

THE MOTOR SCHOOLS ASSOCIATION OF GREAT BRITAIN LIMITED (MSA GB)

BYE LAWS

1) CONFLICT OF PROVISIONS

- a) **Provisions of** the Articles of Association will take precedence over any provision in the Bye Laws or parts of a Bye Law.

2) MEMBERSHIP

- a) **Membership** of the Association is individual and personal. There is no provision for corporate membership.
- b) **A Joining fee** in such sum as may from time to time be determined by the Board shall be payable on application for membership of the Association.
- c) **Membership Fees** will be set from time to time in such sum as may be determined by the Board. Fees shall be payable by all members and may include a fee structure designed to encourage payment by the method most cost effective for the association to administer.
- d) **Full members** are Driver and Vehicle Standards Agency Approved Driving Instructors (ADI). A full member is entitled to describe and advertise themselves as a 'Member of the Motor Schools Association of Great Britain (MSA GB)' and to full rights of membership, including the right to vote and election to office.
- e) **Other categories of membership** may, from time to time, be prescribed by the Board including; NI Member; Motorcycle Member; Non-ADI Member. These members are entitled to describe and advertise themselves as a 'Member of the Motor Schools Association of Great Britain (Member MSA GB)'. They have the right of election to office but not the right to vote.
- f) **Probationary membership** will be granted to any person training to become an Approved Driving Instructor, full membership will be granted when such qualification is advised to the Association's Head Office. No additional subscription is necessary until the normal date of renewal. Probationary members may attend MSA meetings and may speak, and will receive all MSA magazines and other communications, but are not entitled to vote or stand for election or to display the MSA logo or emblems.
- g) **Retired Membership** will be granted to any member over sixty years of age who has been an MSA member for at least five years and has given up their ADI registration. Retired members will not be eligible to vote and their membership fee will be twenty five percent of the current subscription rate.
- h) **Associate Membership** may be granted to non-ADI persons in recognition of the service they are giving to the Association and its members, following nomination by two full members, agreement by a Area Committee and approval by the Board of Management. Associate members are entitled to attend MSA closed meetings

and to speak but not to vote. They may be elected to serve on Branch and Area Committees for specific functions. There is no subscription requirement.

- i) **Honorary Membership** may be granted by the Board, in their sole discretion, to any person whom the Board considers has made an exceptional contribution to the development of the Association, or who the Board considers is otherwise deserving of this class of membership and all or any fees and subscriptions otherwise payable will be waived. Honorary Membership shall carry the same rights as provided by the Articles of Association for Individual membership.

3) CONDITIONS OF MEMBERSHIP

a) **Members agree to:**

- i) be bound by the constitution and bye-laws of the association;
- ii) observe the Approved Driving Instructors Code of Practice (ADI CoP) agreed by the MSA GB and other trade associations and the DVSA;
- iii) use Terms of Business (ToB) as described in the ADI CoP and where they have not issued ToB to rely on those published by MSA GB;
- iv) allow their details to be stored by the association in accordance with the Data Protection Act. **N.B.** MSA GB will not sell member details.

4) MEETINGS

- a) **General Meetings** shall be held as laid down in the Articles. For the purposes of the bye-laws, 'Nations and Regions' shall mean 'Areas' Area 1: Scotland & N Ireland; Area 2 East Coast of England; Area 3 London & the South East of England; Area 4 West Coast of England & Wales.
- b) **Meetings of Areas**, of which not less than 14 clear days' notice shall be given, shall be held not less than once in every 3 calendar months nor more than once in any calendar month at the discretion of the Area Committee. Five members present shall constitute a quorum at Area Meetings.
- c) **Area Committee Meetings**, of which not less than 14 clear days' notice shall be given, shall be held not less than once every three months. Three members of the Area Committee present shall constitute a quorum at Area Committee Meetings.
- d) **Board Meetings** the Board may meet for the conduct of business, adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of business. Unless otherwise determined five shall be a quorum. Questions arising at any meeting shall be decided by most votes. In case of an equality of votes the Chairman of the meeting shall have a casting vote or if they are also an area chairman a second vote.
- e) **Motions** at meetings. At annual general meetings motions, must be submitted in writing 28 days prior to the meeting and must be included on the agenda. The

process of handling motions involves the following steps: a member proposes a motion and another member seconds the motion, at a national meeting the motion must be proposed and seconded by members from different regions. The chairman of the meeting may propose motions these do not require a seconder. At the meeting the chair will state the motion; members may debate the motion; the chair puts the motion to a vote and announces the results of that vote.

5) MSA GB NATIONS AND REGIONS

- a) **The Boundaries** of areas covered by each of the areas will be set by the board. Any proposed boundary changes will be discussed with members in the relevant areas.
- b) **Autonomy** - Each area within MSA GB is autonomous having responsibility through the area committee for its own governance and finance subject to the provisions in the associations Articles of Association and these Bye Laws.
- c) **A name** and logo will be designated for each nation and region.

6) COMMITTEES OF MSA GB NATIONS AND REGIONS

- a) **Elections** of an area committee must take place once in every year and not more than 13 months from the previous AGM. It is desirable that members shall only be eligible for nomination to the committee after a continuous membership of the association, of at least three years.
- b) **Senior office bearers** should be a chairman, deputy chairman, vice chairman, secretary and treasurer. It is desirable that members shall only be eligible for nomination to be senior office bearers after a continuous period of two years' service on the committee.
- c) **Vice Chairman** - this position is filled by the retiring chairman, and advises and helps the chairman drawing on previous experience.
- d) **Board representative** It is desirable that area chairmen become a director and area representative on the MSA GB board of management.
- e) **Additional office bearers** the area may elect or the committee may co-opt members to fulfil other roles for example editor, minute secretary, enforcement officer, social secretary.
- f) **The Purpose** of each of the MSA GB areas' committees is to:
 - i) run the affairs of the MSA GB pertaining to their area;
 - ii) promote recruitment to the MSA GB in their area;
 - iii) provide a free flow of information to MSA GB members in their area;
 - iv) To look after the interests of MSA members in their area.