

# COOKSTOWN MOTOR CLUB LTD – CLUB RULES

## **1 TITLE**

- 1.1 The name of the Club shall be the Cookstown Motor Club Limited hereinafter referred to as 'the Club'.

## **2 LIABILITY**

- 2.1 In accordance with The Companies Act 2006, the Club is a Company Limited by Guarantee and not having Share Capital and the Company Registration Number is NI008349.
- 2.2 The Memorandum and Articles of Association are available for inspection at the Registered Office or at the Secretary's Address.
- 2.3 The liability of the members is limited. Every member of the Club undertakes to contribute to the assets of the Club in the event of its being wound up whilst they are a member, or within one year afterwards, for payment of the debts and liabilities of the Club incurred before they cease to be a member; also, for the costs, charges and expenses of winding up. However, the amount of contribution required will be no more than one pound.

## **3 OBJECTS**

- 3.1 The Objects of the Club are:
- (a) To further interest in motoring and motor sport.
  - (b) To provide members with information, advice and assistance on matters connected with motoring and motor sport.
  - (c) To observe the local administration of the laws and regulations affecting motoring, motor vehicles and motor sport and to report any proposed local action or scheme to Motorsport UK Association Ltd, hereinafter referred to as 'MSUK'.
  - (d) To promote motor competitions in accordance with the Rules of MSUK.
  - (e) To arrange tours, lectures, and engage with members through social gatherings and other meetings.
  - (f) To provide members with such benefits and privileges as it may be possible to arrange on their behalf.

## **4 MEMBERSHIP**

- 4.1 Membership shall consist of:
- OrdinaryFull Full Members
  - Clubman Members
  - Junior Members
- (a) OrdinaryFull Members - Any applicant who has completed a membership application form and whose subscription has been accepted through the membership system shall become a Provisional Member and be eligible to take part in Club events provided that their application has not previously been refused. Provisional Membership shall hold good only until the next meeting of the Committee taking place after payment of the subscription by the applicant and at which their membership is ratified thus becoming an OrdinaryFull Member.
- (b) Clubman Member – Any individual who becomes a member by paying the membership fee via a Clubman event entry form such as Rallyscore, will be deemed to be a Clubman Member. A Clubman Member may become a Full Member by

completing a membership application form and if accepted, does not have to pay an additional fee.

- (c) Junior Members (aged 12 to under 18 years of age). Applications by persons under the age of 18 years must be countersigned by a parent or guardian. Junior Members will become Full Members automatically on attaining the age of 18.

## **5 HONORARY OFFICERS OF THE CLUB**

- 5.1 The Club may have a Chairman, Vice-Chairman, Treasurer, Company Secretary, Club Secretary, Competition Secretary, Membership Secretary, Equipment Officer, Safeguarding Officer and ANICC Representatives and any other officials as the members in General Meetings may from time to time deem necessary.
- 5.2 Officers shall be elected annually at the Annual General Meeting (AGM) and shall hold office, subject to eligibility, until the next AGM. The Club may fill any casual vacancy in any of the above offices at a General Meeting.
- 5.3 The retiring officers and shall be eligible for re-election.

## **6 MANAGEMENT**

- 6.1 The Club shall have a number of Directors in accordance with the Companies Act 2006. Directors will be appointed by OrdinaryFull Members at the Annual General Meeting (AGM) and in accordance with the Club Articles of Association must number no fewer than 5 and not more than 12. Directors will have the power to appoint any person to be a director to fill a casual vacancy or as an addition to the existing Directors. Directors will appoint a Chairman who will undertake the role of Club Chairman and will hold office until the next AGM. The financial business and responsibilities of the Club shall be managed by the Directors.
- 6.2 The day-to-day management of the Club, motorsport events and competitions, will be undertaken by OrdinaryFull Members who may be Directors and /or Officers of the Club.
- 6.3 Special Committees may be elected as required in order to manage and promote particular events. These committees will meet as deemed necessary and report back to the Club at the next General meeting.

## **7 MEETINGS**

- 7.1 The Club shall in each year hold an Annual General Meeting and shall be held at such a time and place as the Club decide. The AGM will be notified to OrdinaryFull Members at least 10 days in advance. Any items for the agenda or special resolutions must be notified to the Secretary a minimum of 10 days in advance.
- 7.2 An ExtraordinaryFull General Meeting (EGM) may be convened on such requisition as provided by Section 303 of the Companies Act 2006 and to deal with an extraordinaryFull situation or resolution. An EGM can also be requested by an OrdinaryFull Member and submitted to the Secretary with 21 days' notice and together with 10 OrdinaryFull Member names/signatures.
- 7.3 General Meetings will be held regularly throughout the year and will be held at a time and place decided by the Club. These meetings will normally be held on the 3<sup>rd</sup> Wednesday each month. General Meetings will be chaired by the club Chairman or Vice Chairman in his/her absence.
- 7.4 When Members wish a matter to be discussed at a General Meeting, the text of such matters shall be sent to the Secretary at least 5 days before the date of such meetings, so that it may be included in the agenda.

- 7.5 The business of the Club shall be managed at General Meetings. No business shall be transacted at any General Meeting unless a quorum of 5 OrdinaryFull Members is present.
- 7.6 No OrdinaryFull Member shall be entitled to be present or to vote at any General Meeting unless all subscriptions and other moneys (if any) in respect of their membership have been paid. No member shall be entitled to vote by proxy.
- 7.7 Clubman Members and Junior Members may attend General Meetings but only Junior Members aged 16 and over are ~~not~~ entitled to vote.†
- 7.8 OrdinaryFull Members who are present are entitled to one vote by a show of hands or by ballot if any member present so demands. In the case of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.
- 7.9 A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership.
- 7.10 Any Office of the Club shall be vacated if the member:  
(a): ceases to be a member of the Club: or  
(b): without sufficient reason or without the consent of the Committee, absents themselves from three consecutive meetings of the Committee: or  
(c): becomes a member of the Committee of a neighbouring Motor Club; etc. (see Article 41 of the Articles of Association for other reasons for disqualification).

## **8 SUBSCRIPTIONS**

- 8.1 The annual subscription for members shall be as determined by the Club at an AGM together with any entrance or joining fee applicable to new members.
- 8.2 A candidate for membership shall pay their first subscription at the time of applying for membership and if for any reason the Committee decides not to admit them, they shall be informed by the Membership Secretary and their subscription returned.
- 8.3 The financial year of the Club shall end on 31st December and subscriptions for the ensuing year shall be payable on or before the 1st of January.
- 8.4 Any member of the Club who has not paid their subscription within one month of the date on which it became due shall be notified of the fact and, if one month thereafter still has failed to pay their subscription may, unless sufficient reason be shown to the Committee, be taken off the register of members forthwith.
- 8.5 No member whose subscription is in arrears shall be eligible to hold any office or take part in any competition promoted by the Club under the Competition Rules of Motorsport UK unless otherwise eligible.

## **9 RESIGNATION AND EXPULSION**

- 9.1 A member wishing to resign their membership shall give notice in writing of such desire to the Membership Secretary on, or before, the date on which their subscription would have become due for renewal in any year.
- 9.2 Any member violating any rule and/or regulation of the Club or being guilty in the sole opinion of the Club of any action prejudicial to the good name of the Club, shall be invited to attend a General meeting or EGM to decide whether or not cause for expulsion, suspension or caution has arisen. At least seven days' notice in writing of such meeting shall be given to all concerned and the member shall be allowed to offer an explanation of their conduct verbally or in writing, and if two-thirds of the OrdinaryFull Members present then vote in favour of their expulsion, suspension or caution, such decision shall be immediately effective.

9.3 A member ceasing to be a member of the Club shall thereafter have no claim upon the property of the Club or to enjoy any of the privileges of membership, but they shall remain liable for the payment of any debts due to the Club by them and for one year after the cessation of membership they shall remain liable to have their name included in the list of contributors in the event of the Club being wound up.

## **10 USE OF CLUB NAME**

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

## **11 ACCOUNTS**

11.1 The Club shall cause proper records of accounts to be kept with respect to:

- (a) All sums of money received and expended by the Club and the matters in respect of which receipts and expenditure take place.
- (b) All sales and purchases of goods by the Club.
- (c) The assets and liabilities of the Club.

11.2 At least once in every year the accounts of the Club shall be examined, and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified accountant.

11.3 A copy of every balance sheet (including every document required by law to be annexed thereto), which is to be laid before the Club in a General Meeting or AGM and shall be made available to every ~~Ordinary~~ Full Member of the Club not less than seven days before the date of the meeting.

11.4 Where a Member considers they are entitled to expenses they shall complete a Club Expenses form which must be signed off by either the Chairperson or Deputy Chairperson before payment is made by the Company Treasurer.

## **12 AUDIT**

12.1 The Club qualifies as a small company and complies with the conditions for exemption from audit under Sections 477 and 478 of the Companies Act 2006. However, members may request an audit as described by Section 476 of the Act.

## **13 NOTICES**

13.1 A notice may be served by the Club upon any member either personally or by sending it through the post in a prepaid letter to their address as appearing in the Register of Members.

## **14 ACCEPTANCE OF RULES**

14.1 Entry into any class of membership of the Club shall be deemed to indicate acceptance by the member of the Club Articles of Association with any alterations thereto, as the Rules of the Club. A copy of the Club Rules will be made available on the Club website.

14.2 A copy of the Articles of Association of Cookstown Motor Club Ltd will be made available on the Club website.

## **15 ALTERATIONS AND ADDITIONS TO THE RULES**

16.1 Alterations and additions to the Articles of Association may only be made by special resolution as prescribed by Section 21 of the Companies Act 2006.

16.2 Alterations and additions to the Club Rules may be made by special resolution at the AGM provided:

- (a) that details of the proposed alteration or alterations are included in the final agenda of the Annual General Meeting, and
- (b) that the resolution proposing such alteration/s is carried by two thirds of those present at the meeting, or by two-thirds of those voting should a poll be demanded as provided for in Article 18 of the Articles of Association.

## **16 EVENTS**

- 16.1 All motor competitions organised by the Club shall be held under the rules and requirements of Motorsport UK.
- 16.2 Any Member convicted of an offence arising out of being in charge of a motor vehicle in any Club event or on Club business shall be thereupon liable to expulsion from the Club under Rule 9.

## **17 SAFEGUARDING POLICY**

- 17.1 The Club shall appoint a Safeguarding Officer and adopt Motorsport UK's Safeguarding Policy, which will be available on the Club and Motorsport UK websites.

<https://www.motorsportuk.org/the-sport/policies-guidelines/safeguarding>

## **18 GENERAL DATA PROTECTION REGULATION (GDPR)**

- 18.1 The Club shall comply with the General Data Protection Regulation and the Data Protection Act 2018 and publish a Privacy Notice, which will be available on the Club website.

<http://www.cookstownmotorclub.com>membership-fo>

## **19 SOCIAL MEDIA**

- 19.1 The Club has adopted Motorsport UK's Social Media Policy, which will be available on the Club and Motorsport UK websites.

<https://www.motorsportuk.org/the-sport/policies>

## **20 SUSTAINABILITY POLICY**

- 20.1 The Club has adopted and applies the sustainability policy provided by Motorsport UK:

<https://www.motorsportuk.org/wp-content/uploads/2019/11/2019-01-01-motorsport-uk-environmental-policy.pdf>

## **21 CODE OF CONDUCT**

- 21.1 Every Club member agrees to abide by the rules of the Club and those of Motorsport UK and by any modifications thereof made in conformity with such rules and to accept as final and binding the decision of the Club in all cases of dispute or disagreement as to the interpretation of these rules. In addition, members shall;

- (a) Conduct themselves in a proper manner at all times, in the best interests of UK motor sport.
- (b) Respect the decisions of event officials.
- (c) Treat all competitors, marshals and officials equally with respect.
- (d) Maintain the highest standards of driving behaviour.
- (e) Not discriminate against any person for any reason, whether as a result of race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK and the National Court.

## 22 DISSOLUTION

22.1 The Club may be dissolved by an EGM convened by direction of the Club, or on the requisition of the majority of the members.

22.2 If, upon the winding up or dissolution of the Club there remains, after the payment of all debts and liabilities, any assets whatsoever, the assets shall not be paid to or distributed amongst members of the Club but shall be given or transferred to some other organisation(s) having similar aims and objectives; such organisation(s) to be determined by the members of the Club at, or before, the time of dissolution.

22.3 If a suitable organisation or organisations cannot be identified, then the assets shall be donated to an approved charity.

Signed: \_\_\_\_\_

Appointment: Club Chairman

Date: \_\_\_\_\_

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