

WHAM! Constitution
Revised – Wednesday 30th January 2013

WHAM! is primarily designed to conduct the IAM SFL programme for Associate members. Additionally, we are an active “Club” promoting bike skills enhancement and riding enjoyment. In this way we aim to encourage our membership to stay with us and become involved in observing as well as social and committee activities.

1. The Chairman should stand down after three years.
2. All Committee members must be fully paid up members of the Institute of Advanced Motorists and of Worcester and Hereford Advanced Motorcyclists.
3. Apart from the Committee officers (Chairman, Secretary and Treasurer) there must be at least three other committee members i.e. a minimum of 6. Committee posts are; Vice Chairman, Membership Secretary, Associate Coordinator, Newsletter Editor, Region3 Representative and Committee member (with no specified role). Other posts will be created as required. The Chief Observer may be a Committee member but, if deemed appropriate, the post can be taken up by a member who does not form part of the Committee. The Chief Observer will report to the Committee.
4. The Committee should meet once every three months as a minimum and more frequently when required. Decisions affecting the group can be made via e-mail if required but any such decisions must be ratified at the next Committee meeting.
5. Any committee member failing to attend 3 consecutive committee meetings will be in breach of his responsibilities and expelled from the Committee unless extraordinary conditions apply.
6. The implementation of IAM policies will be the responsibility of the Committee. Additionally, all WHAM policies will be directed by the Committee. A minimum of four Committee members, including at least two officers of the Committee, must approve policy or policy changes.
7. WHAM! IAM SFL programme will be organised so that associates and observers are based in similar localities and are available at similar times. Block courses, whilst not the norm, may be considered if the need arises.
8. A training programme for Observers will be defined by WHAM's appointed Senior Observers to achieve a consistently high standard of riding and teaching ability throughout all Club Observers. This will include Mentoring and refresher training in accordance with IAM Observer training requirements
9. WHAM! will meet as a group on the last Wednesday of every month (excluding December). The group meeting place is the Falcon Hotel, Bromyard, Worcestershire.
10. Observer Expenses. The question of observer expenses as agreed at the inaugural meeting will be the same as the ruling IAM National Maximum Contribution currently set at £10 per run.

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11. All WHAM! rides, Associate coaching, Observer training etc. will adhere to IAM guidelines. All members are individually and collectively responsible for compliance.
12. Club membership fees are payable by 31 January each year. Gift Aid Certificates should be requested.
13. Associate members who join after 31 July and fail to complete their SFL before 31 January will not have to pay membership fees for the succeeding year.
14. At the Committee's discretion and when finances allow, Senior Observer tests will be paid for out of Group funds. Ideally, observers should complete at least 2 satisfactory seasons before being considered eligible for Group funding of the Senior Observer test. Individuals who wish to pay for their own Senior Observer test can do so at any time.
15. Observers will be required to maintain a record of their observer hours by regularly updating the observer spreadsheet. Each Observer will be expected to complete one SFL programme with at least one associate member each year.
16. The Committee is responsible for the selection and training procedures of those wanting to be Group Qualified Observers.
17. The Chief Observer will be responsible for maintaining a record of issues of equipment related to observing (i.e. Hi-Vis vests, radio equipment etc.)
18. Conduct.

The Group Committee will decide on matters relating to the conduct of members. All members (including Associate Members, Full Ordinary Members, Observers and Committee members) are expected to conduct themselves in a manner that is consistent with the aims and objectives of the IAM and the Group. In the event that a matter of discipline needs to be addressed the Committee will follow IAM guidelines on the correct procedure as contained in the IAM group Handbook (s2.2.6). Should that procedure lead to the expulsion of a member, that member has a right of appeal, in the first instance to the IAM Chief Executive and finally to the Council of the Institute.

19. EXPENSES.

- a) Reimbursement of expenses related to committee duties (stamps, printing costs, telephone calls) will only be accepted if committee members keep accurate records of their expenditure. To minimise expenditure, maximum use will be made of the internet and e-mail.
- b) Reimbursement of out of pocket expenses paid by Group Members on behalf of the group will only be accepted if identified to, and approved by, the officers of the group before any commitment is made to accrue them.
- c) Members, in the case of expense claims will include Committee officers, Committee members, Observers, Full ordinary Members and Associates.

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- d) An estimate of the amount should normally be identified when a plan to attend or organise an event is put before the committee for approval.
- e) If time does not allow, the estimate should be put before an officer of the group (Chairman, Secretary, Treasurer) who will seek a consensus from the other officers for a timely reply.
- f) Accurate records must be kept of any expense claims made and any out of pocket expense claims should, whenever possible, be supported by appropriate documentation.
- g) Valid Claims may include:-
 - Purchase of equipment which becomes the property of the group e.g. Gazebo, cones, signs.
 - Purchase of comestibles for events e.g tea, sandwiches, cakes.
 - Hire of premises or equipment e.g meeting rooms, portable toilets.
 - Fees for attendance at training events e.g Observer training weekend.
 - Consumable items for use by group members.
 - Travel expenses for exceptional journeys, not including travel to meetings or events in region3.
 - Other items specifically agreed by the committee or by the officers with subsequent ratification by the committee.