

**CLUB RULES & CONSTITUTION**

**1. TITLE**

The name of the Club is AUTOTEST DRIVERS CLUB N.I. Ltd, "The Club".

**2. OBJECTS**

- a. To further interest in Autotesting, motoring and motor sport.
- b. To provide members Members with information, advice and assistance on matters connected with Autotesting, 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 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) Ordinary 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 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 and or is approved by the Club in a General Meeting.

**5. ELECTION OF OFFICERS**

Only fully paid-up members of the Club are eligible to attend the AGM and be elected to any position within the Club. The President of the Club, Chairman, Vice-Chairman, Treasurer, Secretary, Auditor 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 six and not more than eight members, exclusive of President, Chairman, Vice-Chairman, Treasurer and Secretary, and Auditor who shall be ex-officio Members of the Committee. One half of the Members of the Committee are entitled to vote and be personally present to form a quorum at any meeting. Nominations of New 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 the individual is willing to serve. Nominations of Candidates must be confirmed by the Member proposing them. Members who are interested in being accepted onto the Committee, but who cannot attend the AGM, must set out in writing, to the Secretary, not less than 7 days in advance of the AGM, an apology and stating that they would be prepared to serve on the Committee if elected, (subject to the above conditions). 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 days written notice of a meeting.

#### 8. ABSENCE FROM COMMITTEE

Any Member of the Committee who shall, without any reasonable explanation, absent themselves 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. TREASURER / 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. The Treasurer shall provide a summary of income and expenditure for each event organised by the Club. The Treasurer shall provide a set of Annual Accounts, prepared, and approved by the Club Accountant, to those present at the AGM.

#### 11. ELECTION OF MEMBERS

Applications of candidates for Membership of the Club shall be submitted to the Committee by the Secretary, and the confirmation of accepting such candidates shall be at the discretion of 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 have been made and reported to the Committee. Membership is regarded as Provisional, until an individual's Membership has been approved by 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 Treasurer, or through the online Membership system, 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

The Annual Membership subscription, currently £10 per year, will be confirmed at the Annual General Meeting. Subscriptions normally run from January 1<sup>st</sup> to December 31<sup>st</sup> each year.

#### 16. PAYMENT OF SUBSCRIPTIONS

Subscriptions are due on joining the Club.

#### 17. NEW MEMBERS

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

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

The Club does not offer Life Membership.

#### 22. HONORARY MEMBERS AND SOCIAL MEMBERS

The Club does not have a scheme for Honorary and Social Members

#### 23. EXPULSION OF MEMBERS

If, in the opinion of the Committee 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 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, Chairman, Vice-Chairman, Secretary, Treasurer and Auditor.

d. elect the Committee.

e. settle any remunerations for the officers of the Club 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 by any modifications thereof made in conformity with such rules, and 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.

### 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

Copy of the Club rules and regulations on election will be posted on the Club website.

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

Copy of the Club Safeguarding policy will be posted on the Club website.

### 35. GENERAL DATA PROTECTION REGULATION (GDPR)

Copy of the Club GDPR policy will be posted on the Club website.

### 36. SOCIAL MEDIA

Copy of the Club Social Media policy will be posted 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 motorsport.

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 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.