

# **CLUB RULES**

## **1. The CLUB RULES**

The name of the Club shall be “The Eastwood and District Motor Club Limited”, (“the Club”).

All Members are to be made aware that these “Club Rules” are formed as an-abridged version of the Club’s full revised Articles of Association. Any conflict between these documents, the Articles of Association will take priority.

**2. OBJECTS** a. To further interest in motoring and motor sport.

b. To provide members (“Members”) with information, advice and assistance on matters connected with motoring and motor sport.

c. To observe the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to Motorsport UK

d. To promote motor competitions in accordance with the Rules of Motorsport UK.

e. To arrange tours, lectures, and engage with members through social gatherings and other meetings.

f. To provide Members with such benefits and privileges as it may be possible to arrange on their behalf.

## **3. CONSTITUTION**

Any person regardless of their sex or gender identity shall be eligible for membership. The membership shall consist of

(a) Single Member – aged 18yrs and over

(b) Joint Membership – both aged 18yrs and over and consist of two persons - Husband/Wife/Spouse/Partner – both residing in the same residential postal address

(c) Junior Membership – sole person aged less than 18yrs of age

(d) Honorary Members – aged 18yrs and over.

## **4. MANAGEMENT**

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers, and do all acts in furtherance of the objects for which the Club is established and or is approved by the Club in a General Meeting.

## **5. ELECTION OF OFFICERS**

The Committee of Chairman, Treasurer, Secretary and Committee Officers – plus the Honorary President of the Club and any Honorary Vice President/s, shall be elected at the Annual General Meeting which is subject to termination of office by resignation at the next Annual General Meeting following their appointment. The Committee shall have the power to co-opt other Members as they deem necessary. The retiring officers, Committee Officers and Honorary person/s shall be eligible for re-election.

Available Directorship positions shall be notified by the Committee prior to the nomination deadline for the AGM.

The Club Chairman's term of office to be limited to 3 years (unless no other candidates in which case may stand for a maximum of a further 2 years).

## **6. COMMITTEE**

The Committee shall consist of (firstly) :-

- Five Club Directors – these shall be Club Chairman, Club Secretary, Club Treasurer and two other Club Members – all must be 18yrs or older. Number of Directors will number not less than five and not more than five.
- Further Club Officials to the Committee – with specific named roles for example Competition Secretary, Chief Marshal, Membership Secretary, Social Media Officer, Association Delegate, Webmaster, Safeguarding Officer, Awards Secretary - these may include Junior Membership members.

All Committee Members aged 18yrs and over and holding a specific named Committee post as listed, are entitled to vote when personally present and the minimum quorum required for any Committee Meeting shall be five (5) persons in total.

The Chairman may invite any Honorary Member into a Committee Meeting.

Nominations of Director Candidates for election to the Committee must be received by the Secretary not less than twenty-one days before the Annual General Meeting, with an intention set out in writing and signed by each Member nominated, that he/she is willing to serve. Nominations of Director Candidates shall be signed by the Member proposing them. A Junior Member may not stand as a Director.

The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of any matter which is specially referred to such a Sub-Committee.

## **7. MEETING OF COMMITTEE**

The Secretary either of his/her own accord or by the direction of the Chairman shall, unless otherwise agreed by all the Committee, give at least seven (7) days written notice of a meeting.

## **8. ABSENCE FROM COMMITTEE**

Any Member of the Committee who shall, without any reasonable explanation, absent himself from three consecutive Committee meetings, may be called upon to resign his position upon the Committee.

## **9. DUTIES OF SECRETARY**

It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the Club and all meetings of the Committee to take minutes of the proceedings. Such minutes shall be entered in a book/recorded electronically and presented at the following meeting and signed/verbally confirmed by the Chair, following the Committee confirming they represent a true and accurate reflection of the minutes recorded.

## **10. BANKING**

All monies of the Club shall be banked by the Treasurer in the name of the Club, and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the Committee.

## **11. ELECTION OF MEMBERS**

Applications of candidates for Membership of the Club shall be submitted to the Committee by the Membership Secretary, and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate and names of his proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who is not known to any Member of the Club, the Committee shall be empowered to carry out the election after proper enquiries and been made and reported to the Committee.

The Guarantee Liability of each Member is limited to £0.50 (the Club is a Company, Limited by said guarantee).

Membership of the Club shall continue only for the period covered by the current subscription.

All applications must be made by an individual in his/her own correct name and be signed by the said applicant personally. Applications by persons under the age of 18 years (a Junior Membership) must be countersigned by a parent or guardian – who do NOT need to be a Member of the Club.

## **12. MEMBERSHIP OF ANY OTHER CLUB**

A candidate is permitted to be a Member of another club or organisation.

## **13. PROVISIONAL MEMBERS**

Any candidate for membership of the Club whose subscription has been accepted by the Membership Secretary shall become a provisional Member of the Club. Provisional membership of any candidate shall only be valid until the meeting of the Committee next, after payment of the subscription of such candidate is received, in accordance with clause 16 below, and such membership is approved by the Committee.

## **14. VOTING OF COMMITTEE MEMBERS**

Each Committee Member (roles listed above) present at a meeting of the Committee shall be entitled to exercise one vote by a show of hands (subject to the voting rules as above). The Committee shall vote by ballot if any Member present so demands. A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership.

## **15. SUBSCRIPTION**

Membership Subscription levies will be agreed by the Committee on an annual basis and any changes advised to the Membership at the next AGM prior to changes. See also paragraphs 21 and 22. The Committee may agree special “half-yearly subscription rates” and wording.

## **16. PAYMENT OF SUBSCRIPTIONS**

Club membership levies are due 1<sup>st</sup> January annually for 12 months, in full.

## **17. NEW MEMBERS**

Any new “Provisional Member” should have already paid their membership in full. Subject to the Club Committee approving the new Member, the Membership Secretary will advise the person/s accordingly and issue the Membership Cards. Should Membership be approved but the membership fee pre-paid, subsequently fail/be returned – the membership application will be revoked.

## **18. NON-PAYMENT**

Any Member of the Club who has not paid his/her renewal subscription within two clear months of the date on which it became due shall be notified of the fact in writing, by the Secretary or the Treasurer. If, after one month thereafter, any Member who has still failed to pay his/her renewal subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members with immediate effect. No Member whose subscription is in arrears shall be eligible to take part in any competitions organised by the Club and under the rules of Motorsport UK.

## **19. RESIGNATION**

Any Member wishing to resign his membership shall give notice in writing to the Secretary on, or before, the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the following year. Any Member ceasing, voluntarily or otherwise, to be a Member of the Club, shall thereafter immediately cease to have any claim upon the property of the Club or to enjoy any privileges of membership, and shall remain liable for the payment of any debts due or outstanding (contracted before they ceased to be a Member), to the Club within one year after they ceased to be a Member. Note 18 "Non Payment" above – should a member not have renewed their subscription within the timelines provided above, they will be taken off the Register of Membership and not eligible to take part in competitions organised by the Club/under the rules of Motorsport UK - but are still held liable for the payment of any debts due or outstanding (contracted before they ceased to be a Member), to the Club within one year after they ceased to be a Member.

## **20. USE OF CLUB NAME AND ADDRESS**

The name and address of the Club shall not be given by a Member as his address for trade, advertising or business purposes, or in connection with any legal proceedings.

## **21. EXPULSION OF MEMBERS**

If, in the opinion of the Committee and in the best interests of the Club, it becomes necessary to ask a member to withdraw from the Club, it shall set out in writing giving a clear explanation and reasons for doing so. If the Member declines, he/she shall have the opportunity to appeal to the Committee and a meeting of the Committee will be arranged within 6 weeks following the date of the expulsion letter. Members of the Committee and the Member whose expulsion is under consideration, shall be given at least 14 days' notice of such a meeting and shall be offered the opportunity to provide an oral or written explanation of his/her conduct. If two thirds of the Committee Members present vote in favour of an expulsion, he/she shall thereupon cease to be a Member of the Club and the decision will be final.

## **22. THE ANNUAL GENERAL MEETING**

The Annual General Meeting of the club shall be held in the month of October in each year at a date and time to be fixed by the Committee, giving 21 days prior notice of the Meeting. The quorum required shall be ten percent (10%) of the current Membership. The Annual General Meeting shall:

- a. receive from the Club Treasurer a full statement of accounts duly audited by the Committee detailing the receipts and expenditure for the year ending
- b. receive from the Club Chairman a report of the activities of the Club during the said year
- c. elect the Chairman, Secretary and Treasurer of the Club (all Directors) plus a further two Directors

- d. elect the Committee Officers.
- e. may elect any Honorary President and Honorary Vice President/s,
- f. decide on any resolution which may be duly submitted and placed on the Agenda for the meeting as hereinafter provided.

### **23. EXTRAORDINARY GENERAL MEETINGS**

An Extraordinary General Meeting may be convened by direction of the Committee, or on a requisition of the Secretary stating the business for which the Extraordinary General Meeting is required. Ten percent (10%) of the current Club Membership shall form a quorum.

### **24. AGENDA**

When Members wish a matter to be discussed at an Annual General Meeting, the text of such matters signed by at least two members shall be sent to the Secretary at least 14 days before the date of such meetings, so that it may be included in the Agenda.

A copy of the Final Agenda shall be sent to each member at least five days prior to the meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings. No business which is not included in the Agenda shall be discussed at the meeting unless every Member present is in favour thereof.

### **25. VOTING AT AGM and EGM**

Every person (aged 18 years or over) with a right to be present may exercise one vote. The Chairman shall be entitled to vote and will hold the power if required of a casting vote. At all General Meetings a majority of votes decides a resolution except when changing the Articles of Association which shall require 75% majority.

Proxy voting may be allowed subject to the Member completing the Proxy Form in full and correctly – this will be supplied to them by the Club Secretary with the other AGM documents – and returned to the Secretary in accordance with the stated timelines.

### **26. RIGHT TO BE PRESENT**

No-one can take part in General Meetings unless he/she has been duly elected as a Member of the Club and has paid his/her subscription according to the rules.

### **27. OBSERVANCE AND INTERPRETATION OF RULES**

Every Member binds him/herself to abide by the rules of the club, and also by any modifications thereof made in conformity with such rules, and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these rules.

### **28. ALTERATION OF RULES**

Any alterations may be made in these rules by a General Meeting provided (a) that details of the proposed alteration or alterations are included in the notice of the General Meeting and (b) that the resolution proposing such alteration is carried out by two thirds of those present and voting at such General Meeting or by two-thirds of those voting should a Poll be demanded as provided for in Rule 25.

## **29. EVENTS**

All motor competitions organised by the Club shall be held under the rules and requirements of Motorsport UK.

Any Member convicted of an offence arising out of his/her being in charge of a motor vehicle in any Club event or on Club business shall be thereupon liable to expulsion from the Club under Rule 21.

## **30. COPIES OF RULES**

Every Member shall be furnished with/have the opportunity to access a copy of the Club rules and regulations on election. They will be made available on the Club Website.

## **31. SAFEGUARDING POLICY**

The Club will adopt the Motorsport UK Safeguarding Policy as per their guidelines, with relevant Safeguarding documents open to all to view on the Club website

## **32. GENERAL DATA PROTECTION REGULATION (GDPR)**

The Club will adopt a suitable policy within Motorsport UK guidelines with relevant Safeguarding documents open to all to view on the Club website.

## **33. SOCIAL MEDIA**

The Club will adopt a suitable policy within Motorsport UK guidelines with relevant Club Social Media Policy documents open to all to view on the Club website.

## **34. CODE OF CONDUCT**

Members must ensure they abide by the rules and regulations of the Club and Motorsport UK and:

- a. conduct themselves in a proper manner at all times, in the best interests of UK motor sport
- b. respect the decision of event officials
- c. treat all competitors, marshals and officials equally with respect
- d. maintain the highest standards of driving behaviour
- e. not discriminate against individuals for any reason, whether as a result of race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK and the National Court.

## **35. DISSOLUTION**

The Club may be dissolved by a Special General Meeting convened by direction of the Committee, or on the requisition of the majority of the Members. If the resolution of dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club, and if there be any surplus assets on realisation, these shall be disposed of at the discretion of the Committee towards the furtherance of Motorsport in the UK.