



PLYMOUTH MOTOR CLUB Ltd

RULE BOOK

**Revised 03/2015**



# **PLYMOUTH MOTOR CLUB RULES**

## **1 AIMS & OBJECTS**

The aims & objects of the Club shall be the furtherance of Motorised Sport, and the provision of such social amenities as shall be decreed necessary or desirable from time to time.

## **2 MEMBERSHIP**

- (a) Any person who has attained the age of 14 years shall be eligible for membership and have the rights and privileges of the Club. Any person who has not attained the age of 14 years may become a member, but shall not be eligible to vote.
- (b) Any person desiring to become a Member of the Club shall complete the appropriate form of application for membership and the application for membership must be proposed by a Member and seconded by another Member, except where the proposer is an Officer of the Club or a Member of the Committee, when no second shall be required.
- (c) Persons desiring to become Members may be elected to membership either at a meeting of the Committee or at a General Meeting of the Club.
- (d) Membership dues are payable on election & renewals on 1<sup>st</sup> January annually, except when a Member is elected after the 31<sup>st</sup> August. In this case, the Member will not be required to renew their membership on the following 1<sup>st</sup> January.
- (e) Membership shall lapse if any membership dues are not paid within one month of the due date - such lapses shall not prejudice Members seeking re-election.
- (f) It shall be the duty of the Committee, if at any time they shall be of the opinion that the interest of the Club so requires, by letter, to invite any Member to resign from the Club within a time specified in such letter, and in default of such resignation to submit the question of his/her expulsion to a meeting of the Committee to be held within six weeks after the expiration of the time specified in such letter. Members of the Committee shall be given at least seven days notice in writing, that a question of invitation to resign or expulsion is to be discussed at a meeting of the Committee. Any Member whose expulsion is under consideration, shall be given at least seven days notice in writing of such meeting and shall be allowed to offer an explanation of his/her conduct either verbally or in writing. Any resolution to expel shall be voted upon by the Members of the Committee by secret ballot, a simple majority of those present and actually voting to determine the matter. In such a ballot, the Chairman shall be entitled to vote, but shall not have a casting vote and in the event of an equality of votes, the resolution shall be declared lost. Any Member expelled pursuant to this rule, shall be given notice in writing of the decision of the Committee and shall be entitled within seven days from such notification, to give Notice of Appeal to a General Meeting. Such General Meeting shall be held within twenty-eight days of receipt by the Secretary of the Notice of Appeal. The Notice of General Meeting shall specify that it is to consider an appeal under this Rule and no other business shall be thereat. An expulsion under this Rule shall not take effect until seven days after notice thereof has been sent to the Member expelled and in the event of an appeal shall not take effect pending the decision of the General Meeting, but the Member shall not be entitled to take part in any of the Club's activities after the Committee resolves to expel him/her until after the hearing of appeal unless the Committee otherwise determine.
- (g) The Committee will be responsible to the Committee of Management for the conduct of the affairs of the Club.

(h) There shall be the following classes of Membership:-

**Life Honorary Members** whom shall be nominated by the Committee and elected at a General Meeting for outstanding services to the Club. The number shall be limited to fourteen. They shall pay no dues and shall enjoy all the rights and privileges of the Club except that they shall have no voting powers except if as a member of the Committee of Management. Members will be entitled to receive one Club magazine per edition.

**Honorary Members** whom shall be invited annually by the Committee for professional services to the Club. They shall pay no dues and shall have all the rights and privileges of the Club except that they shall have no voting powers. Members will be entitled to receive one Club magazine per edition.

**Standard & Standard Family E-Members** whom shall be elected at a General Meeting or Committee Meeting on payment at a reduced annual amount and other dues as may be determined from time to time and recommended by the Committee to a General Meeting. E-members will not be entitled to receive an edition of the Club magazine, other than by e-mail.

**Superior Members** whom shall be elected at a General Meeting or Committee Meeting on payment of such annual and other dues as may be determined from time to time and recommended by the Committee to a General Meeting. Members will be entitled to receive one Club magazine per edition.

**Superior Family Members** whom shall be elected at a General Meeting or Committee Meeting on payment of such annual and other dues as may be determined from time to time and recommended by the Committee to a General Meeting. Family membership shall be defined as Members of a **family** residing at the same address. As a Family member, no voting rights will apply to any person who have not attained the age of 14 years. Members will only be entitled to receive one Club magazine per edition.

**Junior Members** - Any person who has not attained the age of 14 years shall be eligible as a Junior Member, whom shall be elected at a General Meeting or Committee Meeting on payment of such annual and other dues as may be determined from time to time and recommended by the Committee to a General Meeting. They must have a parent or guardian as an existing member.

**Marshal Members** - whom shall be student members of the Motorsport courses at the Plymouth College of Further Education and shall be elected, via their Head of Department, at a General Meeting or Committee Meeting, whereupon no payment of such annual and other dues be payable (free). Members will only be permitted to Marshal/Officiate on Plymouth Motor Club events. They will not be entitled to compete on Plymouth Motor Club events, vote, nor to receive an edition of the Club magazine, other than by e-mail if requested.

### 3. **OFFICERS**

(a) There shall be the following Officer appointments:-

**Patron of the Club** whom shall be invited annually by the Committee as a mark of esteem for services to the Club or to the Sport in general.

**President** whom shall be invited annually by the Committee as a mark of esteem for services to the Club.

Vice-Presidents whom shall be invited annually by the Committee. The number shall be limited to 6.

Chairman whom shall be elected annually at the Annual General Meeting.

Vice-Chairman whom shall be elected annually at the Annual General Meeting.

Treasurer whom shall be elected annually at the Annual General Meeting.

Secretary whom shall be elected annually at the Annual General Meeting.

Competition Secretary whom shall be elected annually at the Annual General Meeting.

Social Secretary: Whom shall be elected annually at the Annual General Meeting.

Editor of Club Magazine whom shall be elected annually at the Annual General Meeting.

Press & Public Relations whom shall be elected annually at the Annual General Meeting.

Awards Secretary whom shall be elected annually at the Annual General Meeting.

Membership Secretary whom shall be elected annually at the Annual General Meeting.

Chief Marshal whom shall be elected annually at the Annual General Meeting.

Child Protection Officer whom shall be elected annually at the Annual General Meeting.

The Committee whom shall be elected annually at the Annual General Meeting and shall remain in office until their successors are elected. There will be a maximum of 8 members in the Committee. The Committee shall have the power to co-opt members as necessary.

No member shall be elected to more than one Office at the same time, except that of a member whom is President, Vice-President, Vice-Chairman or a member acting in a Honorary Role, may also hold one other Office at the same time.

There shall be 6 members of the Committee of Management. Members of the Committee of Management shall serve a 3 year term of office, with 2 members retiring each year. Retiring Members may not be re-elected for at least 1 year, but may seek re-election after that. The Chairman, Vice-Chairman, Secretary, Treasurer & Child Protection Officer, shall be ex-officio Members of the Committee of Management. The Child Protection Officer will only attend such meetings of the Committee of Management when a Child Protection issue is to be discussed.

- (b) The appointment as a Honorary Officer does not automatically make the elected person a Honorary Member as in 'Rule 2h, Honorary Members' and is a customary title only:-

Honorary Club Chaplain whom shall be elected annually at the Annual General Meeting.

Honorary Club Solicitor whom shall be elected annually at the Annual General Meeting.

12 Car Co-Coordinator whom shall be elected annually at the Annual General Meeting.

#### **4. PROCEEDINGS OF THE COMMITTEE**

- (a) The function of the Officers and the Committee is to direct and organise the Club in the best interests of the Members and Motorised Sport.
- (b) The Committee shall meet at least monthly and Meetings shall normally be held in the first week of each month on a day suitable to most Members of the Committee.
- (c) Only Officers of the Club and Members of the Management Committee and the Committee shall be entitled to attend Meetings of the Committee.
- (d) All Officers and Members of the Committees shall, except in a case of urgency, receive at least 7 days notice in writing of the date, time and venue of all Committee Meetings, other than the ordinary monthly Committee Meeting. In a case of urgency, the Committees shall be entitled to meet without such notice having been given, but in such a case the Secretary shall take all reasonable measures to give prior notification to all Officers and Members of the date, time and venue thereof. Such a Meeting shall be called on the initiative of the Chairman or the Secretary, or any 2 Officers of the Club.
- (e) Elected Officers & Members of the Committee, shall have one vote, the Chairman to have the casting vote only. For the purposes of this sub-rule, the term "Chairman" shall be deemed to include any Member occupying the Chair at that meeting. The President and Vice-Presidents, when present at a Committee, shall be entitled to vote.
- (f) A quorum of the Committee shall be 50% of the Elected Officers and Committee Members, as constituted at the time of the Meeting. A quorum shall be proved at the commencement of every meeting of the Committee.
- (g) The proceedings of the Committee shall be recorded in the Minute Book by the Secretary (or if he/she is not present by a deputy to be nominated by the Committee on the occasion of the Meeting) and shall be approved at the next Meeting. The minutes, when approved, shall be signed by the Chairman of that meeting as a true and accurate record.
- (h) The minutes of the Committee shall be available to any Officer or any Committee Member at a Committee Meeting, the book not being taken from the meeting.
- (i) Any Member of the Committee failing without just cause to attend three consecutive meetings must forfeit his/her seat on the General Committee unless granted leave of absence by the Committee.
- (j) It shall be the duty of the Committee to organise revenue producing events during the year and to use the receipts there from to maintain the annual dues at a low level to encourage increased membership.
- (k) The Committee shall organise annually at a venue easily accessible to the majority of members, a formal social event combined with the presentation of principal awards.
- (l) If an Officer of the Club or a member of the Committee is considered by the Chairman to have brought the Club into disrepute or be acting in a manner likely to bring the Club into disrepute, the Chairman shall refer the matter to the Committee of Management. If the Committee of Management finds the case proved they are empowered to remove that person from Office or from the Committee.

## **5. SUB-COMMITTEES**

- (a) The Committee shall, at the first Committee Meeting after the Annual General Meeting, appoint such Sub-Committees as shall be necessary for the proper running of the Club affairs. The Committee may at any time appoint additional Sub-Committees for special purposes.
- (b) Club Members may be co-opted to serve on any Sub-Committee.
- (c) A Sub-Committee shall consist of such Members as may be deemed desirable. One Member shall be appointed Secretary, to be responsible to the Committee.
- (d) The Chairman and Vice-Chairman shall be ex officio members of all Sub-Committees.
- (e) Co-opted Members of Sub-Committees shall not be entitled to attend Committee Meetings except by invitation.

## **6. GENERAL MEETINGS**

- (a) The Annual General Meeting shall be held annually, a minimum of 21 days after the Annual Accounts have been made available to the Membership.
- (b) Nominations for election as an Officer of the Club, or as a member of the Committee, must be submitted in writing to the Secretary not later than 7 days prior to the Annual General Meeting, such nominations to bear the signature of the proposer and seconded and a statement that the nominee is willing to stand. Nominations for election as a Member of the Committee will also be accepted from the floor at the Annual General Meeting. A person may be nominated for more than 1 Office and should he/she be defeated for the senior position nominated, his/her name will automatically go forward for the lesser position, subject to his/her approval.
- (c) No Officer or Member of the Committee may be elected at the Annual General Meeting, unless the nominee is present, or has indicated in writing his/her willingness to serve (NB this does not apply to invited Officers and Life Honorary Members).

## **7. RULES**

- (a) These Rules are for the guidance of all members and a copy shall be available for perusal at all General Meetings.
- (b) The Membership Secretary shall send a copy of the Rules to each new member on joining the Club, and any member shall be entitled to an additional copy or copies upon payment of the current cost of such copies.
- (c) Any changes to the Rules will be considered at the Annual General Meeting. On adoption of any changes, the Secretary shall send a copy of the revised Rules to all members.

## **8. EVENTS**

All Motor Competitions promoted by the Club shall be held under the General Competition Rules of the Motor Sports Association, and in accordance with any other requirements of the MSA.

**9. CLUB COLOURS**

The Club colours shall be Blue, Silver & Green.

**10. AWARDS**

- (a) Any perpetual award winner who does not attend the Annual Dinner and Dance to collect their trophy may forfeit the right to hold the perpetual trophy for the year, although they may arrange to collect the replica trophy from the Awards Secretary, if they so wish. The perpetual trophy will be engraved and held by the Awards Secretary until it is due to be awarded again.
- (b) Perpetual trophies presented at the Annual Dinner and Dance will be held by the recipient for 11 months, or until the Awards Secretary (or another duly authorised Official of the Plymouth Motor Club) requests its return.
- (c) It is the responsibility of the trophy holder to return the trophy in an acceptable condition.