

# The Liverpool Motor Club

## *Rules of the Club*

### **TITLE.**

1. The Club shall be known as "The Liverpool Motor Club".

### **OBJECT**

2. The object for which the Club is established is to foster motoring and motorsport in all its forms.

### **CONSTITUTION**

3. The Club shall be essentially a Members' Club and shall be conducted independently of religious, political, personal or trade interests.

### **ADMINISTRATION**

4. The affairs of the Club shall be managed by a General Executive Committee ("the Committee") which shall normally be comprised of a Chairman, Vice-Chairman, Secretary and Treasurer and such number of ordinary members that will bring its number to no more than nine. The Committee shall have the power to fill any vacancies and to co-opt members in an ordinary capacity (without voting power). All officers of the Club shall serve in an honorary capacity.
5. The Club shall have the power to elect, by invitation, a President and one or more Vice President(s) who shall enjoy full rights of ordinary membership, but whose subscription shall be voluntary and entirely at their discretion. Such election shall be at a General Meeting, subject to notice of the proposal previously having been duly given in accordance with Rule 24 and shall normally continue for the lifetime of the incumbent.
6. The Committee shall have power to:-
  - (a) Appoint sub-committees and grant them such powers as are considered necessary.
  - (b) Make rules for the management of Club competitions, and to do whatever it may deem necessary for the well-being of the Club which is not inconsistent with these rules.
  - (c) Appoint representatives of the Club to the governing body or bodies to which the Club is affiliated.
  - (d) Propose individuals for honorary membership of the Club. Such proposal will then be considered at any ordinary meeting attended by at least 6 ordinary members, at least three quarters of whom must approve the election. Honorary members shall enjoy all the privileges of ordinary membership, but shall not be entitled to vote at any meeting.
8. The Committee shall meet whenever summoned by the Hon. Secretary, who shall convene a meeting as instructed by the Chairman, or upon a requisition signed by two-thirds of the General Committee. At least two clear working days' notice shall be given of all committee meetings. At such meetings, 5 committee members shall be required to form a quorum.
9. It shall be the duty of the Hon. Secretary to attend all meetings, either in person or by a deputy, and to take minutes of the proceedings. Such minutes are to be ratified at the next meeting. The Hon. Secretary shall act generally as instructed by the Chairman.
10. Any member of the Committee absenting himself from three consecutive meetings shall cease to be a member of the Committee unless an apology for absence be read and accepted at the opening of any meeting from which the member may be absent. The Committee shall have the power to grant leave of absence for a period upon the request of any member giving reasons for such absence.
11. Any member of the Club wishing to raise a matter affecting the welfare of the Club can have the same brought before the Committee by giving full particulars, in writing, to the Hon. Secretary at least seven days before the next meeting of the Committee.

### **FINANCE**

12. All funds shall be banked in the name of the Club. Cheques or other electronic payments to meet expenditure authorised by the Committee must be authorised jointly by any two of the following:-
  - The Chairman
  - Treasurer
  - Up to two other elected Committee MembersIf the roles of Chairman and Treasurer are both being undertaken by the same person, then a third elected Committee Member will be permitted to sign; all instructions must still be authorised by two of the above.
13. All accounts are to be passed for approval by the Committee – petty expenses not included. The Committee shall have the discretion to determine what value constitutes a petty expense, but its value shall not exceed £25.
14. No member of the Committee shall incur any debts or expend any funds exceeding the nominal value of £1 on behalf of the Club without the consent of the Chairman, Hon. Secretary or Hon. Treasurer. No payments by way of fees,

honorariums, or presentations from the Club funds shall be made unless approved by a two-thirds majority of those present and voting at the meeting of the Committee.

15. The financial year of the Club shall expire on 31<sup>st</sup> December each year.

#### **SUBSCRIPTIONS**

16. Subscriptions shall fall due for payment as follows:-
  - (a) New Members: Subscription must accompany an application for membership.
  - (b) Renewals: A period of grace of one month will be allowed for the renewal of subscriptions, after which the names of those members who have not renewed may be removed from the register. (Such members shall thereupon return to the Club any badges or other property which they have on loan). During the aforesaid period of grace, members who have not renewed shall be forwarded the usual Club notices, but shall not be entitled to vote at any meeting of the Club, nor claim to be a member of the Club to participate in any competition.
17. Subscriptions shall be valid from 1<sup>st</sup> January to 31<sup>st</sup> December in any year. The subscription of any new member joining after 30<sup>th</sup> September shall be valid until 31<sup>st</sup> December in the following year. The rate of subscription shall normally be set at the AGM following a proposal by the Committee.

#### **ELECTION OF MEMBERS**

18. New members shall be elected by the Committee. All elections shall be by show of hands unless otherwise requested by a committee member. The Committee may delegate to organisers of competitions, power to accept new members for the purpose of the competition. In each case, such provisional election shall be formally confirmed at the next Committee meeting.
19. A candidate whose application for membership has been rejected shall not be re-submitted during the current year.
20. Members will be notified by the Hon. Secretary or Hon. Treasurer of their election and will be bound by the rules of the Club.

#### **EXPULSION**

21. Any member violating the rules or, in the sole opinion of the Committee, guilty of conduct prejudicial to the interest of the Club may be expelled from the Club by a resolution carried by a majority of the Committee present and voting. A member so expelled shall forfeit all claims on the property of the Club and shall cease to be a member, subject however to an appeal to a special general meeting, when a majority of two-thirds of the members present and voting shall determine the appeal.

#### **GENERAL MEETINGS**

22. The Annual General Meeting shall be held as soon as reasonably practicable following the close of the year.
23. At least two weeks' notice shall be given of the holding of such meeting at which the following business shall be transacted:-
  - (a) The consideration and adoption of the Chairman's report for the year
  - (b) The consideration and adoption of the Treasurer's report for the year
  - (c) The election of members of the General Committee.
  - (d) The consideration of motions brought forward by the Committee.
  - (e) The consideration of matters referred to in the notices of motion.
24. Notice of any motion to be brought forward at the Annual General Meeting must be signed by a proposer and seconder and delivered to the Hon. Secretary at least 14 days before the date of the aforesaid meeting
25. A General Meeting shall be called at the discretion of the Committee within four weeks of the consideration by the Committee of a requisition on that behalf signed by at least five members (or by a member under rule 21).
26. At least two weeks' notice shall be given of all General Meetings
27. At General Meetings a majority of votes shall decide a resolution, except as specified to the contrary under rule 36 herein. The Chairman shall have the casting vote except during the election of Officers and members of the Committee, when if two or more members have an even number of votes recorded in their favour the choice between them shall be decided by lot.

#### **ELECTION OF COMMITTEE**

28. The General Executive Committee shall be elected at each Annual General Meeting (AGM). From among their number, the Committee will then elect a Chairman and (if appropriate) a Vice-Chairman to serve in that capacity for one year.
29. The General Executive Committee shall retire as to two-fifths of its members at each AGM. Election to the Committee shall normally be for a term of two years, but in the event of vacancies failing to be filled at an AGM the retiring members shall become eligible for re-election to any of the vacant positions for one year. Members co-opted to the committee to fill vacancies arising during the year shall automatically retire at the next AGM irrespective of the term of office of the member they have replaced on the Committee.

30. At any election under rules 23, 28 and 29 the votes shall be taken by show of hands or if demanded by one member present by secret ballot.
31. Nominations for election to the Committee shall be sent to the Hon. Secretary in writing at least two weeks before the date of the meeting.

#### **RESIGNATION OF OFFICERS OR MEMBERS OF THE COMMITTEE**

32. Any officer or member of the Committee wishing to resign his office or seats shall notify the fact in writing to the Hon. Secretary who shall lay the matter before the Committee at the next meeting.

#### **SAFEGUARDING**

33. The Club will fully comply with the Child Protection and Safeguarding Guidelines issued by Motorsport UK and will require its members to do likewise.

#### **SOCIAL MEDIA**

34. The Club will fully comply with the Social Media Guidelines issued by Motorsport UK and will require its members to do likewise.

#### **PRIVACY & DATA PROTECTION**

35. The Club will comply with its Privacy Policy as published on its website at [www.liverpoolmotorclub.com](http://www.liverpoolmotorclub.com)

#### **CODE OF CONDUCT**

36. Members must ensure they abide by the rules and regulations of the Club and Motorsport UK and:
- a. Properly conduct themselves at all times, in the best interests of motorsport
  - b. respect the decision of event officials
  - c. treat all competitors, marshals and officials equally and 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.

#### **DISSOLUTION**

37. The Club may be dissolved by an Extraordinary General Meeting convened either on the recommendation of the Committee or on a requisition submitted by a majority of the ordinary members.
38. If the resolution of dissolution is 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.

#### **INTERPRETATION OF RULES**

39. In all cases of dispute as to the interpretation of the Rules of the Club, the decision of the Committee shall be final, subject only to an appeal to a General Meeting. Notice of such appeal shall be lodged within seven days of the publication of the decision of the Committee and shall be accompanied by the deposit laid down in Rule 25.

#### **ALTERATION OF RULES**

40. These rules may be altered by a Resolution carried by at least two-thirds of those present and voting at a General Meeting.

*Note: there are three levels of meeting specified in the rules.*

**General meeting:** A meeting at which the members vote upon motions proposed by the Committee or by other members after due notice has been given (Rules 22 – 28).

*(A General Meeting refers to the Annual General Meeting and an Extraordinary General meeting.)*

**Committee Meeting:** A meeting of the Committee at which only elected Committee members may cast a vote. Other members may attend but may not address the meeting without being specifically invited to do so. (Rules 6 – 11, & 18)

**Ordinary meetings:** All other meetings of the Club, including social meetings, open to members or non-members.

v5 Substantial changes made in June 1999 following a review of the Club's management, activities and objectives.

v5.1 – Updated October 2002. Various changes including reference to the size of the Committee.

v5.2 – Updated September 2004 to include a change to the size of the committee and various grammatical updates.

v5.3 – Updated September 2012 to include a change to the size of the Committee, removal of certain obsolete officers' positions and clarification of Meeting types.

v5.4 – Updated September 2020 to include reference to Safeguarding, Social Media, Privacy and Code of Conduct.