

Witley & District Motor Cycle Club



Club Rules and Code of Conduct

**‘Dedicated to the Encouragement of the Sport
and Pastime of Motorcycling since 1924’**

Witley & District Motor Cycle Club Ltd
Company Number: 5654047

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Club Rules and Code of Conduct

1. Name

The name of the organisation shall be the **Witley & District Motor Cycle Club**, hereinafter referred to as 'the Club'.

2. Objectives

The Club is established to pursue the following objectives:

- a) Participation in the sport and pastime of motorcycling. The organisation, management and development of the sport and pastime for all members of the Club.
- b) Membership of appropriate leagues for the purpose of establishing **regular competitive play competition** for the Club's representative teams.
- c) The provision of training and riding facilities for its members.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport in accordance with the guidelines of the governing body.
- e) Upholding the rules of the sport.
- f) Providing equal opportunities for successful participation by all sections of the community.
- g) The promotion of the sport.
- h) The provision, encouragement and promotion of a welcoming social calendar for Club members.

3. The Dissolution of the Club

- a) A resolution to dissolve the Club may be passed at any Annual General Meeting or Extraordinary General Meeting provided that:
 - 1) The terms of the proposed resolution are received by the Secretary at least forty two calendar days before the meeting at which the resolution is to be brought forward.
 - 2) At least twenty eight calendar days notice of the proposed resolution shall be given in writing by the Secretary to all members.
 - 3) Such resolution shall receive the assent of two thirds of those present and entitled to vote (see section 8).
- b) Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to no less than three organisations associated with the sport. (Example: ACU Benevolent Fund or Youth Motorcycling). **No payments or assets are to be passed to members or subscribers of the company.**

4. Amendments to the Club Rules and Code of Conduct

The Club Rules and Code of Conduct may only be amended by a proposal and passed by a majority of members present and entitled to vote at an **Annual General Meeting or Extraordinary General Meeting**.

5. Finance and Expenses

- a) The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in section 2.
- b) The Club shall have the power to raise funds by means of yearly affiliation fees, event fees and fundraising events – both sporting and social, as determined by the Management Committee. These funds can be ring fenced for a specific activity/purpose.
- c) All monies shall be lodged in a bank account in the name of the Club.
- d) **Online banking access shall be held by the Club Treasurer. The Secretary shall also have access and be named on the account.**
- e) Any capital expenditure in excess of **£1000.00** must be passed by at least 4 members of the Management Committee.
- f) No expenses can be claimed by non-Club members without prior agreement of the Management Committee.
- g) The financial year of the Club shall run from 1st January to 31st December.
- ~~h) Subject to Witley & District Motor Cycle Club becoming a Limited Company, and subject to the provisions of the Companies Act 2006, every officer or member of the company shall be entitled to be indemnified by the company against all costs, claims and losses which he/she may incur or become~~

liable for in the execution or discharge of any office held by him/her in the company providing that officer or member complies with the club rules.

- ⇒ All Club members, Committee and Officers are volunteers. No individual shall make personal gain from any activities of the Club, or claim/be paid remuneration for time. Reasonable personal expenses, for example for travelling, shall be reimbursed upon application, given adequate justification and original receipts. Payment for external services/expenses incurred by non members may only be paid by agreement of the Committee.

6. Affiliation

The Club shall be affiliated to the **Auto Cycle Union** and abide by their current rules and guidance.

7. Code of Conduct

The Witley & District Motor Cycle Club seeks to provide both competitive and social/recreational opportunities for all Club members. Members are required to abide by the following guidelines for both their own safety and for the general good order and organisation of the events.

- a) Members are expected to conduct themselves in a polite manner at all Club events and social gatherings.
- b) Members should consider the wellbeing and safety of all participants and promote the positive aspects of the sport (e.g. fair play competition).
- c) Members should follow all guidelines laid down by the Club and the governing body.
- d) Members should never condone rule violations or rough play unfair practices and never exert undue influence over competitors to obtain personal benefit or reward.
- e) All members, be they Officials, competitors or volunteers should develop an appropriate working relationship with participants, based on mutual trust and respect.
- f) Members will adhere to the ACU guidelines on equal opportunities. No person shall be discriminated against on the basis of their age, gender, disability, race, ethnic origin, creed, colour, or sexual orientation.
- g) The Club currently meets weekly at Compton Club, 1 Spiceall Road, Compton, Surrey GU3 1JQ. Club members must obey the instructions and rules of the steward and/or the committee in relation to the club premises. Entrance is via pass cards, which are issued to members who visit on a regular basis. *??? Is this last part correct?*
- h) The Club name shall not be used in any correspondence, advertising matter, publication, clothing, website or promotion without the authority and knowledge of the Management Committee.
- i) No event shall be organised under the Club name without the prior permission and knowledge of the Management Committee and all events should be organised in accordance with the Club governing body's guidelines. *??? Is this more accurate?*
- j) No event or function held on behalf of the Club shall be organised or run by less than two members, of which one should, if possible, be a serving Committee member or Officer of the Club.
- k) All officials organising events should hold the appropriate valid qualifications that are needed for their role in the event.

8. Membership. (Discuss application/payment procedure)

- a) All members are subject to the constitution of the Club and the regulations of the National Governing Body.
- b) Membership of the Club is open to all individuals provided they comply with the Club Rules and Code of Conduct.
- c) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual orientation, impairment or disability.
- d) All applications for membership shall be accompanied by the appropriate annual membership fee.
- e) A list of all members shall be accessible by the Club Secretary, Treasurer and Website Administrator, and the same list shall be updated monthly. The use of the membership list shall be in accordance with the rules of the 'Data Protection Act'. *??? Do we comply?*
- f) Each full member and honorary life member shall be entitled to attend and vote at Annual General Meetings and Extraordinary General Meetings, including the Chairperson, Club Officers and Committee members. In the event of a tie the Chairperson shall have the casting vote.

- g) Full and honorary life members may be elected and serve on the Management Committee.
- h) All members shall have access to a copy of the relevant Club Rules and Code of Conduct.
- i) The membership year is annual., i.e. 1st January to 31st December.
- j) Membership fees shall be set annually by the Committee.
- k) Members shall be enrolled on the following categories:
 - 1) Full member (holds voting rights). **NB Junior membership removed*
 - 2) Honorary life member (holds voting rights) (a maximum of 5 may be awarded by the committee. This position is granted automatically after 50 years of continuous service).

9. Suspension, Refusal or Termination of Membership

- a) The Management Committee shall be entitled to:
 - 1) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in section 2 of this constitution.
 - 2) For good and sufficient reason (*example? does this need clarifying*) to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the Committee (a minimum quorum of 12).
- b) The member may apply for reinstatement at the next Annual General Meeting. Any such request must be received by the Secretary in writing no less than 7 calendar days prior to the meeting.
- c) Any member who fails to pay their fees within two months of the date required shall forfeit their right to represent the Club or to attend any General Meeting.
- d) Any member under suspension shall be barred from taking part in any event under the control of the Club or performing any tasks in the name of/on behalf of the Club.
- e) The Management Committee shall inform the member in writing of any decision to terminate/suspend/refuse their membership.
- f) Notification of the termination of a membership shall be forwarded to the governing body. Other third parties with whom the Club have dealings, or may have dealings in the future, shall also be notified at the discretion of the Committee to avoid any misrepresentation of the Club by the individual who is the subject of the suspension/termination of membership. Care must be taken when social media is involved and traditional direct communication is recommended rather than open postings.

10. Members of the Management Committee

- a) The Management Committee shall consist of the following Officers:

Chairperson	Elected for a period of 1 year
Two Vice Chairpersons	Elected for a period of 1 year
Club Secretary	Elected for a period of 1 year
Treasurer	Elected for a period of 1 year
Company Secretary (if required)	Elected for a period of 1 year
Membership Secretary	Elected for a period of 1 year
Social Captain	Elected for a period of 1 year
Publicity Officer/Website Administrator	Elected for a period of 1 year
- 8 Committee members Elected for a period of 2 years
 - 1) Of the 8 Committee members, 4 shall retire in rotation each year. Each discipline of the sport should be represented (if possible).
 - 2) All the above shall be entitled to one vote each at Annual General Meetings and Extraordinary General Meetings.
- b) The Club shall also appoint the following non-voting Officers. Voting Committee members may also hold these positions.

President	Elected for a period of 1 year
Vice presidents (max 8)	Elected for a period of 1 year

 - 1) The position of President and one Vice President may be elected for life. A person holding the position of Life Vice President will not be counted in the maximum limit of 8.
 - 2) A Vice President not taking an active part in the Club's activities over a five year period may be subject to removal from that position at the discretion of the Committee

- 3) The additional position of an under-25 representative may be elected at a General Meeting, or appointed by the Committee. This position is only filled if a nominated candidate is available and willing.
- c) The Committee may co-opt any member to any unfilled post or additional post until the conclusion of the following Annual General Meeting, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the Committee at that time.
- d) The Management Committee may appoint any sub-Committees it deems necessary to deal with the matters of the Club, until the conclusion of the following Annual General Meeting. The proceedings of all sub-Committees shall report to the Management Committee. No resolution of the sub-Committee shall be binding on the Club until confirmed by the Management Committee at a subsequent meeting. On formation of a sub-Committee a budget may be set and agreed upon by the Management Committee. If no budget is set, the standard £1000 limit applies (see section 5e).
- e) The office of a Committee member shall be vacated if:
 - 1) The Committee pass a resolution by a three-quarters majority that it is desirable that the member should cease to be a Committee member.
 - 2) He/she ceases to be a member of the Club.
 - 3) By notice in writing to the Club he/she resigns their office.
 - 4) He/she fails to attend 3 consecutive Committee meetings without valid reason or notification.
- f) ~~Subject to Witley & District Motor Cycle Club becoming a Limited Company, 2 Company Directors shall be selected annually by the Management Committee.~~

11. Election of Officers to the Management Committee

- a) The members of the Management Committee shall be drawn from the membership, as defined in Section 8.
- b) Candidates shall be elected by ballot at the Annual General Meeting, and shall be members of the Management Committee from the conclusion of that Annual General Meeting until the conclusion of the following Annual General Meeting.
- c) The opportunity for Club members to vote at a Meeting to contest the filling of a position shall ~~occur~~ be available, even if there is only one prior nomination for a position.
- d) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the Secretary not less than fourteen calendar days before the AGM.
- e) Uncontested posts may be filled by nomination(s) and election at the AGM.
- f) The Secretary shall send all members a list of all nominations not less than seven calendar days prior to the AGM.

12. Rules for the Management Committee

- a) The Chairperson shall chair the meeting, or in his/her absence one of either, the Vice Chairpersons, President, Secretary, or a nominee from the Committee in the event of all those persons mentioned being absent.
- b) In the absence of the Secretary, minutes of the meeting will be taken by a nominated Committee or Club member.
- c) Fourteen calendar days notice of any meeting of the Management Committee shall be given by the Secretary, except when:
 - 1) The date of the meeting had been arranged at the previous management meeting, in which case seven calendar days notice shall be given. Management meetings shall be held each month.
 - 2) In an emergency the Chairperson may call a meeting at four calendar days notice.
- d) The quorum shall be eight of those Officers and Committee members entitled to vote, as listed in section 10a.
- e) All members of the Management Committee as listed in section 10a shall be entitled to vote.
- f) All votes shall be determined by a simple majority (except when voting to remove a Committee member – see section 10e). In the event of a tied vote, the Chair may exercise a casting vote.
- g) Meetings shall be open to all members and non-members of the Club by application or invitation. Any such application should be received by the Secretary in writing (including e-mail) no less than seven calendar days prior to the meeting date. Visiting members and external visitors shall only be present for the section of the meeting directly relevant to the reason they are attending.

13. General Meetings

a) Annual General Meeting (AGM)

- 1) The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.
- 2) At each AGM the following business shall be conducted:
 - i. Receive and confirm the Minutes of the previous AGM
 - ii. Presentation of the Club's financial accounts for the year
 - iii. Presentation of the Club Secretary's report
 - iv. Presentation of the Chairperson's report and future objectives
 - v. Election of Officers to the Management Committee
 - vi. Any other business brought before the meeting, which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Chairperson.
- 3) Notice for an AGM shall be a minimum of 21 calendar days. This may be communicated **through the Club website, e-mail and social media channels.**

b) Extraordinary General Meeting (EGM)

- 1) An EGM may be called upon the written demand of any one of the following:
 - i. 33% of the membership with voting rights (see section 8)
 - ii. The Chairperson
 - iii. 2/3 majority of the management committee in place at that time, including Officers and the Chairperson.
- 2) Notice for an EGM shall be a minimum of 14 calendar days, and **shall state** the business to be discussed (**via the Club website, e-mail and social media channels**).
- 3) Only business stated in the Notice may be discussed within the Meeting.

c) Rules for **all** General Meetings

- 1) The Chairperson, or in his/her absence a member selected by the Meeting, shall take the Chair.
- 2) All members shall register with the Secretary prior to the start of the meeting.
- 3) Each member shall have one vote (see voting status in section 8). The Chairperson, Officers and Committee members shall also be entitled to a vote.
- 4) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- 5) **The quorum for a Meeting shall be 20 members with voting rights** (see section 8). This includes the Chairperson, Officers and members of the Committee.
- 6) The Secretary shall keep the Minutes of the Meetings and record all proceedings and resolutions. If the Secretary is unable to attend, a nominated member shall record the Minutes.

14. Review of Club Rules and Constitution

- a) **The Club Rules and Code of Conduct shall be reviewed every 5 years. Next review due: by 31st December 2029**