.

13. FINANCE

a. The Group shall hold an account or accounts at a bank in the name of the Group.
b. Cheques for payment shall be signed by the Treasurer and either the Secretary or a nominated member of the Group Committee.
c. The bank shall hold a mandate for signatories.
d. There must be a separate bank account maintained for non-charitable activities.
e. other accounts may be operated in the name of the Group on such terms as the Group Committee shall from time to time approve.
f. To apply the funds belonging to the Group only for purposes in furthering the objects of the Group.

14. EXPULSION

a. The Group Committee may expel any Group member from the Group for conduct inconsistent with the aims and objects of the IAM and/or Group. If that member is a Group Committee member, they would be suspended from the Group Committee until a conclusion of the investigation is reached.
b. However, 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 Committee of the IAM.
c. The Group Committee must first discuss the issue with the individual concerned and debate the case fully, recording all details in Committee Minutes. If the issue under discussion remains unresolved after a reasonable period, they must again discuss and minute the issue and write formally to the individual – giving in detail the item/s requiring attention and guidance as appropriate to put matters right.
d. Finally, the Committee must invite the individual to attend a specially convened disciplinary meeting at which their continuing membership will be discussed, decided and minutes recorded in detail. If the individual wishes, he/she may be accompanied to such a meeting by a friend who should be a Full member of both the IAM and the Group, but not a committee member or Officer.
e. Should an expelled member wish to take their case further, they will have the right to appeal in the first instance to the IAM Chief Executive Officer, and finally to the Council of the IAM.
f. A member in any category who resigns from any Group, while the conduct of that Group member is under discussion with the Group Committee, may be deemed to have been expelled, and may be ineligible to rejoin. Should they wish to do so, such an application will be considered on its merits, but may be refused at the discretion of the current Group Committee. Any such decisions must be considered at the next normal Committee Meeting, and formally minutes recorded for record purposes and the group member will always have the right to appeal to the Council of the IAM.

15. REMUNERATION

a. No member of the Group shall receive any payment directly or indirectly for his services as a Group or Group Committee member or officer, other than for reimbursement of expenses incurred on behalf of the Group, all claims for expenses to be in the manner approved by the Group Committee.

16. CONSTITUTION

a. The constitution shall be published in a form approved by the Group Committee to be available to all members.
b. Any alterations to this Constitution may be made at an Annual or Extraordinary General Meeting at which alterations appear on the agenda. Alterations must be approved by a majority of two thirds of those voting.
c. The Group Committee shall have the power to give ruling on any points not otherwise dealt with in the Constitution or IAM Group Handbook or give interpretations of points not adequately covered. Such rulings shall be reported to Group members.

17. WINDING-UP

a. If the Group Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to wind up the Group, it shall call a meeting of all Group Full members, of which meeting not less than 21 days' but not more than 60 days' notice in writing shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting, the Group Committee shall wind up the Group.
b. Any surplus assets remaining after the settlement of all liabilities shall be handed over to the Council of the IAM to be applied for the IAM's charitable objects. If the IAM is no longer in existence when the Group is wound up, then the surplus assets shall be paid to such charity or charities as the Group Committee shall select; to be applied for similar charitable purposes.

Signed:

Group Chairman.	Group Secretary.
Guy Lightfoot	*Neil Hilton*
Guy Lightfoot	**Neil Hilton**
Dated: 27 May 2026	Dated: 27 May 2026

Ratified at the AGM held on the 27 May 2026.