

Draft Club Constitution & Rules

The Highland Classic Motorcycle Club Constitution and Rules (Draft Jan 2012)

Name of Club

1. The name of the club will be “The Highland Classic Motorcycle Club”, herein after referred to as the “The Club”.
2. The Club Logo will be the ‘HELMET & GOGGLES’ adopted in 1983. The Highland Classic Motorcycle Club retains exclusive rights to the use of this logo, which can only be re-produced following the written permission of the Club.

Aims & Objectives

1. The Club policy will be to encourage the legal use of older motorcycles and to set an example of good behaviour on and off the road and to promote a good image of the Club and it’s activities.
2. To encourage the restoration and preservation of motorcycles over 15 years of age.
3. The Club will cater for persons interested in all makes of motorcycles over 15 (fifteen) years old.
4. The Club will hold regular meetings to discuss Club business and to provide entertainment for members, and other functions as may be agreed.

Membership

1. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and code of practice that the club has adopted.
2. Full membership will be annually and run from 1st August to the 31st July per year.
3. New members applying for membership after the 1st January will be granted a six (6) month membership.
4. New applications for membership will be vetted by the current Club membership for approval at the subsequent meeting after an application for membership has been received.
5. Membership cards will be issued annually to members on payment of the agreed subscription fee.
6. Lapsed members renewing their membership will be charged the full annual rate.
7. Associated members - The immediate family of any member may apply to become an Associate Member at an additional cost, as set by the committee, each year, but they will have no voting rights.
8. Where two or more members of one family actively participate with their own or another’s machine in Club events they will require to become Full Members.
9. Members of five (5) years standing and aged 70 years or more will be exempt from payment of any membership fees.
10. The Committee can bestow Honorary Membership on an individual who has supported the Club in exceptional circumstances over a period of time. (Any such proposal must be agreed by the Committee and thereafter ratified by the membership)
10. Any member may propose that a club member is appointed Honorary Membership in recognition of meritorious service to the club or to motorcycling. This should be proposed for discussion at the Annual General Meeting (AGM) and voted upon.
11. All members attending Club events must accept full responsibility for any circumstances arising from their actions and the use of their machines whether on public or private property.

Membership Fees

1. The full membership and Associated membership fees will be reviewed annually by the committee, at least two (2) months prior to membership renewal date.
2. Membership renewal fees must be paid before the 30th September each year so as to enable the ordering of Scottish Vintage Vehicle Federation (S.V.V. F.) Year Book and accompanied with a completed membership renewal form to conform to the Data Protection Act.

Responsibility of Member

1. Members have a responsibility to conduct themselves so as to uphold the good reputation of the Club and promote the goodwill of the Club and motorcycling in general at all times.
2. Members attending Club road run and events must ensure their vehicle is taxed and insured and in a road worthy condition having a current Ministry of Transport Test (M.O.T.) certificate where required and must hold a valid UK motorcycle licence.

Officers of the Club

The office bearers appointed would be: -

1. Chairman
2. Secretary
3. Treasurer.

The Chairman will be elected to serve a minimum term of 2 years.

The Secretary & Treasurer elected to serve a minimum term of 2 years each.

2. Four other members will be elected to form a Committee of 7 (Seven), for minimum term of One (1) year, to the following committee posts: - Vice Chairman, Entertainments member, Club Runs Organiser and a Merchandise member.

3. The Club shall also appoint a Membership Secretary and a Club magazine/newsletter editor for a minimum term of 1 (One) year.

(Other posts to consider - Health & Safety member & Publicity member)

4. In addition, any person(s) not appointed as committee members, but holding the position of Membership Secretary or Magazine Editor, will automatically become committee members with full voting rights.

5. When a member retires from office during their term of office, the position must be filled at the next available meeting.

6. If any committee position remains unfilled, volunteers will be requested to fill the vacant post at each meeting until the post is filled.

7. The terms of reference for each committee post will be reviewed annually.

See Annex A for Terms of Reference.

Committee

1. The committee will manage the affairs of the club.
2. The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
3. The committee will be convened either by the Club Chairman or Secretary no less than 4 times per year.
4. The Committee will stand for election, Chairman every 2 years, club Secretary & Treasurer every 2 years, other committee members annually at the AGM.
5. Members not present at the AGM may be appointed to the committee only if their written acceptance has been obtained in advance.
6. The Committee will prepare a list of Club events for the year at the earliest opportunity.
7. The minimum number of members to form a quorum at committee meetings is four (4).

8. The Committee may co-opt other members for specific duties. Such members may only vote at committee meetings on their own business.
9. Sub committees may be set up to arrange any special activities of the Club.

Finance

1. The Club Funds will be used for the general promotion of the Club and for the benefit of its members.
2. The Club Funds will be lodged in a Bank or Building Society and withdrawals will be authorised by any two signatures of the Chairman, Secretary, Treasurer or one other named Committee Member
3. All expenses in excess of £50.00 must be agreed in advance by the committee. This sum to be reviewed annually.
4. The amount of the Club Funds retained in the account must be not less than 50 per cent of the previous year's total membership fees.
5. The financial year of the Club will be from 1st August - 31st July.
6. The Balance Sheet of the Club Funds will be prepared by the Treasurer annually and presented at the AGM along with supporting documents for approval. The Balance Sheet will then be signed as correct by the Chairman or Secretary and Treasurer and retained in the Club records.

Annual General Meeting

1. The clubs Annual General Meeting (AGM) will be held immediately after the first club meeting in September.
2. Only paid up members may hold office, vote or propose and second motions.
3. Club Constitution and Rules can only be changed or amended by a two-thirds majority at the AGM.
4. Any motion to change the Rules must be intimated no later than one month prior to the AGM.
5. The Chairman will have his own vote and if necessary a casting vote.
6. Where two or more members are proposed and seconded for the same committee post, voting will take place and the member receiving the lowest number of votes will withdraw. Then the process will continue until there is a straight choice between the two remaining members.
7. Office bearers and committee member posts will be ratified at the end of the AGM.

The Loch Ness Rally

1. The Club committee will form the basis of the Rally Committee and organise the annual Loch Ness Rally and Road Run for the 2nd Sunday in June each year.
2. Rally committee will comprise of –
Rally coordinator, Rally secretary, Chief rally marshal, and Chief rally judge. Other positions required at discretion of committee will be, a Raffle promoter, a Rally sweep, a Quizmaster and Rally voluntary assistants.

The Terms of reference for these rally position will be reviewed as required and held in Annex B.

3. The group classification of machines for the rally will be recognised as follows: -

<u>Veteran</u>	Manufactured before 31 st December 1914.
<u>Vintage</u>	Manufactured from 1 st January 1915 to 31 st December 1930.
<u>Post-Vintage</u>	Manufactured from 1 st January 1931 to 31 st December 1945.
<u>Post War</u>	Manufactured from 1 st January 1946 to 31 st December 1955.

<u>Early Classic</u>	Manufactured from 1 st January 1956 to 31 st December 1964.
<u>Classic</u>	Manufactured from 1 st January 1965 to 31 st December 1975.
<u>Early Modern Classic</u>	Manufactured from 1 st January 1976 to 31 st December 1985
<u>Modern Classic</u>	Manufactured from 1 st January 1986 to be set by the Rally committee.
<u>Specials</u>	Best non-standard production machine, excluding paint jobs.

Categories may be sub-divided/amalgamated as the Rally Committee may decide.

Machines entered into the rally must not be less than twenty (20) years old.

4. The rally committee must arrange a suitable venue, confirm a date, promote the rally where possible and organise the event in total. Ensuring the road run route is suitable and maps or clear route directions are given and signed correctly.

5. Club members maybe co-opted to assist as require.

Affiliations

1. The club is affiliated to other organisations and professional bodies. Club members may either elect to represent these organizations or be elected to represent the club at these organisations.

2. The organisation the club has representation for are – British Motorcyclist Federation (B.M.F.), Scottish Vintage Vehicle Federation (S.V.V.F.), Driver Vehicle Licensing Agency (DVLA), Vintage Motor Cycle Club (V.M.C.C.) & National Association for Bikers with a Disability (NABD).

3. Affiliations to be reviewed annually by the committee prior to the AGM.

Discipline and Appeals

1. Any member bringing the Club into disrepute will be asked to resign from the Club. The Club may choose to expel such a member.

2. In the event of a Club member having a complaint against the Club or its office bearers, the complaint must be brought to the attention of a Committee member as soon as possible, followed by the complaint in writing, addressed to the Club Chairman.

3. If the complaint is against the Club Chairman, then the written complaint must be addressed to the Club Secretary.

4. The complaint will then be read out at the next Committee meeting. If the matter is deemed urgent, then a Committee meeting will be arranged at the earliest opportunity. The Committee will then deal with the matter and only after a resolution has been reached, will the matter be brought to the attention of the membership, unless it is of an urgent nature.

Dissolution

1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

2. Should the Club fail to form a working committee and cease to function, then, after all debts have been cleared, the Club funds will be frozen for a period of 3 (three) years from the date of the last meeting or until such time as the Club resumes activities.

3. Should the Club fail to function within that period, there will be a meeting of all the former members who can be contacted and a decision made regarding the disposal of the remaining Club funds. Either the Club Chairman, Secretary or Treasurer plus one paid up member will hold control of club funds until such time as the disposal of funds is agreed.

Declaration

The Highland Classic Motorcycle Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

Signed _____ Dated _____

Name _____

Position: Club Chairman

Signed _____ Dated _____

Name _____

Position: Club Secretary

Annex A – Terms of Reference for Committee

Annex B – Terms of Reference for Loch Ness Rally posts