

The Bournemouth and District Car Club Limited



Constitution and Rule Book

APRIL 2016

FORWARD

The following document represents the general rules governing the organisation known as 'The Bournemouth and District Car Club Ltd'.

The document shall, as appropriate, be read in conjunction with any relevant governance and rules as may be deemed appropriate by the elected executive set out by any association or affiliated body to which the organisation is a fully paid up and elected member.

The document shall also be read in conjunction with any relevant details as set out in the Memorandum and Articles of Association lodged with Companies House on behalf of 'The Bournemouth and District Car Club Ltd'.

GENERAL RULES

1.00 Name

1.01 The organisation shall be legally known as 'The Bournemouth and District Car Club Ltd', but shall also be represented by abbreviation as BDCC or a recognised derivative of same.

2.00 Objective

2.01 The organisations prime objective and general mission statements shall be 'The fostering and encouragement of the sport of motoring'.

3.00 Executive

3.01 The general management of the organisation shall be undertaken by duly elected members of an executive as detailed and outlined below. The executive shall be deemed to have power of attorney over any day to day running issue of the club, with exception to amendment to this rule book which shall only take place at Annual General Meetings.

3.02 The executive shall be elected by the general membership at an Annual General Meeting to be held at the end of the financial year when books and records are to be presented in account format to the membership.

3.03 All members of the executive shall stand down at the Annual General Meeting, but may seek re-election to office.

The executive shall consist of the following*:

President
Chairman
Vice Chairman
General Secretary
Honorary Treasurer

3.04 In addition, further members, to a number deemed sufficient by the executive to execute the true and reasonable function of the organisation to the best benefit of the membership may be elected and placed in any named office.

3.05 Membership of the executive shall run between Annual General Meetings unless the post is resigned or forfeited.

3.06 The executive reserve the right, in the interest of the organisation, to co-opt members to the executive without vote should they deem it necessary.

3.07 As part of the organisations legal standing as a company registered at Companies House, the executive and / or the standing membership shall be responsible for ensuring that two persons of good standing are maintained as the legal and stated directors of the company subject to law.

3.08 Any member of the executive, who fails to attend three consecutive executive meetings, shall forfeit his / her seat on the executive with immediate effect and the position shall be declared vacant.

3.09 Executive meetings shall take place once per month on a day and time agreed at the previous meeting.

3.10 An executive meeting containing no fewer than five members of the executive may be deemed as a quorum and a meeting may take place.

3.11 The content of an executive meeting shall, unless otherwise stated by the executive, be deemed as confidential to the meeting and the executive of the organisation.

3.12 Any member of the executive, when voting, shall declare interests as appropriate. The disclosure of said interests shall at the discretion of the remaining executive members, by means of a vote, render the member ineligible to vote.

3.13 All members of the executive are duty bound to abide by any decision made on behalf of the membership by way of a democratic vote, at executive meetings, without question or query.

4.00 Annual General Meeting / Extraordinary Meetings

- 4.01 The Annual General Meeting shall be scheduled within 10 weeks of the completion of the financial year or sooner as appropriate.
- 4.02 Notice of an Annual General Meeting shall be given no less than 21 days in advance of said meeting.
- 4.03 No changes shall be made to the constitution and / or the rule book without first providing representation to the membership*. This shall only be possible at the Annual General Meeting and in exceptional circumstances by way of an Extraordinary Meeting.
- 4.04 The executive, at any point in time, may call upon the General Secretary to give 21 days' notice of an Extraordinary Meeting if deemed necessary.
- 4.05 The General Secretary, shall in a like manner, call an Extraordinary Meeting if requested to do so, by written petition, of no fewer than six members of the organisation.

(* However, the executive are empowered to propose motions, subject to being seconded at an executive meeting to allow a formal vote, within an executive meeting, to resolve disputed or unresolved issues which may affect the continued function of the organisation).

5.00 Financial Year / Accounting

- 5.01 The clubs financial year shall run from 1st January to 31st December annually.
- 5.02 Full and detailed financial records and accounts shall be maintained at all times.
- 5.03 Any moneys accruing to the club shall be used in full accordance with the stated Memorandum and Articles of Association lodged with Companies House on behalf of 'The Bournemouth and District Car Club Ltd'.
- 5.04 The executive by means of election shall be deemed to have full responsibility for the management of moneys owned by the organisation, but shall be accountable to the membership at any time.

6.00 Election of Members

- 6.01 Candidates wishing to join the organisation shall submit a written application, by form, to the membership secretary who will offer the proposed new member to the executive for election.
- 6.02 Candidates will formerly be nominated, seconded and voted upon for entry and subject to acceptance, shall be liable to pay the current subscription rates and the nominal entry fee of 50 pence (sterling) which allows for recognised voting rights as a member of the organisation.
- (Candidates membership may be rejected from the organisation if three or more members of the executive vote against their joining. Members of the executive voting in this manner shall not be required to give reasons for their vote).
- 6.03 All persons duly elected shall be presented, by the membership secretary, a copy of this rule book and will be deemed to fully understand the content and be bound by same.
- 6.04 The membership when competing, shall, wherever possible, enter using the organisations name.
- 6.05 Two categories of full membership are available as follows:
- a) Standard Membership for individuals and family members.
 - b) Student Membership for those aged 16 years and over in full time education who attend an educational establishment within the Bournemouth area. The subscription for these members will be set at 50% of the Standard Membership but will only entitle them to the BDCC magazine through the BDCC web site.
- 6.06 Outside of the Standard and Student memberships, a position known as 'Temporary Member' shall exist and will be available for person or persons wishing to take part in a closed to club event on a single event basis. The intent of this membership is to introduce individuals to motorsport who may otherwise not have ago, in the hope that they will extend the temporary status to full member. The Temporary Member status has no voting rights or championship claims and is purely in place to allow competition at an event.

7.00 Honorary Members

- 7.01 The executive may elect any member to receive honorary status at any point in the club year and this shall be voted upon by the executive. Honorary status shall be deemed to carry for a five year period and then shall be reviewed at the discretion of the then executive.
- 7.02 The General Secretary shall maintain the list of honorary members ongoing.
- 7.03 A category off Honorary Life Member shall exist and shall be for members who have provided meritorious or outstanding services to the club during their membership. The nominees shall be proposed at AGM and shall be elected once and as the name suggest, this shall be for life with no further election being required.

8.00 Subscriptions

- 8.01 The annual subscription shall be due for payment by all members no later than 1st January of any year. Failure to make payments by 28th / 29th February of operating year shall mean that a member shall be struck from the organisation's membership without any further recourse or notice.
- 8.02 The annual subscription shall be in a format and set at a cost as deemed appropriate by the membership by vote at the Annual General Meeting. Memberships under the subscription may include, full, family, age related or temporary.
- 8.03 Payment of subscriptions on or after 30th September of any given year shall be deemed to cover the following calendar year, up to and including 31st December.
- 8.04 Payment of the organisation's annual subscription makes a member, subject to the status of the membership, eligible for involvement in club events and social activities, with the organisations internal championship year running 1st November of a given year through to 31st October of the next year.
- 8.05 The first year of subscription will incur the 50 pence (sterling) liability fee which marks the entire financial risk of any given member towards the club. These monies shall, subject to item 9.00, be refunded the year after membership ceases, assuming no steps have been taken to wind up the company.

9.00 Insignia

- 9.01 All badges, insignia, logos or the like in any format and within any media shall remain the property of the organisation at all times. Fees paid for said items are deemed as being for the privilege of use.
- 9.02 Upon cessation of membership, by voluntary or other means, these items shall be returned to the organisation immediately.

10.00 Trophies and Awards

- 10.01 Any trophy offered by the organisation shall, unless specifically detailed otherwise, be perpetual and cannot be won outright.
- 10.02 The winner of any said trophy shall be deemed to understand that the presented trophy shall be held for no more than 12 months and shall, upon request by the executive be surrendered without question or reason.
- 10.03 Replica or similar style trophies may be given for retention.

11.00 Discipline

- 11.01 The executive shall have the power to suspend or expel any member of the club for any conduct or actions which may be considered to be detrimental to the best interest of the club.
- 11.02 Members of the executive shall be given a minimum of 7 days notice that a question of discipline is to be discussed.
- 11.03 To action a suspension or expulsion, the executive must vote with a two thirds majority in favour of the action, this ratio being of the members present and eligible to vote at the time of the action.
- 11.04 Due to the sensitive nature of many event venues, films and images of Club events are not to be posted on social media internet sites without the authorisation of a committee member. Permission will not be unreasonably withheld.

12.00 Officers and Roles of the Executive

- 12.01 **President**
The role of president shall be a non-executive post offered to a person who has previously held the office of Chairman within the club. The position of President does not restrict the member from standing as a member of the executive.
- 12.02 **Chairman**
The Chairman shall be the lead member of the executive elected to represent the club in dealings with other organisations, or by proxy. He or she shall be responsible for the running of all executive meetings. The Chairman, shall not vote in any matter unless it is to resolve a situation of deadlock.
- 12.03 **Vice Chairman**
The Vice Chairman shall act for the Chairman in his absence with the same authority and restrictions.
- 12.04 **General Secretary**
The General Secretary shall be responsible for the day to day administration of the organisation in all aspects, excepting those noted as specific to an executive post.
- 12.05 **Honorary Treasurer**
The Honorary Treasurer shall be responsible for the organisations books and accounts, to include the preparation and submission of all statute documents required under law and deemed necessary by HM Excise and Revenue or other relevant economic departments.
- 12.06 **Membership Secretary**
The Membership Secretary shall be responsible for the gathering of all new and existing applications for membership and the presentation of same to the executive for election. The roll shall require the control of a membership database and

responsibility under the data protection therein. In addition the Membership Secretary shall be responsible for obtaining subscription fees and banking of same and the provision of such detail to the Honorary Treasurer.

- 12.07 **Magazine Editor and Press Liaison**
The Magazine Editor shall be responsible for the preparation, collation and printing of the club magazine and subsequent distribution to the membership. By association, but not necessarily as a direct responsibility, they shall also be required to monitor press relations and on-line activity.
- 12.08 **Awards and Social Secretary**
The Awards Secretary shall be responsible for the provision of awards for all of the organisations events, annual and by event. They shall also be required to maintain a record of the location of all of the clubs perpetual awards and ensure that they are engraved with recipients' details. The position shall also act as liaison for all other social activities being actioned by the organisation, but may not be liable for their implementation.
- 12.09 **Competition Secretary**
The Competition Secretary shall be responsible for the management of the club calendar in relation to in house and all other events and affiliate association dates.
- 12.10 **Championship Secretary**
The Championship Secretary shall be responsible for the collation of all points claimed by members relative to the in house championship as detailed at clause 13.00. They shall be liable to update the editor and on-line media of the club and advise the executive of the status on a month by month basis.
- 12.11 **Equipment Officer**
The Equipment Officer shall be liable for the care and control of any club owned assets.
- 12.12 **Chief Marshal**
The Chief Marshal shall be the principal point of contact for any event organiser both within and outside of the organisation with regard to the provision of organising and assisting members on an event.
- 12.13 **Child Protection Officer**
The Child Protection Officer shall be responsible for all legal matters related to the statute laws regarding the care and protection of minors. The person shall be suitably and legally qualified to undertake the position.
- 12.14 Any executive member may have or apply for more than one position or roll within the executive, excluding more than one of those listed as specifics in 3.03 above.

13.00 Club Championship

- 13.01 The club championship shall be open to any fully paid-up and elected member of the organisation and it will be members sole responsibility to submit points claims.
- 13.02 The club championship year for point claims shall run from 1st November to 31st October in any given year.
- 13.03 Any event, irrespective of its status is eligible for points, provided that:
- The member claiming points has made every reasonable effort to enter under the organisations name.
 - The member claiming points runs the organisation logo by way of a sticker or similar when competing.
- 13.04 Additionally, to be eligible for end of year awards the members must also:
- Sign on and marshal for the full duration of an organisation event, undertaking any actions or activities as may be asked by or under direction of the clerk of the course or senior official of that event. In addition to club organised events, events whereby the organisers have specifically requested the organisations assistance may be deemed as acceptable. (Marshal shall include other official rolls on an event).
- 13.05 Any point claims must be made within 30 days of the event and must include the provision of a copy of written results or as applicable.
- However, where the organisation of any event has been by BDCC, or by co-promotion, the clerk of the course or leading official shall make available a single set of results and officials signing on sheets to the Championship Secretary who shall issue points to all eligible members.
- 13.06 At the season end, the provisional results will be declared within 7 days and a further 14 days will be made available for any queries, questions or problems. No other time will be allotted to resolve issues and members are urged to continually review the standings on a month by month basis.

- 13.07 The club championship comprises the following 13 categories at this time:
1. Autocross
 2. Autotest / Slalom
 3. AutoSolo
 4. Trials
 5. Speed (Hill Climb, Sprint and Circuit)
 6. Road Rally Driver
 7. Road Rally Navigator
 8. Stage Rally Driver
 9. Stage Rally Navigator
 10. Marshals
 11. All Rounder's Championship
 12. Ladies Championship
 13. Under 25's Championship
 14. Organisers
- 13.08 There are no restrictions as to the number of points claims which can be made by any members, however in assessing the final standings, the best SIX scores will be taken, with the exception of the following All Rounder's Championship, Ladies Championship and Under 25's Championship whereby the best THREE scores by individual discipline will be taken.
- 13.09 The Clerk of the Course and Secretary of the Meeting will be entitled to a 75% points claim based on the maximum available on the given event. This will only be available once per championship sector listed in 1 – 9 above. In taking these points they person or persons involved will not be eligible for marshalling points, however they may opt to take said points over the event points being offered.
- 13.10 Points for championship events in category 1, 2, 3, 4, 5, 8 and 9 shall be calculated thus:
- All points shall be awarded on a class basis relative to the number of starters in the class.
- Class points are calculated thus, class position, divided by number of class starters multiplied by ten.
- All finishers will receive a bonus of - 2.0 Points
- Non-finishers on an event will receive - 1.0 Point
- The total equation will then be rounded to the next full decimal place.
- Example:
- You finish 5th in class out of 15 starters...
- $$15 - 5 = 10 \div 15 = 0.66 \times 10 = 6.66 \text{ (rounded up to 6.7 points scored)}$$
- The best six results will then be counted towards the season end.
- 13.11 Points for championship events in category 6 and 7 shall be calculated thus:
- All points are based on the number of starters relative to your finishing position.
- Number of starters, minus finishing position, divided by the number of starters, multiplied by 100 and add 1.
- Example:
- You finish 15th out of 60 starters...
- $$60 - 15 = 45 \div 60 = 0.75 \times 100 + 1 = 76 \text{ points scored}$$
- 13.12 Points for championship events in category 10 shall be calculated thus:
- All events score 1 point and will be eligible.
- 13.13 Points for championship events in category 11, 12 and 13 shall be calculated thus:
- 13.10, the best three per discipline only to count. 13.11, the scores will be divided by 8 but only the highest three scores will count.
- 13.14 Points for Organisers will be awarded (1 per day) when time has been given to the Club and marshalling points are not available ie event set up days and promotional events.