

**BURGESS HILL & DISTRICT MOTOR CYCLE CLUB**  
**Constitution and Rules**  
**November 2010**

### **1 Title**

The name of the Club shall be Burgess Hill & District Motor Cycle Club, herein after referred to as "the Club".

### **2 Address**

The registered address of the Club shall be decided by the management committee and will be announced to the members in the Newsletter. It will normally be the home address of the current Treasurer.

### **3 Objectives**

The objectives of the Club are:

- a) To be independent and to promote the interests of its members.
- b) To foster friendship through the ownership, use of and interest in motorcycles.
- c) To encourage motorcycling.

### **4 Rules**

A proposal to amend or delete an existing rule or introduce a new rule will only be considered at an Annual or Extraordinary General Meeting.

As and when any new rule is amended, that numbered section of the rules shall be published in the next available Newsletter.

In the case of a dispute or disagreement as to the interpretation of the rules, the decision reached by the Management Committee will be final and binding.

### **5 Membership Rights and Responsibility**

Members of the Club shall receive a copy of the Rules of the Club.

Members of the Club shall be able to view the Club accounts for the previous year at the Annual General Meeting, or at any other time after giving 28 days notice to the Treasurer.

Members of the Club have the right to participate in all activities of the Club, subject to Rule 15.

Members have a responsibility to conduct themselves so as to uphold good reputation of the Club.

### **6 Membership and membership fees**

- a) Applications for membership of the Club shall be made on the official form, completed and signed by the applicant and given, with the membership fee, to a member of the Management Committee.
- b) Membership not renewed with a month of the due date (1 July) will be considered as terminated.
- c) The Management Committee has the authority to accept or decline any application for membership.
- d) Any member wishing to resign his/her membership shall give notice of resignation, in writing, to the Club Secretary. Any un-expired portion of membership fees paid will not be refunded.
- e) The Club membership year will run from 1 July until 30 June.
- f) Current or past members shall pay the full fee, irrespective of renewal or rejoining date.
- g) For new members, the fee payable shall be reduced by 50% for those joining between 1 January and 31 March and by 75% for those joining between 1 April and 30 June.
- h) The level of membership fees shall be proposed and agreed at an Annual or Extraordinary General Meeting.

### **7 Complimentary Membership**

The Management Committee may grant complimentary membership to any applicant, for either renewal of an existing membership or a new application, with the agreement of all three officers of the Management Committee,

### **8 Honorary Membership**

The Management Committee may confer, at an Annual or Extraordinary General Meeting, honorary membership upon any member or non-member in recognition of meritorious service to the Club or to motorcycling.

### **9 Affiliations**

The Club shall be affiliated to the British Motorcyclists Federation.

### **10 Management Committee and Officers**

The Management Committee of the Club will consist of the Club Officers, namely Chairman, Secretary and Treasurer, plus up to five other members. The Officers and members of the Management Committee shall be elected by majority vote of Club members attending an Annual or Extraordinary General Meeting. Officers and members of the Management Committee will hold office until the next AGM. The Management Committee may co-opt other Club members to serve on the Committee between AGMs.

The Management Committee must have a minimum of two Officers and two other elected Committee members in attendance at any Management Committee meeting to form a quorum

### **11 Duties of Office**

- a) Chairman has overall responsibility for the smooth and orderly running of the Club. He/She should also ensure that the other Officers are fulfilling their duties effectively and that they and Club members comply with the constitution and rules.
- b) Secretary has responsibility for membership and other Club records.
- c) Treasurer has responsibility for managing Club finances, maintaining accurate and timely Club accounts and for dealing with financial institutions holding Club funds.
- d) Committee members have a duty to help in running the club. They may be asked to take responsibility for or assist with a variety of regular or occasional activities e.g. producing the newsletter and managing events.

## **12 Banking Facilities**

- a) Nationwide Building Society. This account is used to earn interest on surplus balances. All three of the Club's Officers are authorised signatories and any two are required to sign to withdraw funds in the form of a cheque payable to the Burgess Hill & District Motorcycle Club.
- b) NatWest Bank Burgess Hill branch has the Club's current account. All three of the Club's Officers are authorised signatories and any two are required to sign cheques or to withdraw cash from this account.

## **13 Donations to Charities**

The Management Committee shall have authority to make Club donations to charitable causes.

## **14 General Meetings**

- a) An Annual General Meeting of the Club shall be held, preferably in June, where the minutes of the previous Annual General Meeting and any Extraordinary General Meetings during the preceding year shall be approved. The posts on the Management Committee shall be offered for election at each AGM.  
Members shall receive notice of the meeting by post not less than 21 days prior to the meeting.  
Nominations for Officers and Committee members (proposed, seconded and signed by the nominee) and all other matters for inclusion in the agenda must be received in writing by the Secretary on or before the 7<sup>th</sup> day preceding the meeting. However, nominations may be accepted at the meeting for any post for which the Secretary has not received notice of nomination.  
If more than one nomination for a post is submitted and accepted, the nominee receiving the most votes will be elected. Each member may only nominate one other member to each available post. Members may not nominate or second themselves.  
The agenda with accounts for the year shall be circulated to all members present at the meeting.
- b) Extraordinary General Meetings of the Club may be called by the Management Committee in writing to the members, or by letter to the Secretary signed by three members of the Club stating the reason.
- c) The Management Committee shall hold closed meetings to conduct Club business
- d) At all meetings, each member has one vote, except the Chairman, who also has a casting vote.
- E) There must be a minimum of 2 Officers plus 1 other committee member plus 10% of the current membership to form a quorum at any Annual General Meeting or Extraordinary General Meeting.

## **15 Prejudicial Conduct**

Should any member contravene the rules of the Club, or be considered by the Management Committee to have acted in a manner prejudicial to the interests of the Club or likely to bring the Club into disrepute, the Management Committee shall notify the member of the complaint in writing and request the member to submit to the Management Committee a written statement responding to the complaint. Should no statement be received within 14 days, the Management Committee has authority to withdraw membership of the Club without further notice. In all cases under this paragraph, the Management Committee shall consider all relevant factors and information, including any statement submitted by the member complained against and, by majority vote, have authority to caution, suspend or withdraw membership.