

Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



Constitution

1. Titles

The organisation shall be known as "Safety Groups UK", hereinafter referred to as "the organisation". Individual groups shall be known as "Nationally Affiliated Health and Safety Groups" with the abbreviation "Safety Groups", hereinafter referred to as "Groups".

In this context Groups include non-profit-making, local or regional associations of companies or organisations whose purpose is to promote, maintain and improve standards of health and safety, locally regionally or nationally.

2. Objective

The objective of the organisation shall be to advance education in all aspects of health and safety at work and to promote the provision of safe and healthy working environments for the public benefit.

In furtherance of the above objective but not further or otherwise, the organisation may exercise the following powers:

- a) To provide assistance to and help co-ordinate the work of the Groups in the United Kingdom and support the formation of new groups both local and regional.
- b) To disseminate information to all Groups and to publicise the work and policies of the Groups.
- c) To advise key players in the UK Health and Safety system on any matter which the organisation consider justifies national consideration.

3. Membership of the Organisation

- a) Full Voting Membership of the organisation shall be restricted to one representative from each member Group. Groups which terminate their activities, merge with other Groups or whose membership falls below ten shall automatically have their membership revoked and shall cease to have the right to be independently represented in the organisation.
- b) All existing member groups as at the June 2005 AGM will have automatic registration as members of the organisation.

Subsequently, Groups wishing to register as members of the organisation must submit a written application to the organisation's Secretary, to be received no later than twenty-eight

days before the meeting of the organisation at which the application is to be considered. Associate membership of the organisation shall be available at the discretion of the organisation to a representative of each sponsor and the co-opted members of the management committee. The Director of Safety Policy Division, RoSPA and his nominees (normally two) shall be entitled to attend the organisation as nonvoting members. The organisation may co-opt any other persons it feels may contribute to its deliberations as nonvoting members.

c) Application for registration must be approved at an ordinary meeting of the organisation by a simple majority vote of those present and entitled to vote.

d) The organisation may revoke the membership of any Group or remove from office any member of the Management Committee subject to a two-thirds majority of those present at an Annual General Meeting (AGM) or Extraordinary General Meeting called for that purpose provided that:

i) at least one month's notice of the proposal to revoke membership or remove from office has been given to the Group (or person) by letter to the last known Group Secretary (or contact address) and that the reasons for such revocation (or removal from office) are clearly stated

and

ii) the item has been circulated to members as an agenda item for the meeting and

iii) subject to the right of appeal to an independent panel of three persons who shall not be voting members and who shall be nominated by the President.

e) The United Kingdom shall be divided into regions as decided periodically at AGM.

4. Voting

a) Each Member Group represented at meetings of the organisation shall have one vote.

b) In absence of a representative, a Group may delegate a deputy with full voting rights to represent the Group at a meeting of the organisation.

c) Groups unable to attend may vote by Proxy directly to the Secretary in writing.

d) The Chairman shall have a casting vote.

5. Election of Honorary Officers

a) The honorary post of President shall be filled by a person of standing who shall be recommended by the Management Committee and elected by the organisation.

b) The President will continue in office until such time as the organisation considers it appropriate to appoint a successor.

c) One or more Vice-presidents of suitable standing may be appointed on a similar basis if the organisation considers it appropriate.

d) Honorary officers shall not be entitled to vote.

6. Election of Officers

a) The election of Chairman, Vice-Chairman, Treasurer shall take place at the AGM, or, in the event of any vacancy occurring during the year, at an ordinary meeting of the organisation. Officers elected at an AGM or during the year shall serve until the next AGM.

b) One or more independent examiner(s) of the accounts shall also be appointed at the AGM.

c) To be eligible to stand for Chairman or Vice-Chairman nominees must have attended a minimum of four organisational meetings in the two years prior to election. All elected officers and other elected Management Committee members shall be members of affiliated Safety Groups.

d) Nominations for Chairman, Vice-Chairman, Treasurer and two other Management Committee Members shall be invited at the previous meeting of the organisation. Nomination forms will be sent out eight weeks prior to the AGM and will be available at the meeting. The nominations must be signed by the Nominee and by a Proposer and Secunder who must be voting members of the organisation. A candidate who seeks election must ensure that a valid nomination form reaches the organisation Secretary no less than twenty-eight days before the AGM. An election shall be held if there is more than one valid nomination for each office. The returning officer, who will normally be the Secretary, shall validate nominations.

e) The Nominee may include with the nomination form a typed and signed personal statement which shall be no greater than 250 words and one side of A4 in length. No other electoral publicity literature may be sent on behalf of a Nominee either directly or indirectly to members or Groups.

f) Where there is no valid nomination for an office then the Management Committee shall appoint someone to that office on an interim basis until either that appointment is confirmed at an ordinary meeting of the organisation or until another election can be held.

g) Ballot papers will be sent with the papers for the AGM (or ordinary meeting as applicable) to all Group Secretaries together with proxy forms. If proxy forms are to be used they must be deposited with the organisation Secretary before the start of the meeting. Voting can take place:

i) personally by the Group representative at the AGM or meeting called for the purpose.

ii) by the organisation Chairman on behalf of the Safety Group provided that a valid proxy has been received on the requisite proxy form.

h) Only one vote may be cast by each Group for each office and then only for a candidate who has followed the nomination procedure. Votes must be cast on the ballot paper provided. A simple majority shall be sufficient to elect and in the event of

a tie, the outgoing Chairman (or in his absence the Vice-Chairman) shall have the casting vote.

7. Secretarial Services

The Royal Society for the Prevention of Accidents shall provide the Secretary to the organisation (via the Director, Safety Policy Division) and secretarial services. In the event that RoSPA are unable to provide a Secretary then the Management Committee shall have the power to appoint a suitable person.

8. Agenda

- a) The Agenda for meetings shall be sent out to all Groups not less than fourteen days before the meeting date.
- b) The Chairman may exercise discretion and invite any person(s) whom it is felt can contribute to any specific meeting or subject.
- c) Groups wishing to raise an item on the agenda shall give twenty-eight days notice of such an item in writing to the Secretary.

9. Meetings and Time

- a) Meetings of the organisation shall normally be held three times a year, one of which will be the AGM.
- b) The financial year of the organisation shall coincide with the Government's tax year and a financial statement for the previous year shall be presented at the AGM
- c) An Extraordinary General Meeting may be called:
 - i) By the Chairman (or Vice Chairman if the Chairman is incapacitated) or
 - ii) On petition to the Secretary by no less than 20% of the registered membership

10. Quorum

A quorum of meetings of the organisation shall consist of eight Group representatives or 10% of the membership whichever is the lesser provided that this includes at least four members of the Management Committee.

11. Organisational Committees and Representatives

- a) The planning, organisation and day-to-day management of organisational activities shall be carried out by a Management Committee, which shall consist of:

- The Chairman
- The Vice-Chairman
- The Treasurer
- The Immediate Past Chairman
- The Secretary

One Representative from each Region if so appointed.

The Immediate Past Chairman is an advisory role to be held for twelve months.

b) The Management Committee may co-opt any persons to assist them in fulfilling their tasks and form sub-committees

c) The Chairman, Vice-Chairman and the Treasurer shall act as Trustees to the charitable assets of the organisation.

12. Alterations to the Constitution

a) Alterations to this Constitution shall receive the assent of two-thirds of the membership, subject to voting rules set out in Section 4, at an Annual or an Extraordinary General Meeting.

b) A resolution for the alteration of the Constitution must be received by the Secretary of the organisation at least twenty-eight days before the meeting at which the resolution is to be brought forward.

c) At least fourteen days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed:

provided that

i) no alteration to clause 2 (Objective), clause 13 (Dissolution) or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained;

and

ii) no alteration shall be made which would have the effect of causing the Safety Groups UK to cease to be a charity in law.

13. Dissolution

a) Safety Groups UK may be dissolved by a Resolution passed by two-thirds majority of the membership, subject to voting rules set out in section 4, at an Extraordinary General Meeting convened for the purpose, of which twenty eight days notice shall have been given to the members.

b) Such resolution may give instructions for the disposal of any assets held by or in the name of Safety Groups UK, provided that:

i) if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of Safety Groups UK but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of Safety Groups UK as the organisation may determine and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

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