

WORCESTERSHIRE HEALTH AND SAFETY GROUP

CONSTITUTION

1. TITLE

- 1.1. The name of the Group shall be "Worcestershire Health and Safety Group"
- 1.2. It shall be an independent Group Affiliated to the Royal Society for the Prevention of Accidents, through the National Safety Groups Council.

2. OBJECTIVES

The objectives of the Group shall be:-

- 2.1. To promote interest in Health, Safety and Welfare at work among industrial and both commercial and non-commercial organisations within and around the county of Worcestershire and to maintain the interest of member firms and individuals in the study, application and improvement of accident and ill health prevention methods, and compliance with the relevant law.
- 2.2. To foster and develop the spirit of co-operation between employer and employee regarding Health, Safety and Welfare at work and to encourage the establishment of active and efficient safety organisations in both commercial and non-commercial undertakings.
- 2.3. To discuss accidents and incidents reported by members with the object of finding effective means of preventing recurrence, and the dissemination of information.
- 2.4. To afford facilities for the pooling and dissemination of knowledge, for the study of the appropriate statutory requirements, for the reading of papers and promotion of lectures and discussions and for such other activities as may tend to further the general objectives of the Group.

3. MEMBERSHIP

- 3.1. The three grades of membership are Company, Private and Honorary and are subject to the discretion of the committee.
- 3.2. Company membership of the Group shall be open to all industrial, commercial, non-commercial and other interested organisations within the County of Worcestershire and the surrounding areas, and on payment of the appropriate subscription.
- 3.3. Company membership entitles each Company to send up to 3 delegates to each ordinary meeting.
- 3.4. Private membership is open to individuals and self-employed persons, within the County of Worcestershire and the surrounding area and on payment of the appropriate subscription.
- 3.5. Private membership entitles only the named individual/member to attend meetings.
- 3.6. Honorary membership is open to the officers of the local Health and Safety Executive, Environmental Health Departments and the local Fire Brigades.
- 3.7. Honorary membership entitles an attendance of up to 2 delegates, at each ordinary meeting. Numbers in excess of this to be agreed with the Secretary, following notice of the meeting.
- 3.8. Honorary members have no voting rights and are not eligible to hold office but may become co-opted members of committees.
- 3.9. The office of President is honorary, awarded annually at the discretion of the committee, for furtherance of the Groups' aims, past or present services to the Group.

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4. SUBSCRIPTIONS

- 4.1. The subscription is payable on the first day of September each year. The first subscription shall become due on election. The Committee shall be empowered to make such other special arrangements as may be deemed desirable.
- 4.2. If any member's subscription is in arrears the Treasurer shall send to that Member a Notice and if within 30 days from the posting of such a notice, the arrears are not paid, the Group may remove that name from membership. The Executive Committee may at any time at their discretion restore membership upon payment of all subscriptions and dues.

5. OFFICERS

- 5.1. The Group shall have the following Officers:-

President	Vice-Chairman	Treasurer
Chairman	Secretary	

And up to five Committee Members.

Officers and Committee Members shall retire each year, but may stand for re-election if they wish. If the Officers and Committee Members wish to stand again, they may be re-elected en bloc. If there are other Members who wish to stand, they will be elected individually to make up the Committee to ten Members.

6. MANAGEMENT

- 6.1. The Group shall be managed by an Executive Committee composed of all five Officers together with up to five representatives of members.
- 6.2. Four full members shall form a quorum, including at least two Officers.
- 6.3. The Committee shall meet not less than four times in each year and shall have the power to co-opt any person whose knowledge may be useful to the Group. The maximum number of co-opted persons, allowed to be members of the committee, shall not exceed three at any one time.

7. GENERAL MEETINGS

- 7.1. **Annual General Meetings:-**

The Annual General Meeting shall be held in July of each year, for the purpose of presenting the Annual Report and Statement of Accounts, the Election of Officers and Executive Committee, and any other relevant business.

- 7.2. Two weeks' notice, in writing, of this meeting must be given to each paid-up member of the Group, together with a copy of the Agenda.

- 7.3. **Extraordinary General Meeting:-**

An Extraordinary General Meeting of the Group shall be called within twenty-one days of the receipt of a request by at least five Members or, at any time, by a majority vote of the Executive Committee.

- 7.4. **General Meetings:-**

The ordinary meetings of the Group will normally take place monthly, on a Wednesday, unless in the opinion of the Executive Committee a different interval or day is desirable.

8. VOTING

- 8.1. **General Meetings:-**

Each Member Company and each Private Member shall have one vote each; this vote can only be cast on production of a valid membership number. Membership numbers are displayed on Certificates that are issued only to fully paid-up members. The Chairman

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shall have a second or casting vote in the event of equality of votes. Honorary Members shall not be eligible to vote.

8.2. **Executive Committee Meetings:-**

Each full member of the Committee shall have one vote. The Chairman shall have a second or casting vote in the event of equality of votes.

9. **FINANCE AND EXPENDITURE:-**

9.1. The financial year of the Group shall end on the last day of April. Cheques will be signed by any two of the following officers: - Treasurer, Chairman, Vice-Chairman or Secretary.

9.2. Financial Reports shall be submitted to each Annual General Meeting by the Treasurer.

9.3. Accounts must be available for inspection at monthly meetings by any paid-up member, subject to a notice period of one month.

10. **Dissolution of the Group**

10.1 If the Executive Committee determines that it is appropriate that the Group shall be dissolved, it shall convene a meeting of the Members and giving not less than 28 days' notice of the meeting (stating the terms of the proposed resolution to dissolve).

10.2 If the proposal by the Executive Committee to dissolve the Group is confirmed by a two-thirds majority of the voting Members present, the Executive Committee shall have power to dispose of any assets held by or on behalf of the Group. Any assets remaining after satisfaction of the debts and liabilities of the Group shall be transferred to the charity or charities having objects similar to those of the Group. The identity of the body or bodies to which such assets are transferred shall be determined by the Members of the Group at, or prior to, the time of dissolution.

10.3 For the avoidance of doubt, no part of the income or property of the Group shall (otherwise than in pursuance of the Group's charitable purposes) be paid or transferred (directly or indirectly) to the Members, either in the course of the Group's existence or upon dissolution.

11. **ALTERATION TO THE CONSTITUTION**

11.1. This Constitution may be amended, repealed or added to by a majority vote at any Annual General Meeting or Extraordinary General Meeting provided that no resolution to dissolve the Group shall be effective unless by the consent of at least three-fourths of its paid-up membership.

10.2 At least three weeks' notice must be given to the Secretary of any such motion for such amendment, repeal or addition.

12. **ADOPTION OF CONSTITUTION**

This amended Constitution was adopted at the Annual General Meeting of the Group held on 11 July 2018, signed by the Chair and witnessed by the Treasurer and one other Executive Committee Member.

Signed:

Witnessed:

Chairman

Treasurer

Witnessed:

Executive Committee Member