

## **BDS WALES Rules**

### **Amended 2015**

#### **1. Name**

The name of the Branch shall be the British Driving Society – Wales. Referred to as BDS- Wales.

#### **2. Aim**

The purpose of the BDS-Wales is to further the Aims and Objectives of the British Driving Society in Wales.

#### **3. Membership**

The membership shall consist of members of the BDS resident in Wales

#### **4. Administration**

- a) General – the BDS Wales and its assets shall be administered by a Committee.
- b) The Committee –
  - i) The Committee shall consist of an Area Commissioner nominated and elected by the members within that area appointed by the BDS Council. ACs may appoint their own AAC to deputise for them at a particular Committee meeting. AAC's do not have an automatic right to attend BDS Wales Committee meetings. The Committee may co-opt not more than five additional members from the BDS- Wales membership.
  - ii) Area Commissioners shall offer themselves for re-election every three years.

Nominations for election to AC must be made with the proposers and seconders and shall be submitted to the BDS-Wales Secretary. In the event of more than one nomination, the BDS-Wales Secretary shall arrange for a secret ballot to be held in that area and for voting papers to be returned directly to an independent scrutineer approved by the BDS Wales Committee at a date fixed by the BDS Wales Secretary.

- iii) The Committee shall appoint from its members and co-opted members the following officers, who shall serve for a term of not more than three years but shall be eligible for re-election:-Chairperson, Vice-Chair, Treasurer, Secretary, RoW Officer.

#### **5. Finance**

##### a) Subscriptions

All membership subscriptions shall be paid to The British Driving Society. All other monies and properties received by BDS Wales shall be held and used to further the aims of BDS Wales.

##### b) Banking

The BDS Wales Bank Account shall be at Barclays bank. All cheques drawn on the BDS-Wales account shall be signed by any two of the Treasurer, the Chairman or the Secretary.

##### c) Accounts

Proper books of account shall be kept by the BDS- Wales showing the amounts received and expended and recording all transactions of the BDS-Wales. A

balance sheet shall be drawn up by 30th September in each year and an account of income and expenditure shall be prepared for the financial year ending on that date. The balance sheet, income and expenditure account of the BDS-Wales together shall be submitted to the members at the AGM and to the Society.

Since the BDS became a Ltd Co in 2002, it is no longer necessary to employ an Auditor. In the past it was required that a qualified auditor should be appointed by the members at the AGM and he/she was eligible to hold office until the end of the year after which he/she was eligible for re-appointment.

## **6. Meetings**

### **a) AGM**

i) An Annual General Meeting of the BDS-Wales shall be held in November at a time and place in Wales to be decided by the Committee.

At least three weeks notice shall be given to every member in Wales through the means of an advertisement in the BDS Newsletter and on the website. The minutes, agenda and treasurers report could be sent out to members electronically and published as un-ratified on the website. If any members should still want to receive those documents by post, they could notify the secretary who would fulfil this request. The business of the meeting shall be to receive the Chairperson's report, to approve a statement of accounts and to transact such other business as may come before it, notice of which shall be given in writing.

ii) The Chairperson shall preside at the meeting, or in his/her absence the Vice-Chairperson. Every member of the BDS-Wales shall be entitled to attend the AGM and have one vote each. In the event of equality of votes at an AGM, the Chairperson shall have the casting vote.

### **b) Extraordinary General Meeting**

The Chairperson, and any ten members of BDS-Wales acting together may convene an EGM of the BDS-Wales at a time and place to be selected by the Chairperson, by sending a written request to the Secretary, specifying the business to be brought before such a meeting. Two weeks notice stating the subject of the meeting shall be given in writing to all members of the BDS-Wales. The other rules relating to the conduct of an EGM shall be the same as the AGM.

### **c) Committee Meetings**

The Committee shall meet at least three times a year and one of these meetings shall be held on the day of the Annual General Meeting. The Chairperson shall preside at every meeting of the Committee, or in his/her absence, the Vice Chairperson. If neither is present, the Committee shall choose one of their number to take the Chair. Voting shall be conducted as directed by the Chairperson of the meeting, each member shall be entitled to one vote. In the event of equality the Chairperson will have the casting vote.

The Quorum for a Committee meeting shall be five. If, within half an hour from the time appointed for the meeting, a Quorum is not present, the Meeting shall be adjourned to such a time and place as the Chairperson shall direct.

Decisions undertaken by the BDS Wales Committee and the topics for discussion to be published on the website, thus keeping members more aware of their Committees activities and decisions. Publication of the topics for discussion allowing for members to discuss with their AC before the meeting takes place.

### **7. Alteration of the Rules**

These rules can only be altered by a General meeting provided that not less than two thirds of the members present shall have voted in favour of the alteration.

### **8. Dissolution**

In the event of the dissolution of the BDS-Wales, all its assets after meeting its liabilities shall be transferred to the British Driving Society.

### **9. Minutes**

The Secretary shall record the business transacted at all Committee, Annual or Extraordinary General meetings. The minutes of any meeting shall be confirmed and ratified at the next meeting.