

CLUB RULES & CONSTITUTION

1. TITLE

The name of the Club shall be “SEVENOAKS AND DISTRICT MOTOR CLUB LIMITED” (“the Club”).

2. OBJECTS

- a. To further interest in motoring and motor sport.
- b. To provide members (“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 Motorsport UK
- d. To promote motor competitions in accordance with the Rules of Motorsport UK.
- e. To arrange tours, lectures, and engage with members through social gatherings and other meetings.
- f. To provide Members with such benefits and privileges as it may be possible to arrange on their behalf.

3. CONSTITUTION

Any person regardless of their sex or gender identity of not less than (17) years of age shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members, (d) Social Members and (e) Family Members. (Persons under the age of 17 years may be eligible for Junior Membership).

4. MANAGEMENT

The authority and responsibility for the transaction of the business of the Club lies with the directors who effectively delegate the responsibility for its management in the 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 and or is approved by the Club in a General Meeting and by the directors of the Club

5. ELECTION OF OFFICERS

The President and Vice President of the Club and the (Solicitor), Treasurer, Secretary and Committee shall be elected at the Annual General Meeting which is subject to termination of office by resignation 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 (eight) and not more than (eighteen) members, exclusive of President, Vice-President, (Solicitor), Treasurer and Secretary, who shall be ex-officio Members of the Committee. The Committee shall elect from amongst its own Members a Chairman and a Vice-Chairman. (One half) of the Members of the Committee are entitled to vote and be personally present shall form a quorum at any meeting.

Nominations of Candidates for election to the Committee must be received by the Secretary not less than seven days before the Annual General Meeting, with an intention set out in writing and signed by each Member nominated, that he 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 specially 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 otherwise agreed by all the Committee, give at least seven (7) days written notice of a meeting.

8. ABSENCE FROM COMMITTEE

Any Member of the Committee who shall, without any reasonable explanation, absent himself from three consecutive Committee meetings, may be called upon to resign his position upon the Committee.

9. DUTIES OF 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 to take minutes of the proceedings. Such minutes shall be entered in a book and presented at the following meeting and signed by the Chair, confirming they represent a true and accurate reflection of the minutes recorded.

10. BANKING

All monies of the Club shall be banked by the Treasurer in the name of the Club, and no disbursements shall be made therefrom 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 and names of his proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who is not known to any Member of the Club, the Committee shall be empowered to carry out the election after proper enquiries and been made and reported to the Committee.

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 not be entitled to affiliated Membership, whether Honorary, social or otherwise, 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 be valid until the meeting of the Committee next, after payment of the subscription of such candidate is received, in accordance with clause 16 below, and such membership is approved by the Committee.

14. VOTING OF COMMITTEE MEMBERS

Each Member present at a meeting of the Committee shall be entitled to exercise one vote by a show of hands. The Committee shall vote by ballot if any Member present so demands. A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership.

15. SUBSCRIPTION

£25.00 per person with additional family members @£5.00. See also paragraphs 21 and 22.

16. PAYMENT OF SUBSCRIPTIONS

Membership is per Calander year

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, as a further request by the Secretary or Treasurer in writing, to pay the same, and, if he fails to make payment within fourteen days thereafter, his election shall be considered 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 in writing, by the Secretary or the Treasurer. If, after one month thereafter, any Member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members with immediate effect. 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 Motorsport UK.

19. RESIGNATION

Any Member wishing to resign his membership shall give notice in writing to the Secretary on, or before, the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the following 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 privileges of membership, and shall remain liable for the payment of any debts due or outstanding, to the Club.

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. LIFE MEMBERS

Subscribers who have been Members for not less than 5 years of paid £25.00 annual subscriptions may be elected Life Members by the Committee and shall be exempt from the payment of annual subscriptions. A Member cannot become a Life Member until after re-election.

22. HONORARY MEMBERS AND SOCIAL MEMBERS

The Committee may elect as Honorary Members all Members of the Royal Family, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the Club in particular. The Committee may also elect Social Members at an annual subscription of £25.00. Social Members shall not be permitted to take part in any competitions held under the Rules of Motorsport UK and no person owning or having on hire purchase, a private car or motorcycle, shall be eligible for election as a Social Member. Any Social Member who acquires a car or motorcycle must inform the Secretary immediately and he shall, from the date of such acquisition, cease to be a Social Member.

23. EXPULSION OF MEMBERS

If, in the opinion of the Committee and Directors and in the best interests of the Club, it becomes necessary to ask a member to withdraw from the Club, it shall set out in writing giving a clear explanation and reasons for doing so. If the Member declines, he shall have the opportunity to appeal to the Committee and a meeting of the Committee will be arranged within 6 weeks following the date of the expulsion letter. Members of the Committee and the Member whose expulsion is under consideration, shall be given at least 7 days' notice of such a meeting and shall be offered the opportunity to provide an oral or written explanation of his conduct. If two thirds of the Members present vote in favour of an expulsion, he shall thereupon cease to be a Member of the Club and the decision will be final.

24. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the club shall be held in the month of May in each year at a date and time to be fixed by the Committee, giving 14 days prior notice of the Meeting. The Annual General Meeting shall:

- a. receive from the Committee a full statement of accounts duly audited detailing 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 President and Vice President, and the Secretary and Treasurer of the Club, and if appropriate, the Solicitor and Auditor.
- d. e-Elect the Committee.
- e. settle any remunerations for the officers of the Club and the Solicitor and Auditor
- f. decide on any resolution which may be duly submitted and placed on the Agenda for the meeting as hereinafter provided.

25. EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be convened by direction of the Committee, or on a requisition of the Secretary stating the business for which the Extraordinary General Meeting is required and signed not less than (12) members. If the meeting so requisitioned is not convened within 21 days, the said (12) members may convene such meeting. 15 Members shall form a quorum.

26. AGENDA

When Members wish a matter to be discussed at a General Meeting, the text of such matters signed by at least two members shall be sent to the Secretary at least 14 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 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.

27. VOTING

Every person with a right to be present may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, except as provided in Rule 30, a majority of votes decides a resolution.

At any General Meeting any (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. The Rules relating to collective vote and proxies shall apply as in Clause 14 hereof.

28. RIGHT TO BE PRESENT

No-one can take part in General Meetings unless he has been duly elected as a Member of the Club and has paid his subscription according to the rules.

29. 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.

30. 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 out 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 27. Both Committee and Directors will need to be involved in any rule alterations.

31. EVENTS

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

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 be thereupon liable to expulsion from the Club under Rule 23.

32. COPIES OF RULES

Every Member shall be furnished with a copy of the Club rules and regulations on election.

33. BADGES

Any badges issued to a Member or for a Club shall remain the property of the Club. On termination of their membership, Members shall deliver up such badges to the Secretary.

34. SAFEGUARDING POLICY

The club safeguarding policy can be found on the club website

35. GENERAL DATA PROTECTION REGULATION (GDPR)

A data protection policy is in place and can be found on the club website.

36. SOCIAL MEDIA

A social media policy is in place and can be found on the club website.

37. CODE OF CONDUCT

Members must ensure they abide by the rules and regulations of the Club and Motorsport UK and:

- a. conduct themselves in a proper manner at all times, in the best interests of UK motor sport
- b. respect the decision of event officials
- c. treat all competitors, marshals and officials equally with respect
- d. maintain the highest standards of driving behaviour
- e. not discriminate against individuals for any reason, whether as a result of race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK and the National Court.

38. DISSOLUTION

The Club may be dissolved by a Special General Meeting convened by the directors of the club and direction of the Committee. If the resolution of dissolution be duly passed, the Directors 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 Directors.