

NORTH DEVON SPORTS & CLASSIC CAR



FOUNDED 1985

CLUB RULES

Amended 17th March 2022

1. Title

The name of the Club shall be "North Devon Sports & Classic Car Club" hereinafter referred to as "the Club."

2. Objectives

- 2.1 To further interest in motoring and motor sport.
- 2.2 To promote and stimulate interest in sports and classic cars in the south-west area.
- 2.3 To provide members with information, advice and assistance on matters connected with motoring and motor sport.
- 2.4 To watch the local administration of the laws and regulations affecting motoring and motor vehicles and to report any proposed local action or scheme to the RAC MSA Limited.
- 2.5 To promote competitions in accordance with the rules of the RAC MSA Limited.
- 2.6 To arrange tours, lectures, discussions and social and other meetings.

2.7 To afford members such benefits as it may be possible to arrange.

3. Constitution

Ladies and gentlemen of not less than 17 years of age shall be eligible for membership. As detailed in rule 11, the membership shall consist of:

Life members.

Honorary members.

Ordinary members.

Persons under 17 years of age may be eligible for junior membership.

3.1 The club and its members will abide by the club's own policies for Data protection and risk assessments and will also abide by the MSA's policies for safeguarding and social media which the club has adopted. The club safeguarding officer will be the current club secretary who holds a DBS certificate

4. Management

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, which, in addition to the powers and authorities expressly conferred on them by these Rules, may exercise all powers and do all acts in furtherance of the objectives for which the Club is established, other than those expressly directed or required to be exercised or done by the Club in General Meetings.

5. Election of Officers, Chair and Vice-Chair

The Chair, Vice Chair, Treasurer, Secretary and Committee shall be elected at the next General Meeting following their appointment and to termination of office by resignation at the next Annual General Meeting following their appointment. The committee shall have powers to co-opt other members as they deem necessary. The retiring officers and other members of the Committee shall be automatically eligible for re-election apart from the Chair. The Chair may be re-elected to the committee but if they

have served as chair for two consecutive years they must stand down from the position unless no other nominations are received. They may stand for re-election after a break of one year.

Any person wishing to stand for the position of Chair should have held a committee position for a minimum of 12 months before applying.

6. Committee

The Committee shall consist of not less than five and not more than ten members, exclusive of the Chair, Vice-Chair, Treasurer, Secretary, and membership secretary who shall be ex-officio members of the Committee. Five members shall form a quorum. Individual Committee Members shall have specific areas of responsibility as indicated on the Committee List and shall include, but not be restricted to:

Social Events Co-ordinator

Car Events Co-ordinator

Magazine Editor

Web and social media.

Charity Liason

Nominations for candidates for election to the Committee must be received in writing by the Secretary not less than seven days before the Annual General Meeting, with an intimation in writing, signed by each member nominated, that he or she is willing to serve. Nominations of candidates shall be signed by the member proposing them. 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 specifically referred to such a Sub-Committee. Nominations may be accepted at the AGM provided that the person nominated has agreed.

7. Meetings of the Committee

The Secretary either of his/her own accord or by direction of the Chair, shall, unless otherwise agreed by all the Committee, give at least seven days' notice of a meeting. The Committee meetings shall be held regularly. In emergency, the Chair or Secretary may call a meeting at short notice.

8. Absence of the Committee

Any member of the Committee who shall, without sufficient reason, absent themselves from three consecutive meetings, or for any reason, six

consecutive meetings, may be called upon to resign from the Committee.

9. Duties of the 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 and to take minutes of the proceedings. Such minutes shall be filed on computer with a hard copy retained or in a book and presented for confirmation at the following meeting.

10. Banking

All monies of the Club shall be banked by the Treasurer (or other member who has the A/C details) in the name of the Club and no disbursements shall be made there from except in accordance with the form or forms authorised by the Committee. Payments into the A/C should use a relevant paying in "reference" field of own name or item description such as "merch sales".

All proposed payment/ disbursements over the value of £400 to be notified to the committee by email with 24 hours' notice by the Treasurer.

Cheques drawn on the Club Account shall be signed by the Treasurer and one other Committee Member with the treasurer having the authority to effect on-line banking. In the absence of the Treasurer, the Club Chair may nominate another signatory.

10.1 Payments can be made and received by internet banking

11. Membership

Shall comprise of the following: -

11.1 Life Members – Life membership
Can be awarded to any members at the discretion of the Committee.

Existing life Membership will be honoured.

11.2 Honorary Members
The Committee may elect as Honorary Members all members of Royal families, any persons distinguished for the political, scientific, literary, industrial and administration capacities, or who have been distinguished in

promoting the cause of motoring in general or the Club in particular.

- 11.3 Ordinary Club Membership
Covers a household with a maximum of two persons having a vote at the A.G.M or other meeting. All members may take part in motor events organised in accordance with the rules of the RAC MSA or a Club organised event which involves the use of a motor vehicle. Where an application is in joint names, all persons must sign the form for membership. Only one copy of all information issued by the Club to be sent to the first member specified on the membership application form.
- 11.4 Temporary membership
To ensure non-members attending Club events have the benefits of protection of club insurance and other club benefits a temporary membership can be granted with a fee set and agreed by the committee and charged.
- 11.5 Death of a member
When a member of the club passes away a card and either flowers or a cash donation to charity will be sent to the members

family on behalf of the club and its members by the club secretary. The monetary value of which will be set annually by the committee.

12. Election of Members

- 12.1 Applications for membership of the Club shall be presented to the Membership Secretary. All applications must be made by an individual in his/her own name on the Club "Application for Membership" form and signed by the said applicant personally. Emailed application forms will be accepted without a signature as long as all details have been completed in full. A membership fee must be paid before confirmation of membership by the membership secretary. The Committee may refuse membership to the club if it is deemed that said membership may bring disruption or disrepute to the club. Any member or non – member on the clubs Facebook group will be removed from the Facebook group by Admins, should they post or comment in a negative manner or to the detriment of the club. The committee shall not be required to give any reason for non-acceptance of an

application or removal from Facebook.

12.2 Notification: After acceptance of an application, a new member will be notified by issue of a Club Membership Card and copy of club rules.

12.2 Other Clubs

If a candidate is a member of any other club organisation, he/she shall not be entitled to membership of the Club either free or at a reduced rate.

Membership of the club shall continue only for the period covered by the current subscription and members will be required to submit a new application and fee each year unless otherwise notified by the committee.

13. Subscriptions

Shall be at an annual rate determined by the Committee. Club members shall be informed before the end of March of the rate applicable for the Club year commencing 1st April.

13.1 Non-Payment

Any member of the Club who has not paid his/her subscription

within one clear month of the date on which it was due shall be notified of the fact in writing by the Membership Secretary and one month thereafter any member who has still failed to pay the subscription, may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members forthwith. No member whose subscription is in arrears shall be eligible to take part In any competition or activity organised by the club and under the rules of the MSA Limited.

13.2 Termination

Any member ceasing, voluntarily or otherwise, to be a member of the Club shall cease to have any claim upon the property of the Club or to enjoy any privileges of membership but shall remain liable for the payment of any debts due to the Club from him/her.

14. Expulsion of Members

It shall be the duty of the Committee, if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such letter and in default of

such withdrawal to submit the question of his/her expulsion to a meeting of the Committee to be held within six weeks of such letter. Members of the Committee shall be given at least seven days' notice that a question of withdrawal or expulsion is to be discussed at a meeting of the committee.

The member whose expulsion is under consideration shall be given at least seven days' notice of such a meeting and shall be allowed to offer an explanation of his/her conduct, verbally or in writing, and if two-thirds of the members present shall then vote for his/her expulsion he/she shall thereupon cease to be a member of the Club and be informed in writing by the Membership Secretary. The club has a code of conduct that should be adhered to. See appendix A.

15. Annual General Meeting (AGM)

15.1 The Annual General Meeting of the Club shall be held in the month of March in each year upon a date and at a time to be fixed by the Committee. The annual General Meeting will be chaired by the Chair or Vice-Chair and shall:

15.1.1 Receive from the Committee a full statement of account duly audited showing receipts and expenditures for the year ending 31 December.

15.1.2 Receive from the Committee a report of the activities of the Club during the said year.

15.1.3 Elect the Officers of the Club for the forthcoming year.

15.1.4 Elect the Committee for the forthcoming year.

15.1.5 Settle any remuneration for officers of the Club

15.1.6 Decide on any resolution which may be duly submitted to the meeting as provided in rule 16.1

15.2 Notice convening the Annual General Meeting must be sent to the Members not less than 10 days before the meeting and must specify the matters to be dealt with

16. Special General Meeting

A Special General Meeting may be convened by the direction of the Committee, or on a requisition to the Secretary, stating the business for which the Special General Meeting is

required and signed by not less than twelve members.

If the meeting so requisitioned is not convened within twenty – one days, the said members may convene such a meeting. Two thirds of the club membership from time to time shall constitute a quorum.

16.1 When members wish a matter to be discussed at an annual general meeting the text of such matters shall be sent in writing by post or email to the secretary at least fourteen days before the date of the annual general meeting so that it may be included in the agenda.

16.2 A copy of the 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. Business which is not included in the agenda shall not be discussed at the meeting unless every member present is in favour thereof. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the agenda then any other member shall be entitled to do so.

16.3 Every person with a right to be present and vote may exercise one vote.

The Chair shall also have a casting vote at all general meetings except as provided in rule 18, a majority of votes decides a resolution.

At any General Meeting any twelve members may demand a poll and thereupon the meeting shall be adjourned to a time and place to be named by the Chairman and a postal vote shall be taken of all members of the Club.

The decision of the members, as shown by such a postal vote, shall be reported to the adjourned meeting and shall be deemed to be the decision of such meeting.

16.4 No one can take part in General Meetings unless they are a member of the Club and have paid their Subscription in accordance with these rules.

17. Observation and Interpretation of Rules

Every member binds him/herself to abide by the rules of the Club and by any modification 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.

18. Alteration of Rules

Any alteration may be made to these rules by a General Meeting provided that:

18.1 Details of the proposed alteration or alterations are included in the notice of the General Meeting.

18.2 The resolution proposing such alteration or alterations is carried 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 16.3.

19. Events

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

Other events organised by the Club which involve the use of motor vehicles shall be conducted in accordance with the requirements of the Club Event Co-ordinator.

Any member convicted of an offence arising out of their being in charge of a motor vehicle in any Club event or on Club business shall thereupon be liable to expulsion from the Club under rule 14.

Club risk assessments should be followed by the club and all its members.

19.1 Any member who suffers an accident or injury at a club organised event or event attended by the club should report the incident to a committee member as soon as possible and complete a NDSCCC accident form

20. Copies of Rules

Every member shall be furnished with a copy of the Club Rules and Regulations on election.

21. Use of Club Name

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.

22. Dissolution

The Club may be dissolved by a Special General Meeting convened by 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 for the benefit of a registered charity and/or the existing members at the discretion of the Committee.

Reviewed October 2023

Appendix A

NORTH DEVON SPORTS AND CLASSIC CAR CLUB (NDSCCC)

Code of Conduct

The standards set out in this document apply to all members of the NDSCCC and anyone who attends our events.

As a member of the NDSCCC you are expected to abide by the following code of conduct.

- Read and abide by Club rules and any MSA regulations that may apply to events you enter.
- Co-operate fully and respect all requests and decisions made by club Marshals and Event Organisers
- Be kind. Treat all entrants, competitors, marshals, and officials equally with respect regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. All members must be welcoming to and encouraging of all other club members.
- Make every effort to minimise the impact of your activities on the environment around you.
- Maintain the highest standards of driving and riding behaviour at all times including adhering to speed limits and complying with the highway code when taking part in club events.
- Always conduct yourself in a proper manner and avoid the use of inappropriate language or bullying.
- Always behave in the best interests of UK classic car movement and as an ambassador for the NDSCCC.
- Take responsibility for your own actions and respect the interests of other people.
- In the use of electronic media; members are expected to be kind and courteous, avoid hate

speech or bullying, avoid promotions or scams and respect everyone's privacy.

Violations under this Code of Conduct could result in the issue of a warning from the committee or in serious cases the suspension and/or termination of membership or association with the club.

Should a membership be terminated, the member must remove any association with the club from their vehicle, email contacts etc.

A complaint against another member or event volunteer under this Code of Conduct should in the first instance be addressed to the Secretary of the NDSCCC.

This policy is fully supported by the NDSCCC COMMITTEE who are responsible for the implementation of this policy.