

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

## **GROUP CONSTITUTION**

The primary objectives of the Group are to improve the standard of driving and the advancement of road safety.

### Document Amendment History

Adopted at the AGM on 13-04-1986.

Items 4c and 4d altered and adopted at the AGM on 09-04-1989.

Items 2a, and 4b altered and adopted at the AGM on 21-04-1996.

Item 2a altered and adopted at the AGM on 16-05-1999.

Item 4d removed. Item 4f inserted and items 2a, 4a, 4b, 4e, altered and adopted at the AGM on 27-10-2002.

Item 3c added. And item 2a proposed and adopted at the AGM on 15-10-2006.

Items 4a & 4f altered. Items 4h & 4i added. Proposed at the AGM on 18-10-2009.

## Group Constitution

1. a) The Group will be called the “Kingdom of Fife Group of Advanced Motorists” and will adopt the “model rules” issued by the Institute of Advanced Motorists.  
b) The area of the Group will be principally Fife region.
  
2. 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 maximum of 9 voting members making a total of 13 in all.  
b) A quorum of the Committee will be 4 voting members.  
c) The Committee will have the power to co-opt.
  
3. a) Every member desirous of becoming a Full group member must have passed, or be exempt from, the Institute’s Advanced Test. The Committee reserves the right to refuse membership.  
b) Associate members are those who have not yet passed the test.  
c) Friends of the Group are members who do not wish to sit the test and are neither Associate or Full members.  
d) Lifelong members are members who, over a period of time, have made a significant contribution to the Group.  
e) Honorary members are members similar to Lifelong members whose presence contributes to the Group.
  
4. a) The Group's financial year will commence on 1<sup>st</sup> August and end on 31<sup>st</sup> July, after which date the Treasurer will prepare the balance sheet and any subsidiary accounts which will be audited by one auditor.  
b) The Annual General Meeting (AGM) will be held in October. Items for the agenda of the AGM should reach the Secretary at least 30 days before the relevant meeting, subject to 14 days notice of meeting being given to members.  
c) 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.  
d) Any Full member not paying his/her subscription by 30<sup>th</sup> 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 (1<sup>st</sup> July - 31<sup>st</sup> December) : Full annual fee due.  
    Months 7-9 (1<sup>st</sup> January - 31<sup>st</sup> March) : 50% of annual fee due.  
    Months 10-12 (1<sup>st</sup> April - 30<sup>th</sup> June) : Full annual fee due, but this will also cover membership for the following year.  
f) The Committee have the power to waive a member’s group subscription where such a waiver would :  
    i). result in a substantial benefit to the group and/or  
    ii). be in the best interests of the Group.  
g) The Group's membership year will commence on the 1<sup>st</sup> July and end on 30<sup>th</sup> June.  
h) Associate Members who pass their IAM Test during the year will not be required to pay a KOFG membership fee until the start of the next membership year.

5. a) With the exception of a working balance, the Group's funds will be lodged in the Group's name in -
  - i). a National Savings Investment Account; and/or
  - ii). a Building Society; and/or
  - iii). such an account as may be decided upon by the Treasurer and agreed by the Committee.
- b) The funds shall be withdrawn on the signature of the Treasurer and either the Secretary, Chairperson or the Vice-Chairperson.
  
6. a) If in the opinion of the Committee, the conduct of a Group member is harmful to the character and interests of the Group, the Committee is empowered to request the member to resign.
- b) If the resignation is not forthcoming within 7 days, the matter will be dealt with by the Committee with an enlarged quorum of 6 voting members.
- c) The member's defence will be heard and the Committee is empowered to expel if the majority of those present agree.
- d) Any such member has the right of appeal to the Council of the Institute (IAM).
  
7. a) A special meeting may be called by the Committee or by the Secretary upon the receipt of a request signed by 4 members, subject to 14 days notice of agenda being given to all members.
- b) A quorum of such a meeting will be 6 Group members.
  
8. a) No alteration(s) in, or addition(s) to these 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 -
  - i). by a show of hands
  - ii). by postal vote counted on the date of the said meeting.
  
9. a) Any matter not provided for in this Constitution (which can only be changed at a AGM or special meeting) will be discussed by the Committee, whose decision will be binding.