



# BRITISH ASSOCIATION of DANGEROUS GOODS PROFESSIONALS

## CONSTITUTION

### 1. NAME OF THE ORGANISATION

1.1 The organisation shall be an unincorporated professional body and be called the British Association of Dangerous Goods Professionals and will be referred to in this document as 'The Association'. The short title shall be BADGP.

1.2 The names 'British Association of Dangerous Goods Professionals' and 'BADGP', and the diamond logo used in this constitution, are the property of the Association.

Paid up members and sponsors will be issued with 'Member' or 'Sponsor' variations of the logo for their use.

Usage by any other organisation has to be approved by the Committee in advance of that usage.

### 2. AIMS

The aims of BADGP shall be:

- 2.1 to promote:  
Greater awareness of Dangerous Goods in all modes of transport,  
Improvements in the identification, classification and labelling of Dangerous Goods,  
Compliance with, and awareness of, all relevant legislation,  
Safety in all areas'  
Awareness of the Association and Dangerous Goods in general
- 2.2 To provide a forum for sharing experiences, views and information.
- 2.3 To help identify and promote specific training and appropriate competency standards.
- 2.4 To make information available to members and other relevant bodies.
- 2.5 To liaise with organisations and industry with regard to Dangerous Goods.
- 2.6 To engage in communication and advocacy with appropriate authorities with regard to Dangerous Goods.
- 2.7 To promote other activities as shall be determined by the Committee supporting the aims of the BADGP.
- 2.8 To engage in all the above activities on a non-profit making basis.



[www.facebook.com/badgp](http://www.facebook.com/badgp)



[www.linkedin.com/groups/British-Association-Dangerous-Goods-Professionals-3393106](http://www.linkedin.com/groups/British-Association-Dangerous-Goods-Professionals-3393106)



[@badgp\\_dqsa](https://twitter.com/badgp_dqsa)

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## 3. MEMBERSHIP

### 3.1 General

Applicants are admitted as personal members only, not as representatives of their employers, regardless of whether that employer might pay their membership and other fees. Membership is not transferable.

### 3.2 Classes of Membership

The four classes of Membership are:

#### 3.2.1 Member

Membership is open to any person who has an interest in Dangerous Goods.

#### 3.2.2 Corporate Member

Companies may purchase membership for individual named employees who have an interest in Dangerous Goods.

#### 3.2.3 Student Member

Student membership is open to anyone in full time education or on an accredited Apprenticeship who has an interest in Dangerous Goods. Proof of student status is required. The subscription fee will be at a rate specified by the Committee.

#### 3.2.4 Honorary Life Member

Honorary Life Membership may be granted to a member who is no longer active in the running of BADGP but who has made an outstanding contribution to BADGP. This shall be decided at an Annual General Meeting, acting on the recommendation of the Committee, and will be granted free gratis.

#### 3.2.5 Rights of Membership

3.2.5.1 Members, and Corporate Members may  
Apply to be a member of the Association's Committee,  
Attend and vote at a General Meeting,  
Submit articles for inclusion in the e-news  
Enjoy the full benefits of the Association.

3.2.5.2 Honorary Life Members and Student Members may  
Attend a General Meeting,  
Submit articles to the Committee for inclusion in the e-news  
Enjoy the full benefits of the Association.

### 3.3 Application for Membership

3.3.1 A prospective member shall apply via the application form on the BADGP website. Applications shall be accompanied by payment of the annual subscription.

3.3.2 Companies shall apply to the Association Administrator with the details of the number of memberships they wish purchase using the BADGP application form. New members will only be granted access to all the benefits of the Association once payment of the subscription has been received.

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- 3.3.3 Membership of BADGP may be rejected, by the committee, where it is felt the purpose of the membership application runs contrary to the aims of BADGP.
- 3.3.4 In applying for membership an applicant/company agrees to pay the membership subscription invoice and abide by the constitution and policies of BADGP.
- 3.3.5 The BADGP Committee reserve the right to grant membership 'Free of Charge' to individuals according to the industry role they may have e.g., senior members of the Dangerous Goods Division of the DfT. These are reviewed annually.

## 3.4 Subscriptions

- 3.4.1 Subscriptions shall be payable annually. The amount for the next year (effective from Jan 1<sup>st</sup>) shall be decided by the Committee and confirmed to the membership at the AGM. Invoices shall be issued one month before expiry of membership.
- 3.4.2 Subscription renewal shall be due on the anniversary of the member joining the Association.
- 3.4.3 If the subscription is not received within 2 months of the due date, then membership will be deemed to have been cancelled and access to the member's area of the website will be revoked.

## 3.5 Termination of membership

- 3.5.1 A member who resigns from BADGP or a company that cancels an employee's membership shall not be entitled to any refund of subscription.
- 3.5.2 The Committee reserves the right to terminate the membership, and associated privileges, of any member at any time. A person so affected shall have the right of appeal before the Committee, whose decision then will be final and binding. Any person whose membership is so terminated shall not be entitled to any refund of subscription.

## 3.6 Register of Members

- 3.6.1 The Association Administrator shall maintain a Register of all members.
- 3.6.2 The Register shall include the member's name, professional interests and organisation. This information may be provided to any members who request it, but only for those members who have agreed to have their details published. It may not be published, disclosed or used for any activity not strictly connected to the activities of BADGP.
- 3.6.3 Individual member's details shall not be disclosed outside BADGP without that member's written consent as per GDPR

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## 4. MEETINGS

### 4.1 Annual General Meeting (AGM)

- 4.1.1 Notice of the Annual General Meeting, which shall be held within six months of the Association's financial year end, shall be sent out by email at least 28 calendar days before the date of the meeting and posted on the members' area of the Association's website.
- 4.1.2 The Agenda shall be laid out to a prescribed layout approved by the committee.
- 4.1.3 Members will be issued with a set of properly examined annual accounts for approval.
- 4.1.4 Minutes of the previous AGM will be made available to members via the BADGP website.
- 4.1.5 Members will be able to raise issues or make suggestions, in writing, about the running of the Association at the AGM (by inclusion of such matter in the agenda) via a committee member and shall receive a written reply.
- 4.1.6 The meeting shall be run by the Chair of BADGP or, in their absence, the Vice Chair or by a nominated deputy from the Committee.
- 4.1.7 Members may request an item to be placed on the agenda by written notice to the Chair of BADGP at least 21 days in advance of the meeting. A final agenda shall be made available at the AGM.
- 4.1.8 Each Member shall be entitled to one vote, which shall be displayed by voting card or by show of hands where there is an adequate vetting procedure. If the votes are equal, the meeting Chair shall have a second and casting vote.
- 4.1.9 If the AGM is not able to be held in a 'face to face' environment, then it will be held via a virtual format approved by the committee. Information on and links to attendance shall be sent with the Notice of the AGM as per 4.1.1. Voting shall be 'live' during the meeting via a secure and confidential system approved by the committee. If there is a problem with voting during the meeting, electronic ballot papers will be sent out within 24 hours of the end of the meeting
- 4.1.10 The quorum for voting at an AGM shall be at least 15% or 30 (whichever is greater) of the current membership. In the absence of a quorum a ballot shall be arranged to decide on all matters that require a vote. An electronic ballot listing all such issues shall be circulated to the last known email address of each voting member as soon as possible after, but at the latest within 28 days of the original meeting. Responses shall be returned by a date to be determined by the Committee. The Association Administrator shall arrange for the votes received to be counted and announce the result to the members. Paper ballot papers will be available on request and need to be returned within the same timeframe as the electronic ballots.

### 4.2 Extraordinary General Meeting (EGM)

- 4.2.1 An Extraordinary General Meeting shall be convened at the written request of at least 50% of the Committee or at least 15% or 30 (whichever is greater) of the

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current membership, stating the purpose of the meeting.

- 4.2.2 An EGM shall only consider the matters referred to in the notice. At least 28 calendar days written notice by email shall be given.
- 4.2.3 Voting at an EGM shall be as in subsection 4.1.10. Voting rights will be as described above in 4.1.8. With the exception of the amendment of the Constitution (see 7), matters shall be decided by a majority of votes. The Chair of the meeting shall have a second and casting vote where necessary.
- 4.2.4 The meeting shall be run by the Chair of BADGP or, in their absence, the Vice Chair or by a nominated deputy from the Committee.
- 4.2.5 If the EGM is not able to be held in a 'face to face' environment, then it will be held via a virtual format approved by the committee as per 4.1.9.
- 4.2.6 The quorum at an EGM shall be at least 15% or 30 (whichever is greater) of the current membership. In the absence of a quorum a ballot shall be arranged to decide on all matters that require a vote. An electronic ballot listing all such issues shall be circulated to the last known email address of each voting member as soon as possible after the EGM, but at the latest within one calendar month of the date of the original meeting. Responses shall be returned by a date to be determined by the Committee. The Association Administrator shall arrange for the votes received to be counted and announce the result to the members. Paper ballot papers will be available on request and need to be returned within the same timeframe as the electronic ballots.

## 5. COMMITTEE

### 5.1 Membership of the Committee

- 5.1.1 BADGP shall be managed by a Committee comprising no more than 18 persons, including the Officers and other elected members.

Committee members are expected to provide a commitment to the committee and have regular involvement in at least 1 sub-group.

- 5.1.2 Committee members are elected at the AGM for the following year.
- 5.1.3 If a casual vacancy or the need for further Committee members occurs, the Committee may co-opt any member of the Association on to the Committee if that member shall so agree. That member shall retire at the next AGM, whereupon they may stand for election to the Committee.
- 5.1.4 Where there are more applications than positions on the Committee, applicants must submit an application form, in the format agreed by the Committee, at least 7 days prior to the AGM explaining their reasons for wishing to be on the committee.
- 5.1.5 The completed application forms will be circulated to the membership at the AGM and voted on at the AGM on a ballot paper that indicates all members who seek election. Ballot papers shall be independently counted by a member or members not standing for election.

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## 5.2 Committee Meetings

- 5.2.1 The Committee shall meet at least three times per year. Questions arising shall be decided by a simple majority of those present. If necessary the Chair of the meeting shall have a second and casting vote.
- 5.2.2 The quorum for a Committee meeting shall be 6 persons, including at least one officer who, in the absence of the Chair, will lead the meeting.
- 5.2.3 The Committee may establish sub-groups and arrange other meetings to promote the aims and activities of BADGP.
- 5.2.4 The head of each sub-group shall submit a report at each Committee meeting.
- 5.2.5 The Committee may invite, as it deems appropriate, any suitable person to the AGM, EGM, Committee or any other meeting. Such persons shall not be entitled to vote at any BADGP meetings.
- 5.2.6 Where necessary, the Committee shall provide guidelines to be followed by people acting on behalf of BADGP. Such guidance shall be made available to any member at their request.
- 5.2.7 Any sub-group shall have authority for decisions that have to be made between Committee meetings in accordance with the constitution and shall submit a full report for adoption at its next meeting. Any decision having financial implication will require ratification from the committee.
- 5.2.8 In furtherance of the objectives of BADGP, the Committee shall:
  - 5.2.8.1. Establish the qualifications for membership,
  - 5.2.8.2. Set out the policies of the Association,
  - 5.2.8.3. Set fees for membership, determine charges and payments for any services incurred,
  - 5.2.8.4. Engage an independent administrator and treasurer if necessary.

## 5.3 Committee Officers

- 5.3.1 The Committee shall elect the Officers: Chair, Vice Chair, Treasurer and Heads of Sub-groups from their own number at the first Committee meeting following the AGM.

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## 6. ACCOUNTS

- 6.1 The Committee shall ensure that the BADGP finances are properly managed, and that at no time are the commitments to be in excess of assets.
- 6.2 The Treasurer shall keep the accounts and present a report on the financial position of BADGP at each Committee meeting.
- 6.3 The Treasurer shall prepare the accounts for examination within four weeks of the end of the association's financial year (January – December).
- 6.4 The Committee shall ensure that the accounts are independently audited before being presented at the AGM. The Auditor shall have no direct connection to a member of the committee.
- 6.5 The Treasurer shall present the examined accounts to the AGM. Copies of these accounts shall be made available to all members present and subsequently to all members as part of the minutes of the AGM. The method of making available shall be by any method deemed fit by the Committee.
- 6.6 When travelling to General Meetings, Committee Meetings and meetings at which BADGP is represented, Committee Members and ex-officio members may claim economy rail or air travel at the lowest available fare. Car users may claim mileage at a rate established by the Committee, and other car-related costs such as parking and tolls. Where unavoidable, taxi fares and subsistence may be claimed.
- 6.7 Receipts for all expenses, however small, must be attached to the claim form. No expenses shall be reimbursed where there is no receipt. Mileage costs for car sharing shall be paid only to the owner of the vehicle.

## 7. AMENDMENTS TO THE CONSTITUTION

- 7.1 No addition, alteration or deletion shall be made to any existing Article of the Constitution of BADGP except at an AGM or EGM.
- 7.2 Any proposal, other than a change recommended by the Committee, for a change to the constitution shall be made in writing and supported by at least 15% or 30 of the membership, whichever is greater. Any proposal by the Committee to amend the constitution shall be made in writing.
- 7.3 The Committee shall send by e-mail, or any method deemed fit by the Committee, details of any proposals to amend any part of the constitution to each member, at the latest at the same time as the notice calling the AGM or EGM.
- 7.4 Any proposal for alteration, addition or deletion to the existing Constitution requires a two-thirds majority of the members present at the AGM or EGM, provided there is a quorum as provided for in 4.1.9 and 4.2.5.
- 7.5 The constitution is to be reviewed by the Committee at least every 2 years.

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## 8. INTERPRETATION OF THE CONSTITUTION

- 8.1 The Committee shall have the sole power to resolve any question that may arise concerning the interpretation of the Constitution of BADGP, whether in full or in part.

## 9. DISSOLUTION

- 9.1 BADGP shall only be dissolved by resolution of an AGM or EGM, which shall have been called as laid down above, or at the discretion of the Committee by result of an electronic ballot of the members, sent to their last known email address and organised by the Committee. A majority of members present at an AGM or EGM or those returning the ballot papers shall be necessary for dissolution.
- 9.2 Responses shall be returned by a date to be determined by the Committee. The Association Administrator shall arrange for the votes received to be counted and announce the result to the members. Paper ballot papers will be available on request and need to be returned within the same timeframe as the electronic ballots.
- 9.3 In the event of dissolution, the Committee shall remain in being for as long as is necessary, and with the sole power and discretion, in order to distribute any remaining assets of BADGP, all liabilities having been fully and completely discharged. These assets shall not be applied to the benefit of any member but shall be distributed to other Societies or Charities with aims broadly similar to those of BADGP.

END

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