



Thames Valley Health and Safety Group

www.tvhsg.org

CONSTITUTION

1. NAME

The name of the Group shall be 'THE THAMES VALLEY HEALTH & SAFETY GROUP'.

2. OBJECTIVES

The aims and objectives of the Group are as follows:-

- 2.1. To promote interest in Health, Safety, Welfare and Environmental issues in all working environments.
- 2.2. To provide knowledge and receive guidance on all matters relating to Health, Safety, Welfare and Environmental issues.
- 2.3. To encourage discussion between members on all matters concerning the aims and objectives outlined in 2.1.
- 2.4. To maintain and develop a close relationship with the enforcing authorities
- 2.5. To be associated with the Royal Society for the Prevention of Accidents (RoSPA), and to support the work of Safety Groups UK.

3. MEMBERSHIP

Membership of the Group shall consist of such Companies, Organisations and Individuals whose applications for membership are approved by the Executive Committee.

4. SUBSCRIPTIONS

Each member shall pay an annual subscription, the sum to be determined by the Executive Committee, and approved by a subsequent General Meeting. Subscriptions shall be payable in advance by the first day of September in each year.

5. SUBSCRIPTION ARREARS

Any member that is in arrears with the subscription by the last day of December of the current year shall be deemed to have ceased their membership, unless there can be shown to be extenuating circumstances.

6. OFFICERS OF THE GROUP

The Officers shall consist of President, Chairman, Secretary and Treasurer, who will be ex-officio members of the Executive Committee. The office of President will be held by the Mayor of Slough. The Officers shall retire at the Annual General Meeting, but shall

be eligible for re-election. The Chairman, Secretary and Treasurer shall serve for a maximum of five years.

7. EXECUTIVE COMMITTEE

The affairs of the Group shall be conducted by an Executive Committee. The Committee shall consist of not less than five elected members, and shall include the Chairman, Treasurer or Secretary. Membership shall be restricted to members that have paid their annual subscriptions in accordance with clause 5. Unless otherwise agreed, a quorum at committee meetings shall be not less than four members. The Committee shall have the power to co-opt up to four members, and to appoint any sub-committee, and shall prescribe the function of any such sub-committee. At least one elected committee member must serve on any sub-committee. Casual vacancies on the Committee may be filled by co-option, but any person so co-opted shall serve only until the post becomes due for re-election. Committee members shall retire at the Annual General Meeting, but shall be eligible for re-election.

8. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in May each Year. At this meeting, the audited accounts shall be submitted together with reports from the Chairman and Secretary. Officers and Executive Committee members shall retire, and elections for the ensuing year shall be held. The quorum for the Annual General Meeting shall consist of not less than 10 members.

In the event of equal voting taking place, the Chairman shall have a casting vote.

9. GENERAL MEETING

General Meetings of the Group shall be held on the second Tuesday of each month from September through to April. Each meeting shall commence at 2.00 p.m. The quorum for a General Meeting shall consist of six members. Special General Meetings shall be called on the requisition of at least six members, giving at least 21 days' notice in writing of such a meeting.

10. DISCUSSIONS AT MEETINGS

No party political or sectarian discussions shall be held or issues raised or resolutions passed, either at any Executive Committee or General Meeting of the Group. Discussions shall be restricted to matters pertaining to Health, Safety, Welfare and Environmental issues arising from the subject agreed for the General Meeting, or as raised by the Member's enquiry.

11. FUNDS

The Executive Committee shall hold a banking account in the name of the Group with such bank as the Committee may select and all monies received from any source by the Treasurer on behalf of the Group shall be paid into such account. Cheques shall be

honoured on the signatures of one of two authorised signatories, who shall normally be the Chairman or the Treasurer.

12. AUDIT

An auditor who is not a nominated representative of a member company or organisation shall be appointed by the Executive Committee to examine the accounts, which will be presented to the Annual General Meeting.

13. OFFENCES

The Executive Committee may terminate the membership of any company or individual whose conduct is proven, following investigation, to be detrimental to the interests of the group. Any complaint made by a member must be communicated in writing, and submitted to the Chairman. An appeal against the decision of the Executive Committee may be made to a Special General Meeting on the request in writing of six members.

14. AMENDMENTS, DISSOLUTION, ETC.

These rules may be amended, or the group may be dissolved, following a two-thirds majority vote of Members attending at a Special General Meeting, for which 21 day's notice shall be given. The objective for which the Meeting is called shall be stated in the notice convening the meeting, which may be held as part of any General or Annual General Meeting. Upon dissolution, any funds held by the group shall be donated entirely to a nominated charity of the Committee, subject to any outstanding liabilities being discharged.

15. MATTERS NOT OTHERWISE PROVIDED FOR

Any matters not provided for in this Constitution shall be dealt with by the Executive Committee at their discretion.