



CONSTITUTION

1. NAME

1.1 The name of the organisation shall be the Association of Drink Drive Approved Providers of Training (ADDAPT)

2. AIMS OF THE ASSOCIATION

2.1 To achieve best practice and effectiveness in the operation of approved drink drive rehabilitation scheme

2.2 To support the needs of all members providing the scheme.

2.3 To work collaboratively with DfT, DSA and other road safety agencies and organisations in the interests of road safety, the general public and represent the views of scheme members on matters which directly affect their delivery.

2.4 To work collaboratively with DSA to develop and improve consistent standards of delivery and administration.

3. OBJECTIVES

3.1 To provide a national platform for the exchange of information relating to drink drive rehabilitation.

3.2 To present opinions and recommendations on matters related to drink driving to its members, government bodies, DSA and others.

3.3 To ensure nationwide (England, Wales and Scotland) coverage.

4. MEMBERSHIP

4.1 Full membership of the Association is open to all providers of DDRS courses.

4.2 Each provider shall be entitled to two representatives.

4.3 In the event of any proposal requiring a vote then each provider shall be entitled to one vote only irrespective of the number of representatives at a meeting.

5. TERMS OF MEMBERSHIP

5.1 Members must be providing DDRS courses or have approval to deliver DDRS courses.

5.2 Members must agree to abide by policies and procedures agreed by majority of the members.

5.3 Members bringing the Association into disrepute e.g. going into administration, found to be consistently not adhering to agreed policies and procedures, no longer a fit and proper person following a police conviction, may be expelled from the membership. Any recommendation to remove from the membership will be made by the Management Group and presented to the Association at the AGM or Extraordinary Meeting for an appropriate majority vote.

5.4 Members are permitted to use where appropriate, and as agreed by the Association the nationally approved logo for the Association.

5.5 Members must pay any fees or charges as advised by the Management Group and agreed by the Association. Members will pay a joining fee plus an annual membership fee to confirm membership of the Association and secure a single voting right. This figure will be recommended by the Management Group and agreed at the Annual General Meeting.

5.6 Members shall take such steps as are necessary to ensure that a client has the opportunity to undertake a course of DDRS as near as possible to their place of choice.

5.7 Members must abide by the Standard Operating Procedures and Policies prescribed by the Management Group.

5.7 Members must co-operate in evaluation and monitoring programmes undertaken by the DSA or their nominated bodies.

5.8 No Member may operate a scheme in an area, unless they are specifically approved by the DSA to do so.

6. CONDUCT OF THE ASSOCIATION

6.1 The Association shall hold at least four meetings each year one of which shall be designated as the Annual General Meeting.

6.2 The Treasurer of the Association shall be accountable for all funds and shall manage the financial affairs by means of a bank account.

6.3 In the event that the Treasurer shall be indisposed, the Chairperson or Secretary shall assume authority to manage the financial affairs until a replacement Treasurer can be found.

6.4 The Management Group shall ensure that the accounts are checked and agreed on an annual basis by the Chairperson and Secretary signing a bank statement and this is presented at the Annual General Meeting of the Association.

6.5 The Association will provide appropriate support, as determined by the Management Group, to any qualifying member who is in dispute with the DSA to qualify for such support a member will need to demonstrate:

a. Full compliance with the Terms of Membership of ADDAPT

b. Justification for non-compliance with the Terms of the scheme (approved by the ADDAPT Management Group.

7. MANAGEMENT GROUP OF THE ASSOCIATION

7.1 The following officers and 2 members of the Management Group shall be elected on an annual basis:

Chairperson

Vice Chairperson

Secretary

Treasurer

PR/Marketing

Existing Management Group members can seek re-election.

7.2 Any member wishing to be nominated for any of the officer posts (Chair, Vice Chair, Treasurer, Secretary or PR/marketing Association, must be proposed and seconded by members of the Association in writing to be received by the secretary or acting secretary 30 calendar days prior to the AGM or extraordinary AGM at which the election is to be held.

7.3 The Management Group shall have the authority to establish any Working Groups it considers appropriate. Any such Group is accountable to the Membership and will include a member of the Management Group. The Management Group will report to members.

7.4 If a member of the Management Group attends less than 50% of notified Management Meetings in a 12 month period, the remaining Management Team have the agreed authorisation from the association's members to remove said individual and advertise the post for re-election.

7.5 The quorum necessary for the transaction of business by the Management Group shall be four.

7.6 A permanent position on the Management Group shall be offered to a representative of the DSA to discuss matters appertaining to the delivery and development of DDRS This position will act in an advisory role and will not have any voting rights.

7.7 Matters on which the Management Group believe will have a significant impact on members' business operations to be reported back to the membership for agreement or notification in writing at least 4 weeks prior to the meeting or as soon as possible.

8. AMENDMENTS TO THE CONSTITUTION

8.1 Any amendments to the Constitution shall be made only at the Annual General Meeting of the Association and shall be agreed by the majority of those entitled to vote. Proxy vote will be accepted where members are unable to attend in person.

8.2 Any proposed amendments to the Constitution must be circulated to the Members 30 days prior to the Annual General Meeting.

9. DISBANDMENT OF THE ASSOCIATION

9.1 In the event of the termination of DDRS the Association shall be disbanded.

9.2 The accounts of the Association shall be finalised and any monies remaining shall be distributed on a percentage basis calculated on the member contribution for that year to Members.