

## 4.8 Local Groups – Terms of Reference

### Introduction

Local Groups offer a local focus for Boundless by CSMA activity and within the limits of overall policy they enjoy a great deal of autonomy. A Local Group is the organisation concerned with the practical application of member interests around a specific geographical area.

The following paragraphs contain some guidance notes to inform members of some of the requirements for running Groups. Other sections of this Club Handbook contain comprehensive information relating to Groups and are referenced within the paragraphs below.

There are two types of Boundless by CSMA Groups - Local Groups with a full Committee, and Low Overhead Groups (LOGs) which are organised by a Leader.

### Local Groups

#### a. Formation

Any local body of at least 15 members may, with the approval of the Club Council, form a Local Group of the Association. A Local Group's activities shall be controlled by a Committee with a Chairman, a Secretary, a Treasurer and such other Officers as the Club Council may approve, elected by its members.

Each Local Group holds an Annual General Meeting to elect its Officers & Committee Members, and to debate any submitted Motions.

#### b. Rules

Each Local Group shall frame its own rules which must receive the approval of the Club Council before they may be enforced. The rules of a Local Group shall follow the format given in the Terms of Reference (ToR). A Local Group may make additions or amendments to the standard ToRs but those changes may only be implemented after ratification of those amendments by the Club Council.

#### c. Event Organisation

Local Groups organising events shall submit a Single Event Notification Form (SEN) before the event and shall submit attendance numbers after the event. Further details can be obtained in the Events Planning Handbook.

#### d. Finance

Each Local Group shall be authorised to incur expenditure up to a maximum to be determined by the Club Council.

The quarterly accounts of a local Group shall be submitted to the Member Communities Team.

All Local Group banking accounts shall be opened in the name of "The Civil Service Motoring Association Limited (.....Group)".

### **Terms of Reference**

Set up by the Club Council under Sections F27-29 of the Articles of Association.

#### **Composition**

1. Chairman
2. Secretary
3. Treasurer
4. A minimum of 3 additional Committee Members

#### **Eligible for Attendance**

1. Club Leader
2. Club Treasurer.
3. Club Council Chair
4. A Local Group Representative from Club Council
5. Others by specific invitation.

#### **Notes**

- a) The Chairman, Secretary, Treasurer and Committee Members are elected annually at an AGM. No member may simultaneously hold more than one post on any single committee.
- b) The committee may co-opt members to fill vacancies on the committee. The committee may also co-opt up to 3 additional members for specific roles.
- c) Only Voting Members of the Association as defined in the Articles of Association may be elected or co-opted to the Group Committee.
- d) Only elected or co-opted members shall have voting rights at meetings of the committee.
- e) The quorum for a committee meeting shall be 50% of the elected members of the committee and must include at least one of the following - Chairman, Secretary or Treasurer.
- f) The quorum for a Group AGM shall be 10 members.

#### **Responsibilities**

1. To engage members and encourage them to take part in all Boundless by CSMA activities both locally and nationally.
2. To co-ordinate implementation of the approved Member Communities Strategy.
3. To hold an AGM during the months of March or April, this shall be advertised to the Membership via digital means and as appropriate in printed format. Other advertisements shall be at least 14 days prior to the meeting.
4. The AGM calling notice shall invite nominations for Chairman, Secretary, Treasurer and Committee Members and any motions to be debated at the AGM.
5. The incumbent Secretary shall receive and present at the AGM all nominations for Chairman, Secretary, Treasurer and Committee Members. Members cannot nominate themselves.
6. The Treasurer to prepare and publish annual accounts at the AGM.
7. To renew a commitment to adhere to the rules and principles of the Group's Charter through signing the Charter document following the AGM, a copy of which shall be sent to Member Communities Team.
8. For the overall control of the approved Group budget and to deliver the Group budget Plan.
9. To send delegates to meetings as requested to the Club Council.
10. To promote and provide a diverse range of local activities and events.
11. To comply with the Club Finance and Accounting rules.
12. To produce minutes within 14 days of every meeting, a copy of which shall be sent to all attendees, Local Group Representatives of Club Council and the Member Communities Team.

### Authorities

1. To manage the annual budget approved by the Club Council in compliance with the Club Finance and Accounting rules.
2. To open and run bank accounts in accordance with the Club Finance and Accounting rules.
3. To prepare an annual budget.
4. To call and hold an AGM during the months of March or April.
5. To co-opt Voting Members of the Association as defined in the Articles of Association, as necessary.
6. To invite non-members to attend individual meetings of the committee in a non-voting capacity.
7. To appoint sub-committees as necessary.

8. To draft Terms of Reference for any Group appointed sub-committee, and forward them to the Club Council for approval, and to the Club Documentation Sub-Committee to review for compliance with club requirements before implementation.
9. To appoint and mandate delegates to meetings as requested by the Club Council.
10. To promote activities compatible with the Boundless by CSMA ethos.

### **Accountability**

1. To the Club Council.
2. To the membership of the Association.

### **Notes**

- a) These Terms of Reference may be personalised by the addition of an approved Group Title, e.g. Boundless Brighton Group, Boundless Brighton Roller Skating Group, etc.
- b) Any other proposed changes to these Terms of Reference must be made through the Club Council for endorsement, who will then forward them to the Club Documentation Sub-Committee to review for compliance with club requirements before implementation.