

## **HSOG CONSTITUTION**

### **1. Name**

1.1 The name of the association shall be the Highway Safety Officers Group, hereafter referred to as 'HSOG'.

### **2. Aims and Objectives**

2.1 The aims and objectives of HSOG shall be to promote health, safety, welfare and safety environmental proactive in highways and associated engineering for the benefit of members, other safety technical and professional bodies and others with related interests.

These aims shall be achieved through:-

- 2.2 The identification of topics of general interest for which common agreement will have added advantage
- 2.3 The development of best practice standards and procedures.
- 2.4 The ability to influence thinking and opinions particularly that of decision makers, industry leaders and others with the ability to affect policy and practice in highways related activities.
- 2.5 Formation of collective authoritative opinion on working practices.
- 2.6 The collective knowledge and experience of the membership will enable HSOG to collaborate with the HSE and other organisations to formulate on best health and safety practice.

### **3. Membership**

3.1 HSOG shall be open to full membership by local authorities and others with interests in highway activities and highway related engineering.

3.2 Membership shall be by subscription. Application for membership shall be subject to confirmation by the committee at the next appropriate meeting.

3.3 Corporate members shall be entitled to delegate one representative per organisation. Where a representative is unable to attend, a substitute delegate exercising full membership entitlement may be appointed.

3.4 The Health and Safety Executive and Highways Agency shall be invited to send a representative to HSOG as guests.

3.5 At any time members may, with the agreement of the chairman, secretary or their deputy invite a guest or guests to attend meetings.

3.6 At the discretion of the chairman or their deputy, outside bodies or individuals may be invited to participate in the activity of HSOG.

#### **4. HSOG Committee**

4.1 The committee shall consist of the following:

The committee officials

1. Chairman
2. Treasurer
3. Secretary

Other committee members

4. Any others as deemed appropriate by HSOG

4.2 Membership of the committee shall be by election at a General Meeting (normally the Annual General Meeting) of HSOG and shall last until the next AGM.

#### **5. Management and Job Descriptions**

5.1 The Chairman shall represent HSOG in dealings with other bodies and shall be responsible for making sure that HSOG is run according to the constitution.

5.2 The Chairman, Secretary and Treasurer shall be authorised signatories for banking purposes.

5.3 The Treasurer shall carry out the day to day financial duties of HSOG.

5.4 The Secretary shall be responsible for keeping records in good order as well as carrying out publicity and correspondence.

5.5 The Management of HSOG shall be vested in the committee.

#### **6. Meetings**

6.1 There shall be four quarterly meetings per annum; three ordinary meetings and the annual general meeting. Dates and venues shall be determined by the chairman following consultation with the members subject to approval by HSOG.

6.2 Items for inclusion on the agenda should be advised to the chairman or secretary at least 10 days prior to the meeting. The agenda will be determined by the chairman in consultation with the secretary and advised to members at least 1 week before the meeting.

6.3 Late items not dealing with financial or constitutional matters may be included on the agenda subject to approval by the meeting.

6.4 Matters relating to the constitution may only be considered competent at a general meeting of HSOG.

6.5 Only full members of HSOG may vote at meetings.

6.6 Formal decisions of the membership shall be recorded in the minutes.

6.7 The quorum of the committee shall be eight members or two thirds of the committee whichever is less.

6.8 The quorum of the meeting shall be eight members.

## **7. Extraordinary General Meetings**

7.1 An extraordinary general meeting may be called by the HSOG Chairman, quorum of the committee or by four full members of HSOG, this must be submitted to the Chairman in writing. The extraordinary general meeting must be held within 30 days of receipt of the proposal or other period contained within the proposal whichever is greater.

7.2 General meetings may not be held during July or August.

7.3 At least fourteen days notice of a general meeting must be given to HSOG membership.

7.4 The quorum of the meeting shall be eight members.

7.5 Decision shall be reached by a simple majority of the voting members present.

## **8. The Annual General Meeting**

8.1 The AGM shall normally be held during September, and shall have as its main business:

. . .1. The presentation of the Officers Annual Reports for the past year.

. . .2. The election of the Committee for the next session.

8.2 An agenda giving notice of the AGM must be circulated to all members at least fourteen days in advance.

8.3 Nominations for HSOG officials shall require one proposer and one seconder who shall be full members of HSOG.

8.4 The quorum of the AGM shall be eight members.

8.5 In the event that no person is voted in to a post or a resignation from a position, the Chairman or their deputy will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall subject to the same rules as per AGM.

## **9. Working Groups**

9.1 Special purpose non-executive working groups may be set up by the chairman to consider specialist, technical or detailed matters. Working groups should be given a specific brief and a group leader appointed to arrange the administrative function for the working group. Working groups will normally bring their findings with any recommendations, back to the membership.

## **10. Finance**

10.1 The cost of subscription shall normally be determined at the AGM.

10.2 HSOG monies shall be kept in a suitable banking account which may be accessed on the authority of any two of the three committee officials.

10.3 The treasurer shall give a financial report to each quarterly ordinary meeting and an annual report to the AGM

10.4 The financial year for HSOG shall run from April to March.

10.5 Monies raised by HSOG may be used for the administration of HSOG and to further the aims and objectives of HSOG as set out in the constitution.

10.6 Budgets for special projects or events shall be presented to HSOG for inspection and approval.

## **11. Health and Safety**

11.1 HSOG acknowledges its duty of care to its members and will take reasonably practical measures to ensure that the health or safety of persons will not be adversely affected by its actions.

## **12. The Constitution**

12.1 The Constitution shall only be altered by consent of a simple majority of the full members present at a general meeting.

12.2 The Constitution shall be binding on HSOG officials and members from 6th December 2002.

This constitution has been approved in accordance with 12.1 above, and accepted as the constitution for the Highway Safety Officers Group, signed,

Nick Philp  
Leigh Evetts  
Mike Short

Chairman  
Secretary  
Treasurer

