



HHSG Constitution

1) Group Title

- a) The Name of the group shall be "**Herefordshire Health and Safety Group**".
- b) It shall be an independent group affiliated to the Royal Society for the Prevention of Accidents (ROSPA) and the Safety Groups UK.

2) Objectives

- a) To promote interest in, and awareness of accident prevention among employers, employees, the self-employed and the public within the group area, and to maintain the interest of the members in the study, application and improvement of accident prevention methods, occupational health and environmental protection.
- b) To foster and to develop the spirit of co-operation between employer, employee and the self-employed regarding health, safety and environmental issues and to encourage the establishment of active and efficient safety management in member's activities, as well as the continuing professional development of individual safety practitioners.
- c) To afford facilities for the pooling and dissemination of knowledge, for the study of the appropriate statutory requirements, for the reading of papers and the promotion of lectures and discussions and for such other activities as may tend to further the general objectives of the group.

3) Membership

- a) Membership of the group shall be open to all industries and commercial organisations, the self-employed and other interested organisations and persons within the area covered by the group.
- b) On the payment of the appropriate subscription fees the organisation, representative or individual will be registered as a member. At an extraordinary general meeting the committee may suspend any member who brings the group into disrepute.
- c) The Executive Committee may from time to time elect any organisation who may become members without subscription.

- d) The Executive Committee may from time to time elect any persons, who shall sign a written consent to their elections, to be Honorary members for life or for such other periods as the Executive Committee may determine. Honorary members shall be entitled to the rights of full membership.

4) Subscriptions

- a) The annual subscription per member shall be that determined and agreed at the Annual General Meeting (A.G.M.) payable after the A.G.M. The first subscription shall become due on the date of membership acceptance.
- b) If any members subscription is in arrears the Treasurer/Membership Secretary shall send to that member a Notice and if within 30 days from the postage of such Notice, the arrears are not paid, the Committee may remove the organisation from membership.
- c) The Executive Committee may at their discretion, restore membership upon payment of subscriptions.

5) President

- a) The President of the group will be appointed by the Executive Committee, and will serve in an ex-officio capacity for a period of 2 years. The President may serve additional terms if reappointed.

6) Officers

- a) The group shall have the following Officers:- Chairperson(s), Treasurer & Membership Secretary and General Secretary.
- b) Officers shall be elected at the A.G.M. and must have agreed to stand for election.
- c) Nominations for Officers will only be accepted from fully paid up individuals or representatives from fully paid up organisations.
- d) Nominees for Officer positions must have completed a minimum term of twelve months active participation as a committee member of the Executive Committee.

7) Management

- a) The group shall be managed by an Executive Committee composed of all Officers together with nominated representatives of members.

- b) Four (4) members shall form a quorum including at least 2 officers.
- c) The Executive Committee shall meet not less than twice in each year and shall have the power to co-opt any person whose knowledge may be useful to the group.
- d) Executive Committee members will be elected at the A.G.M. and must have agreed to stand for election.
- e) Nominations for Executive Committee members will only be accepted from fully paid up individuals or representatives from fully paid up organisations.
- f) Successful nominees shall be required to successfully demonstrate commitment to the group to pass the first twelve month probationary term in order to stand for re-election, at the A.G.M.

8) Representation on Other Bodies

- a) Proposals for a group representative to serve on other committees, councils or official bodies/organisations will be considered by the Executive Committee.
- b) If agreed by the Executive Committee the group representative will serve on that body in accordance with the terms of reference given to that person by the Executive Committee.

9) General Meetings

- a) Annual General Meetings (A.G.M.)
 - i) The A.G.M of the Group will be held in January each year following the close of the Group financial year which runs from January to December. The purpose of the A.G.M. is the presentation of reports from the President and Chair, Statements of Accounts, Election of Officers and Executive Committee and any other relevant business. Two weeks' notice, in writing, of this meeting must be given to each member of the Group, together with a copy of the Agenda.
- b) Extraordinary General Meetings (E.G.M.)
 - i) An E.G.M. of the group shall be called by the Secretary within 21 days of receipt of a request signed by at least 10 members or at any time by the Executive Committee, together with the agenda. After an agenda has been sent, an E.G.M. must consist of at least 25% of all members (this shall form a quorum).

10) Voting

a) General Meetings

- i) Each member shall have one vote. The Chairperson shall have a second or casting vote in the event of equality of votes. Where Joint Chairpersons are in post, both persons shall consult and submit a combined, but single deciding vote. In the absence of one of the Chairpersons at the meeting, then the present Chairperson may cast the vote autonomously.

b) Executive Committee Meetings

- i) Each member of the Committee, except co-opted members, shall have one vote. The Chairman shall have a second or casting vote in the event of equality of votes.

11) Finance and Expenditure

- a) The financial year of the group shall end on the last day of March. Cheques will be signed by either the Treasurer & Membership Secretary, or the General Secretary.

- b) A financial and general report shall be submitted to each A.G.M. by the Treasurer & Membership Secretary.

- c) An external auditor shall be elected by the treasurer and membership secretary and approved by the Executive Committee at each A.G.M. to act as Honorary Auditors for the ensuing year and to report on the accounts at the next A.G.M.

12) Alterations to the Constitution

- a) This Constitution may be amended, replaced or added to by a majority vote at any A.G.M. or E.G.M. allowing the Executive Committee to make any necessary amendments, replacements or additions.

- b) At least 3 weeks' notice must be given to the Secretary of any such motion for such amendments, replacements or additions.