

Constitution of the West Lothian Driving Instructors Association

1. Name

The name of the association shall be “The West Lothian Driving Instructors Association”. Herein after referred to as “The Association”.

2. Aims

- a. The Association shall be an independent body representing driving instructors who live or work in the West Lothian area. The Association may (at times chosen by the membership) join larger national associations or federations, but at no point shall become exclusively a part of them, without first disbanding.
- b. The Association seeks to advance the professionalism of driving tuition among its members and to maintain the highest standard of driving tuition to the public, companies or public services in this county.
- c. The Association shall promote safe driving, excellence in driving tuition, road safety and responsible road use.
- d. The Association shall endeavour to promote and maintain good working relationships:
 - i. Between driving instructors of all companies
 - ii. With the Driving Standards Agency
 - iii. With the Road Safety Unit of Lothian and Borders Police, their representatives or associated departments
 - iv. With any other localised Driving instructors Associations, representative groups or affiliations.
 - v. With any relevant national groups or associations for Driving Instructors
 - vi. With West Lothian Council and its representative agencies
 - vii. With the general public at large
- e. The association shall be run and organised for the benefit of its members and not as a profit making organisation – however, the Association may maintain a positive bank balance (as deemed necessary by the committee) in order to honour any reasonable costs incurred during it’s affairs in compliance with it’s other aims.

3. Membership

- a. Membership of the Association shall strictly be on an individual basis only.
- b. Full membership
 - i. Full membership is open to any fully qualified Driving Instructor (e.g. ADI, Motorcycle instructors, members of the DSA Fleet Register, persons on the DSA voluntary register of PCV and HGV trainers, or ORDIT register) who lives within the county of West Lothian, or

who's work brings them into regular or occasional use of West Lothian as a training area, with the exemptions of those meeting the criteria below for associate or honorary membership.

- ii. Instructors wishing to become full members of the association must complete an application form available from the Membership Secretary.
 - iii. Instructors wishing to become full members of the Association are required to pay the annual membership fee for full members, as set at the AGM, recommended by the committee and voted upon by the members present at the same AGM (or an agreed ballot date).
- c. Associate membership
- i. Any fully qualified Driving Instructor (e.g. ADI, Motorcycle instructors, members of the DSA Fleet Register, persons on the DSA voluntary register of PCV and HGV trainers, or ORDIT register) who lives within the county of West Lothian, or who's work brings them into regular or occasional use of West Lothian as a training area, BUT is already a member of another local instructors association, is entitled to Associate membership.
 - ii. Any PDI, (e.g. any driving instructor in any category of vehicle, not holding fully qualified instructor status in any other category of vehicle) is entitled to Associate membership.
 - iii. Instructors wishing to become associate members of the association must complete an application form available from the Membership Secretary.
 - iv. Instructors wishing to become associate members of the Association are required to pay the annual membership fee for associate members, as set at the AGM, recommended by the committee and voted upon by the members present at the same AGM (or an agreed ballot date).
- d. Honorary membership
- i. Any member may recommend to a general meeting of the association the name of an individual for "honorary" membership of the Association, in certain deserving cases (such as past services to the association). A majority vote of the members present will be required to confirm honorary membership.

4. Meetings

- a. An annual general meeting shall be held once a year. The purpose of this meeting will be:
 - i. To conclude any business carrying over from the previous general meeting, where possible, or provide an update if conclusion is not possible
 - ii. For the Chairperson to make a statement about the position of The Association and its work since the last AGM

- iii. For the treasurer to make a statement about the financial position of The Association.
- iv. To nominate and elect/ re-elect office bearers
- v. To outline any plans (including other General Meetings) for the coming year, including an outline schedule of meetings or training sessions.
- vi. To set and agree annual subscriptions.
- vii. To drive forward any new business for the coming period until the next general meeting.
- b. Other meetings may be arranged as required out with the initial annual plan.
- c. Where relevant, the secretary or another appointed person should take minutes of all general meetings. These minutes should be made available to all members on request.
- d. Where relevant all meetings should be chaired. The chair should ensure that good order is maintained throughout the meeting.
- e. Full members are entitled to attend ANY general meeting of the association.
- f. Associate members are entitled to attend ANY general meeting of the association.

5. Committee

- a. The committee is responsible for ensuring the association complies with its aims and is properly managed.
- b. The committee shall consist of the following key office bearers
 - i. Chairperson
 - ii. Secretary
 - iii. Treasurer
- c. Holders of key offices must be fully qualified ADIs
- d. Additional minor office bearers shall include
 - i. Vice Chair
 - ii. Road Safety Unit Liaison
 - iii. Social event co-ordinator
 - iv. Membership secretary
- e. Holders of minor offices do not need to be fully qualified ADIs
- f. Other offices may be declared, nominated and voted approval at a general meeting.
- g. No one individual may hold more than one key office.
- h. Any individual may hold a key office and a minor office.
- i. Any individual may hold more than one minor office.

6. Finance

- a. The treasurer shall keep appropriate accounts of the finances of the association and present a statement of accounts to the committee or general meeting of the association at any time of their request. Acceptance of these accounts should be recorded in the minutes.

- b. The association shall be non-profit making. An operating float may be maintained to allow the association to meet such fees as necessary at any given time.
- c. The funds of the association shall be used only for the purposes of the association and no payment shall be made to any member, except as payment of reasonable expenses incurred on behalf of the association.
- d. Annual membership fees for full and associate membership will be set, agreed upon and voted for at the AGM.
- e. Should extra funds be required between AGMs, an Extraordinary General Meeting may be called by the Chair or the Treasurer to discuss this and if necessary and extra levy agreed on by a majority vote of members present at this meeting will be applied to members.

7. Voting

- a. On matters requiring a ballot of the association, all full members are permitted one vote each.
- b. The Chair does NOT have a vote. However in the event of a tied ballot, the chair will have the casting vote.
- c. Associate members do not have a vote
- d. Honorary members do not have a vote
- e. In any incident of voting “in absentia” a vote may only be cast on behalf of a member if it is notified to a committee member.

8. Representing the association

- a. Anyone representing The Association in an official capacity, or to any other body, may only do so with the permission of the committee.
- b. When someone representing The Association is voting on behalf of the association, where practical, a ballot of the members should be taken so that the vote/votes cast is representative of the association’s position, not the position or vested interest of the person representing the Association.

9. Amendment of this constitution

This constitution may be amended at a general meeting of The Association subject to any changes being notified to the membership in advance and a ballot of members being taken. For the ballot to be carried a majority of 50% (or more) of those casting votes must be in favour of the amendment.

This document was last amended on Wednesday, 09 November 2011.