

# CHEVIN MOTOR CLUB

## CLUB RULES AND CONSTITUTION

### 1. General

**1.1** The name of the Club shall be **Chevin Motor Club** (denoted herein as the “**Club**”). Constitutionally the Club is an “unincorporated association” of Members and as such it has no standing in law as an entity in its own right.

**1.2** The objective of the Club is to provide opportunities for Members to participate together and with others in motor and motorcycling events such as at shows (either organised by the Club or by others), runs and social events, and to share and disseminate information that may be of interest and relevance to its Members.

**1.3** The Club shall be run and events organised by a Committee elected by the Members.

**1.4** All communications with the Club shall be conducted through Officers of the Committee.

**1.5** The Club shall endeavour to be conscious of and respect the interests of the wider community and shall conduct its affairs accordingly; this may include participation in local community and charitable events.

**1.6** These Rules may be revised from time to time, normally by the Committee proposing such amendment(s) for approval by Members at an Annual General Meeting. Following such revision, all Members shall be notified formally.

### 2. Membership, Benefits

**2.1** Membership of the Club shall be open to anyone owning or with an interest in motorised vehicles of all types and ages and shall comprise persons over seventeen years of age who have been accepted into membership by the Committee, having first completed a membership application form and having paid the annual subscription.

**2.2** Membership shall not be automatic and the Committee shall have the right of refusal.

**2.3** On joining, a Member shall confirm having read these Rules and agrees to be bound by them.

**2.4** There are two grades of membership: Individual and Joint. Joint membership is open to 2 adults.

**2.5** At events, the Club may meet host or venue costs such that Members are not required to pay individually in whole or in part, such costs being met from Club funds. Notices issued to Members for events will make it clear as to the financial arrangements.

**2.6** A Club newsletter is published monthly from **April** until **September** (inclusive) and then bi-monthly between **October** until **March** (inclusive), as a pdf file and circulated to Members by email.

**2.7** Members are expected to show courtesy and consideration to others when attending Club events and to conduct themselves in a manner that will not bring the Club into disrepute or otherwise reflect badly upon it.

**2.8** Membership may be terminated by decision of the Committee in the event of breach of Club Rules, or for any other reason that the Committee considers to be prejudicial to the smooth running of the Club

in the interest of the membership as a whole, subject to there being a fair hearing procedure should the Member concerned wish to make representations in that regard.

### **3. Member Subscriptions**

**3.1** Membership shall run for a calendar year commencing **1<sup>st</sup> January**. The Treasurer will generally issue subscription notices during the first week in October and a reminder in November. If, by **31<sup>st</sup> December**, a Member's subscription remains unpaid, a **3 months grace period (until 31st March)** will be applied. However, if the membership renewal remains unpaid, membership will cease automatically. Thereafter, the Member would have to re-apply for membership if wishing to remain in the Club.

**3.2** Those that join between **1st April** and **30th September** will normally be granted a concessionary reduction in subscription for the first year (rate to be advised). A Member who joins between 1st October and 31st December will pay the full subscription rate but it will cover the whole period from the date of joining through to the end of the following year.

**3.3** A Member who submits a letter of resignation during the year will normally forfeit the whole year's subscription.

### **4. Club Committee and Administration**

**4.1** The Club Committee shall comprise at least three Members, being Officers of the Club: **Chair, Secretary** and **Treasurer**. Other posts may include Vice Chair, Motorcycle Chair and Webmaster.

**4.2** An Annual General Meeting (AGM) shall be held within two months of the end of the calendar (and financial) year. Officers shall prepare short reports for consideration by Members at the AGM, these being issued to Members, together with nominations for membership of the Committee.

**4.3** If circumstances so dictate, a member can be co-opted onto the Committee at any time, subject to Members being notified and the appointment being confirmed at the next AGM.

**4.4** There is no limit on the time that a Committee member may serve, subject to the member being re-elected at an AGM.

**4.5** From amongst its existing members who propose to seek re-election, the Committee shall nominate the Club Officers for the succeeding year, their appointment then being subject to approval by Club Members at the AGM.

**4.6** Decisions by the Committee on Club matters shall be taken collectively, either by unanimous resolution or by simple majority. In the latter case, if necessary, the Chair shall have a casting vote.

**4.7** The quorum for Committee meetings may be fixed from time to time by a decision of the Committee members but shall never be less than three.

**4.8** In the absence of the Chair at a Committee meeting, the other members shall elect a chairperson for that meeting.

**4.9** Written records of Committee meetings shall kept on the Club web site.

### **5. Events**

**5.1** Events are organised by the Committee and suggestions from members are always welcome.

**5.2** On Club runs, Members shall observe the Highway Code and comply with the Road Traffic Act and related legislation, including adherence to speed limits.

**5.3** Whether an event is organised by the Club or by others, participating Members do so as individuals and shall be responsible for their actions. Members shall ensure that their vehicles are roadworthy and fully insured for the purposes of participating in Club runs and at shows.

**5.4** The Committee shall ensure that the Club is covered by public liability insurance on normal commercial terms. The cover shall be determined by the committee at the time of renewal. But shall be kept under periodic review by the Committee and may be increased/decreased as and when appropriate.

**5.6** Members need to be aware that any claim that falls outside of the scope of the Club's insurance would have to be covered by the Member(s) concerned for Vehicles/passengers through their own motor or household insurance as applicable. No liability shall fall upon any Club Officer acting in good faith.

**5.7** Members may invite guests to Club events but if there is an attendance limit, Members will usually have priority. Members' guests may be required to pay for attending events at which the Member is not required to do so.

**5.8** No event shall be arranged without a risk assessment. In the case of events organised by others, the Club is simply acting as a facilitator and shall not have any liability in respect of an incident at the host venue, save one which results directly from an act or omission of a Club Officer.

**5.9** The Committee will endeavour not to enter into any undertakings with host venues which seek to put a liability onto the Club that should properly be that of the host venue itself. If in any doubt the Club's insurer shall be consulted.

**5.10** If members of the public have access to privately owned land where an event is to be held, the provisions of the Road Traffic Act apply, e.g. vehicles which are moved under their own power must be insured.

**5.11** If a party of Members decides to travel in convoy to an event, or if an event constitutes an outing on public roads in whole or in part, the insurance applicable will be the Members' own motor and/or household insurance policies, as applicable.

## **7. Club Finances**

**7.1** The financial year shall be the calendar year.

**7.2** The Club is run on a "not for profit" basis. All income from whatever source shall be utilised solely in pursuance of the objectives of the Club, save for income at events that are run in support of local charities.

**7.3** Committee members shall not receive any remuneration, nor be paid any routine expenses, but may be reimbursed for exceptional items of expenditure upon receipts being provided.

**7.4** Income and expenditure shall be transacted through the Club's bank account. The Club shall hold sufficient funds to meet the costs of its operations and to maintain a prudent contingency amount. The Committee shall determine what it considers to be "sufficient funds" having regard to the scope of the Club's activities and the number of Members. Any surpluses accumulated will not be distributed to Members but shall be utilised for their benefit through the provision of facilities and services.

**7.5** The Committee shall determine the amount of the Members' annual subscription to be levied, consistent with the above provisions.

**7.6** The Treasurer shall prepare an annual report on income and outgoings for presentation to Members at the AGM. The Club accounts will be examined by a competent person and their conclusions presented at the AGM.

**7.7** The Treasurer shall maintain a list of the Club's physical assets and their whereabouts, these generally being held by individual members of the Committee. The value of such assets shall not be included in the annual financial balance sheet save that any asset purchased within a given year shall be listed in the accounts for that year.

**7.8** In the event of the Club being dissolved, the net assets (after settling of debts and creditors) shall be returned to the Members accordingly, or in the alternative, if agreed by a majority of Members at the time of dissolution, any monies remaining to the credit of the Club shall be donated to a registered charity which is relevant to the activities of the Club and has been agreed by the Members.

## **8. Member Data and Privacy**

**8.1** Membership data is held in a secure password protected electronic database. Access is restricted to the Chair, Secretary, Treasurer and Webmaster. The Secretary shall be the 'Data Controller' for data protection legislative purposes.

**8.2** Personal data is held solely for the purposes of identifying membership and communicating with Members about Club matters. Personal data will not be passed to another member or third party, without the express consent of the Member.

**8.3** On termination of membership, a Member's personal data shall be removed permanently from the database.

**8.4** Unless the Committee is otherwise advised, a Member is deemed to have given approval to images of the Member and his/her vehicle at Club events being published on the Club's website, newsletter and Club's Social Media platforms.