

## **BUCHAN OFF ROAD DRIVERS CLUB CONSTITUTION 2018**

### **1 TITLE**

The name of the club shall be 'Buchan Off-Road Drivers Club' (BORDC), hereafter referred to as "The Club'.

### **2 OBJECTIVES**

- a) To further the interest in motoring and motorsport.
- b) To provide 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 the Motor Sports Association (MSA).
- d) To promote motor competitions in accordance with the rules of the MSA.
- e) To arrange tours, lectures, discussions, social events and other meetings.
- f) To afford members such benefits and privileges as it may be possible to arrange.
- g) The Club will be operated as a not for profit organisation.

### **3 CONSTITUTION**

The membership shall consist of (a) Ordinary members and (b) Family Members.

### **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 or done by the Club in General Meeting.

### **5 ELECTION OF OFFICERS**

The Committee shall be elected at the Annual General Meeting and shall be subject to termination 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 and other members of the Committee shall be eligible for re-election.

### **6 COMMITTEE**

The Committee shall consist of not less than 4 (four) and not more than 14 (fourteen) members inclusive of, Chairman and Treasurer who shall be ex-officio Members of the Committee. The Committee shall elect from amongst its own members a Chairperson and a Treasurer. One half of the members of the Committee shall form a quorum.

Election of candidates to the Committee will be carried out at the Annual General Meeting. Any member willing to be nominated but not able to attend may appoint another member to put forward their nomination.

The Committee shall have the power to appoint a sub-committee of not less than (3) three persons to meet on its behalf in respect of any matter which is specifically referred to such a Sub-Committee.

### **7 MEETING OF COMMITTEE**

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

### **8 ABSENCE FROM COMMITTEE**

Any member of the Committee who shall, without sufficient reasons, absent himself from three consecutive Committee meetings may be called upon to resign his position upon the Committee.

### **9 DUTIES OF CHAIRPERSON**

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 recorded and presented for confirmation at the following meeting.

### **10 BANKING**

All moneys of the Club shall be banked by the Treasurer or his/her delegate 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.

## **11 ELECTION OF MEMBERS**

Applications of candidates for membership of the Club shall be submitted to the Committee by the Secretary and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate shall be stated on each application submitted to the Committee. The Committee shall be empowered to carry out the election after making proper and appropriate enquiries. Membership of the Club shall continue only for the period covered by the current subscription and members shall be subject to re-election annually by the Committee. All applications must be made by an individual in his own correct name and be signed by the said applicant personally. Applications by persons under the age of 18 years must be countersigned by a parent or guardian.

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

If a candidate is a Member of another club or organisation he shall be entitled to membership 'at the discretion of the committee' either free or at a reduced rate.

## **13 PROVISIONAL MEMBERS**

Any candidate for membership of the Club whose subscription has been accepted by the Secretary shall become a provisional member of the Club. Provisional membership of any candidate shall only hold good until the meeting of the Committee next after payment of the subscription of such candidate.

## **14 VOTING OF COMMITTEE MEMBERS**

Each member present at a meeting of the Committee shall be entitled to exercise one vote. The Committee shall vote by ballot if any member present so demands. A vote of one third against any application for membership shall exclude from membership.

## **15 SUBSCRIPTION**

Subscriptions shall be as follows:

Full Member. £30.00 per year.

Family Member: £15 per year for each member of a full member's family irrespective of age who wishes to participate in the Club.

Subscriptions shall be valid for one calendar year. First Subscriptions from new members shall be reduced on a sliding scale for new members joining after July to the end of that year

Any persons wishing to compete in Club events must be fully paid up members of the club. A one-day trial membership is available for a CCVT on payment of the competition fee for the day. A person wishing to utilise a trial membership must complete a membership application form. In the event a trial member wishes to compete in more CCVT's or other club events then the annual membership must be paid in full.

## **16 PAYMENT OF SUBSCRIPTIONS**

Subscriptions shall be paid by 31st January of each year. Non-payment of subscriptions by the due date will exclude membership.

## **17 NEW MEMBERS**

Any member who has been notified of his election and who fails to pay his subscription within one month of such notification shall be again requested in writing by the Secretary, Chairman or Treasurer to pay the same and if he fails to make payment within fourteen days thereafter his election shall be ipso facto, null and void. No newly elected member shall be entitled to any of the privileges of membership until after the payment of his first subscription.

## **18 NON-PAYMENT**

Any member of the Club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact by the Secretary or Chairman or Treasurer and one month thereafter any member who has still failed to pay his subscription may, unless sufficient reason is 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 competitions organised by the Club and under the rules of the MSA.

## **19 RESIGNATION**

Any member wishing to resign his membership shall give notice in writing of such desire to the Secretary on or before the date his subscription would have become due for renewal in any year. Any member ceasing, voluntarily or otherwise, to be a member of the Club shall thereafter cease to have any claim upon the property of the Club or to enjoy any of the privileges of membership, but he or she shall remain liable for the

payment of any debts due to the Club from him or her.

## **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 HONORARY MEMBERS**

The Committee may elect as Honorary Members any persons distinguished in promoting the cause of motoring in general or of the Club in particular.

## **22 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 expulsion to a meeting of the Committee to be held within six (6) weeks after the date of such letter. Members of the Committee shall be given at least seven (7) 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 (7) days notice of such a meeting and shall be allowed to offer an explanation of his conduct verbally or in writing and if two thirds of the members present shall then vote for his expulsion, he shall thereupon cease to be a member of the Club.

## **23 THE ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held between 15th November and 31st December of each year upon a date and at a time to be fixed by the Committee.

The Annual General Meeting shall:

- a) Receive from the Committee a full statement of accounts showing the receipts and expenditure for the year ending.
- b) Receive from the Committee a report of the activities of the Club during the said year.
- c) Elect the Committee.
- d) Settle any remunerations for the officers of the Club.
- e) Decide on any resolution which may be duly submitted to the meeting as hereinafter provided.

## **24 SPECIAL GENERAL MEETINGS**

A Special General Meeting may be convened by direction of the Committee or on a requisition of the Secretary stating the business for which the Special General Meeting is required and signed by not less than one half of the Committee. If the meeting so requisitioned is not convened within twenty-one (21) days the said twelve (12) members may convene such meeting. Twelve (12) members shall form a quorum.

## **25 AGENDA**

When members wish a matter to be discussed at a General Meeting the text of such matters, signed by at least two (2) members shall be sent to the Secretary at least seven (7) days before the date of such meetings so that it may be included in the Agenda.

A copy of the Agenda shall be sent to each member at least five (5) 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. 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.

## **26 VOTING**

Every person with a right to be present may exercise one vote. At all General Meetings, except as provided in rule 29, a majority of votes decides a resolution. At any General Meeting any twelve (12) 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 a postal vote, shall be reported to the adjourned meeting and shall be deemed to be the decision of such meeting. Rules relating to collective vote and proxies shall apply as in Clause 14 hereof.

## **27 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 subscription according to the rules.

## **28 OBSERVANCE AND INTERPRETATION OF RULES**

Every member binds himself 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.

## **29 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 by a majority of those present and voting at such General Meeting or by a majority of those voting should a Poll be demanded as provided for in rule 26.

## **30 EVENTS**

All motor competitions organised by the Club shall be held under the rules requirements of the MSA. Competitive events must have a Clerk of the Course (CoC) and A Steward. The CoC must either be a committee member or an experienced member appointed by the committee. The CoC will comply with the MSA rules and regulations prescribed in the Blue Book. Any member convicted of an offence arising out of his 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 22.

## **31 COPIES OF RULES**

Every member shall be furnished with a full copy of the Club rules and regulations on request and shall be furnished with an abbreviated copy of the rules on election to the club. The abbreviated rules are also on the club website available for viewing

## **32 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.

## **33 PRIZES**

Annual Trophies, to be kept for one year, will be awarded based on class results throughout the year for trails.

Points will be awarded as follows:

1st in class = 6 points  
2nd in class = 5 points  
3rd in class = 4 points  
4th in class = 3 points  
5th in class = 2 points  
6th in class = 1 point

The best 7 points score awarded will contribute towards the annual club champion trophy.

For Orienteering Events an Annual Trophy will be awarded to the winning team with the best cumulative score for the year.

Points will be awarded as follows:

1st in class = 6 points  
2nd in class = 5 points  
3rd in class = 4 points  
4th in class = 3 points  
5th in class = 2 points  
6th in class = 1 point

Prizes may also be awarded to the winners for each event.