



EPYNT MOTOR CLUB LIMITED

CLUB RULES

Founded 1969
Updated 2023

1. TITLE.

- (a) The name of the Club shall be the “Epynt Motor Club Limited”, hereafter referred to as “The Club”.

2. OBJECTIVES.

- a) To operate as a registered Community Amateur Sports Club (CASC), whereby the Club is open to the whole community, organised on an amateur basis, with its main purpose being the provision of facilities for, and the promotion of participation in, motorsport.
- b) To provide members with information, advice and assistance on matters connected with motoring and motor sport.
- c) To watch the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to the Motorsport UK (MSUK).
- d) To promote motor competitions in accordance with the Rules of the MSUK.
- e) To arrange training, tours, discussions, social and other meetings.
- f) To afford members such benefits and privileges as it may be possible to arrange.

3. CONSTITUTION.

- a) Anyone twelve (12) years of age or over shall be eligible for membership.
- b) The membership shall consist of (a) Life Members, (b) Members, and (c) Honorary Members:
 - a) Life members – Are members who have been considered to have given above and beyond the expectation of any member over a significant amount of time. Life membership will cease upon the members passing, or should they bring the sport into disrepute.
 - b) Members – are paid up members who have the right to attend Club meetings, event committee meetings and the Annual General Meeting, where they can speak their views, and are given the power to vote on any matter, providing they do not financially benefit from the matter.
 - c) Honorary Members – Including Presidents and vice-presidents, where the holder is seen as a leader in the local or motorsport community, and who has been involved with the Club giving extra-ordinary service.

4. MANAGEMENT.

- a) 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. DIRECTORS.

- a) The Directors will be elected at each AGM, and should be elected for their impartiality, experience and knowledge. There should be no less than three (3), or more than eight (8). Quorum should consist of six (6), or more than 50% if there are less than 7 Directors elected.
- b) New Directors must have held a committee role and attended the majority of Club meetings over the last 12 months.
- c) The Directors will be responsible for any disciplinary matters as and when they arise and should be an impartial body.
- d) They will also be responsible for ensuring the Club abides by these rules, and making minor adaptations to these rules, as suggested by the committee, any rejected suggestions should be well-evidenced and documented.
- e) The Directors will be responsible for reviewing the Club policies annually.
- f) Directors should meet at least once per annum, but no disciplinary or suggestion should go more than two consecutive Club meetings without the matter being addressed by the Directors.
- g) Any matter of contention raised at a Club event or Club committee which has any significant risk to the Club, its reputation, events, or members should be raised to the Directors if it cannot be resolved within one meeting. Any grievances between members should be raised with the Chairperson or Secretary (of that committee) in the first instance, again this should be referred to Directors if it cannot be resolved within one meeting

- h) Directors can unanimously change these rules between AGMs, but the amendments, must be formally adopted at the following AGM.
- i) Directors should always act as a body, and no-individual shall have any powers, other than to provide advice to any member or officer.

6. ELECTION OF OFFICERS.

- a) The officers of the Club shall be elected at the Annual General Meeting. Should an office be vacated between Annual General Meetings, the Chairperson with agreement from the committee may appoint to the office until the following AGM, subject to no more than two offices being vacated in any one year.
- b) 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.

7. OFFICER ROLES.

1. Chairperson

The Chairperson is the head of the Club, whose prime role is to co-ordinate and lead other officers in carrying out their duties. They will provide vision and leadership to ensure the Club's success.

The Chairperson will lead Club and Director's meetings and liaise with the Secretary as necessary to ensure the efficient running of the Club.

The office should be filled by one person for no more than two consecutive years.

2. Vice-Chairperson

The Vice-Chairperson will stand in for the Chairperson when they are not available.

It should be anticipated that the Vice-Chairperson will succeed the Chairperson at the end of their term.

3. Club & Company Secretary

It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the Club and ensure all meetings follow due process and assist all officers in their role.

The Secretary will have overall responsibility for the minutes of the meeting and should minute in the absence of the minute Secretary. Such minutes should be presented for confirmation at the following meeting. The Secretary is responsible for organising Director's meetings and taking minutes.

4. Minute Secretary

The Minute Secretary shall be responsible for keeping accurate minutes of all committee meetings.

5. Treasurer

The Treasurer is responsible for keeping the Club accounts in order and financial planning for the future.

They should present a financial report at the AGM, with reasonable notice at the request of the committee or for audit purposes.

6. Membership Secretary

The Member Secretary is responsible for keeping accurate and up-to-date records of members, as well as collecting and promoting membership. Ideally, they should be able to attend Club events.

7. Championship Secretary

The Championship Secretary will support the auto test and navscatter coordinators and oversee Clubman level events. They will keep records of the Club and marshal championships and ensure that updates are communicated with members. Ideally, they should be able to attend Club events.

8. Auto Test Coordinator

The Auto Test Coordinator is responsible for organising and helping promote the auto test championship.

They will organise dates, venues, permits and marshals for auto tests and will ensure the smooth running of events. They will keep records of the auto test championships and ensure that updates are communicated with members. Ideally, they should be able to attend all auto tests.

9. Navscatter Coordinator

The Navscatter Coordinator is responsible for organising and helping promote the navscatter championship.

They will organise dates, venues and permits for navscatters and will ensure the smooth running of events, including liaison with the Route Liaison Officer. They will keep records of the navscatter championships and ensure that updates are communicated with members. Ideally, they should be able to attend all navscatters.

10. Chief Marshal

The Chief Marshal will be the main contact for all marshalling matters be those questions from Club members, or requests for marshals from other Clubs. They will also be responsible for organising training and marshal's development and upgrading.

11. Communications Team

The Communications Team is responsible for promoting and advertising the Club and its events, through the Club website, social media channels and emails to members.

They will be responsible for ensuring that the Social Media Policy is fit for purpose and in line with relevant legislation and guidance, and will support the Club to achieve and maintain MSUK Marketing Accreditation.

12. Equalities Officer

The Equalities Officer will help to ensure that Epynt Motor Club Ltd embraces diversity and difference and is committed to providing opportunities that are inclusive and accessible, in line with MSUK's Race with Respect Code of Conduct. They will be responsible for ensuring that the Equalities, Diversity and Inclusion Policy is fit for purpose and in line with relevant legislation and guidance.

13. Club Safeguarding Officer

The Club Safeguarding Officer will be trained and licenced as required by MSUK. They will help to ensure that Epynt Motor Club is committed to safeguarding the wellbeing of its members and will manage any referrals of safeguarding incidents or concerns. They will be responsible for ensuring that the Safeguarding Policy is fit for purpose and in line with relevant legislation and guidance.

14. Sustainability Officer

The Sustainability Officer will help to ensure that Epynt Motor Club Ltd is committed to improving its environmental impact. They will support the Club to implement an Environmental Management System and seek to achieve and maintain MSUK Sustainability Accreditation.

15. Equipment Officer

The Equipment Officer(s) will take responsibility for all Club equipment. They will ensure that all equipment is stored correctly in the shed, and know what equipment is stored away from the shed. They should monitor the quality of the equipment and make recommendations to the committee, or event committees, should any equipment need to be renewed or replaced.

8. EVENT COMMITTEES.

- a) Events organised by the Club may be run by an event committee. Only elected members of the Club may be part of an event committee and hold an officer role on that committee.
- b) Each event committee must ensure that a representative is present at each Club committee meeting to provide an update and raise any issues for the consideration of the Club committee or Directors.
- c) Members of the event committees may claim out-of-pocket expenses incurred through duties in connection with the event. Receipts should be provided wherever possible and submitted to the event committee Treasurer.

9. COMMITTEE.

- a) The committee will consist of Directors, Club Officials and Elected Members present. Seven (7) of the committee will form a quorum, which includes the Chairperson or Deputy, Treasurer and Secretary, or appropriate appointed Deputies.
- b) The committee should meet at least once per calendar month, unless Force-Majeure applies.
- c) A meeting that does not meet quorum may still meet, but any decision will be approved at the next meeting, unless this is not possible, in which case the minutes should reflect the reason why the decision was made without quorum.

10. UNACCEPTABLE BEHAVIOUR.

- a) Unacceptable behaviour, whether it is face-to-face, through written, telephone or email communications, or through social media, will not be tolerated at any Club meetings or events. This may involve words, actions or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort.
- b) Any unacceptable behaviour at Club or event committee meetings should be reported to the Chairperson or Secretary of that meeting in the first instance.

- c) Any unacceptable behaviour at Club events should be reported to the Clerk of the Course or Event Secretary of that event in the first instance.
- d) The Chairperson / Clerk of the Course or Secretary should take immediate action to cease the unacceptable behaviour if reasonable and possible and cancel the meeting or event if required. They should then report the behaviour to the Directors, who may take further action of a written letter on first offence and expulsion for repeat offences.

11. ABSENCE FROM COMMITTEE.

- a) Any officer who shall without sufficient reasons, absent themselves from three consecutive Committee meetings may be called upon to resign their position.
- b) Any officer who is not able to attend a committee meeting is expected to supply an update via email to the Secretary.

12. BANKING.

- a) 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.
- b) All monies of the Club's events should be banked by the event committee Treasurer in the name of the event or Club.
- c) Bank account signatories must be current officers or event committee members.

13. ELECTION OF MEMBERS.

- a) All applications must be made by an individual in their own correct name and be signed by the said applicant personally. Applications by persons under the age of eighteen (18) years must be countersigned by a parent or guardian.

14. SUBSCRIPTION.

- a) The membership fee will be agreed at the Annual General Meeting each year.
- b) Subscriptions fall due for payment following November 1st for the next calendar year.
- c) No member will receive their card, or any benefits, without payment of their subscription and completed membership form.

15. RESIGNATION.

- a) 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, but they shall remain liable for the payment of any debts due to the Club from him or her.

16. USE OF CLUB NAME AND ADDRESS.

- a) The name and address of the Club shall not be given by a member as their address for trade, advertising or business purposes or in connection with any legal proceedings.

17. POLICIES.

- a) Club members are bound to the policies of the Club, those being:
 - i. Equality, diversity and inclusion
 - ii. Safeguarding
 - iii. GDPR
 - iv. Social Media
- a) The Club rules and policies shall be available to all members via the Club website or upon written request to the Secretary.

18. EXPULSION OF MEMBERS.

- a) The Secretary shall give at least seven (7) days' notice to all Directors and the Chairperson, that a meeting will take place to discuss the disciplinary of a member. The member will also receive such notice, and given the

right to be present in person, or in writing. The Chairperson will chair the meeting, in the event of a tied vote the chair will have the casting vote.

- b) Should the member, or complainant not be happy with the outcome, they will have seven (7) days to inform in writing the Secretary (from the date they are notified in writing of the outcome) they wish to appeal.
- c) The director's decision will be final, unless new evidence can be presented.

19. ANNUAL GENERAL MEETING (AGM).

- a) The Annual General Meeting of the Club shall be held in the month of November or December in each year upon a date and at a time to be fixed by the Committee.
- b) The Annual General Meeting shall:
 - i. Receive from the treasurer a full statement of accounts showing the receipts, expenditure for the previous year end and present said accounts to the Club's accountants for filing with the relevant authorities.
 - ii. Receive from the Chairperson a report of the activities of the Club during the said year.
 - iii. Elect the President and Vice President, the Secretary and Treasurer of the Club.
 - iv. Elect the Officers and Directors
 - v. Settle any remunerations for the officers of the Club.
 - vi. Decide on any resolution which may be duly submitted to the meeting as hereinafter provided.
- c) When members wish a matter to be discussed at AGM, the text of such matters signed by at least two 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.
- d) No business which is not included in the agenda shall be discussed at the meeting unless every member present is in favour thereof.

20. EXTRAORDINARY GENERAL MEETINGS (EGM).

- a) An Extraordinary General Meeting may be convened by direction of the Committee, or on requisition of the Secretary stating the business for which the Extraordinary General Meeting is required and signed by not less than twelve (12) members, by the end of the following month.

21. VOTING.

- a) The Committee shall vote by ballot if any member present so demands.
- b) Every person with a right to be present may exercise one vote.
- c) The Chairperson shall not vote except in the exercise of a casting vote.
- d) At any 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 Chairperson, and a poll shall be taken of all members of the Club. The decision of the members, as shown by the poll, shall be reported to the adjourned meeting. This shall be deemed to be the decision of such meeting.

22. RIGHT TO BE PRESENT.

- a) No-one can take part in General Meetings unless they are a Member of the Club and has paid their subscription according to the rules.

23. OBSERVANCE AND INTERPRETATION OF RULES.

- a) Every member binds themselves 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 Directors in all cases of dispute or disagreement as to the interpretation of these rules.

24. ALTERATION OF RULES.

- a) 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.

25. EVENTS.

- a) All motor competitions organised by the Club shall be held under the rules and requirements of the Motorsport UK. Any member convicted of an offence arising out of their being in charge of a motor vehicle in any Club event or on Club business shall be thereupon liable to expulsion from the Club.

26. DISSOLUTION.

- a) 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.
- b) If the resolution of dissolution be duly passed, the Directors shall forthwith liquidate the affairs of the Club. Upon dissolution any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports. If there be any surplus assets on realisation, these shall be disposed of at the discretion of the Directors.
- c) Should the Club be bankrupt the Directors will be limited to the sum of £1.