 **Blackpool & Fylde Land Rover Club**

**Constitution**

**1.** The name of the club shall be Blackpool & Fylde Land Rover club Limited and shall hereafter be referred to as ‘The Club’.

**2.** The object of The Club shall be;

 **a**) To promote vehicles of Land Rover manufacture and to offer advice and assistance to Club Members in connection therewith.

 **b**) 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 (MUK).

 **c**) To promote motor competitions in accordance with the Rules of the MUK.

 **d**)Wherever possible, the Members shall have the benefits of any discounts the Club is able to arrange on production of a current membership card.

**3.** Any person being an owner or enthusiast of a vehicle of Land Rover manufacture shall be eligible for membership.

 **a**) Full and associate members shall be eligible to vote at the Annual General Meeting and may take part in any event being held by the Club.

 **b**) Honorary Members may be elected by the Club but should be persons distinguished in areas of interest to the Club.

**4. Governance**

 The authority and responsibility for the transaction of the business of The Club for its management and administration shall be vested in the Management Committee (hereinafter referred to as the “Management Board”) who will be Directors of Blackpool & Fylde Land Rover Club Ltd. In addition to the powers and authorities by these rules expressly conferred on them, the Board may exercise all powers and do all acts in furtherance of the objects for which The Club is established (Rule 2), other than those hereby or in the Articles of Association of Blackpool & Fylde Land Rover Club Ltd. expressly directed or required to be exercised or done by the Company in General Meeting.

**5. Management Board**

The Management Board shall consist of a maximum of 4 directors and a minimum of 3.

Any person who is not a fully paid up member of the Club shall be ineligible to hold office as a member of the Management Board

The Management Board shall organise themselves to appoint a “Chairman” who will chair all meetings and represent The Club as such, and appoint a “Secretary” who will manage the business of the Board and keep minutes of all meetings and records of all votes.

**a**) The Management Board shall meet a minimum of once a year and on any other occasions as deemed necessary by the Chairman, or upon due notice being given by any other members of the Board. All Board members agree on appointment to take part in all discussions on Club business.

**b**) The Management Board Secretary either of their own accord or by the direction of the Chairman of the Board shall, unless otherwise agreed by all the Board, give at least seven clear days’ notice of all meetings.

**c**) Minutes of Management Board meetings shall be distributed to each member of the Board 7 days before the next Board meeting. The said minutes will then be presented for confirmation at the following meeting and signed by the Chairman thereof.

**d**) Decisions of the Management Board shall be made by a simple vote. Each Board member shall have one vote and the Chairman shall have the casting vote.

**e**) The Management Board shall have the power to appoint a Sub-Committee of not less than three members to meet on its behalf in respect of any matter that is specifically mandated to the Sub-Committee.

**6. Club Officers**

The day to day running of The Club shall be conferred into the hands of the Club’s Officers (Committee) consisting of Members and as such shall have power to carry out and to do all acts necessary to the furtherance and general objectives of The Club. The committee shall not be empowered to deal with such matters that shall be expressly deemed to be dealt with at the Annual General Meeting.

The Committee shall consist of not less than five and no more than Twelve Members which shall include the Chairman, Secretary and Treasurer.

 Five Members of the Committee shall constitute a quorum at any meeting.

The Committee has the power to co-opt any Member to fill a Club Officer’s post. The co-option being confirmed at the next AGM or EGM

 **a**) Committee Meetings shall be arranged by the secretary and Committee Members shall give at least seven days notice of a forthcoming meeting.

 **b**) It shall be the duty of the Management Board Secretary (if required to do so by the Management Board) to receive yearly reports from The Club Officers and present them to the Management Board at the Management Board meeting. Club Officers may be invited to the Management Board Meetings and/or invited to partake in any discussion(s) so as to provide expert advice or be consulted on the business of their office.

 **c**) Club Officers are expected to keep themselves informed as to Club Business by reading the minutes of meetings, reports and any briefing notes sent out or posted on the Facebook page.

 **d**) Any Club Officer not performing their Club duties may be called upon to resign their position by the Management Board.

 **e**) Any Club Officer who has missed 3 consecutive meetings without good reason may be asked to resign their position.

 **f)** The first three months of a Club Officer’s appointment shall be considered a probationary period. If, during this time, in the reasonable opinion of the Management Board, the said Club Officer does not perform their role and duties in a satisfactory manner then their appointment as a Club Officer shall terminate on the expiry of the three month period

**7. Register of Interests**

 No member of the Management Board or Officer of The Club (including sub-committee positions and vehicle inspectors) be they paid or unpaid, shall use their position to profit from said position, or make monies or an income extending from said position for personal gain or profit.

* All monies received by the Treasurer on behalf of The Club shall be banked in the name of the Club and disbursement may only be made there from with the prior approval of the Committee over the amount of £101.

**8. Membership**

* Applications for Membership of The Club shall be submitted to the Membership secretary or Committee if need be and for any reason t that approval is needed. Any application shall be at the discretion of the Committee and or Membership secretary.

Membership shall become renewable on 1st April of each year but renewal shall be at the discretion of the Committee.

The Committee may request any Member to withdraw their membership if they consider it to be in the interest of The Club to do so. This request must be in writing. If the Member fails to comply with the request, then a committee meeting must be called and the member invited to attend. The question of expulsion shall then be put to the vote and if 75% shall vote in favour then membership shall cease with immediate effect.

* A replacement membership card can be issued at a cost of £1.00
* Membership subscriptions shall be payable each year.
* Membership subscriptions are subject to annual review
* The types of membership may consist of;

**Full Members:** Any person joining the Club who is over the age of 17 years at the time of joining. Membership will entitle the member to all of the normal facilities of Club membership including full voting rights

**Associate Members:** Any person joining the Club who is over the age of 17 years at the time of joining and resides at the same address as a current fully paid up Full Member

**Junior Member:** A person who is 17 years or under at the time of joining the Club. Junior membership will entitle the member to all of the normal benefits of Club membership but will not give the junior member voting rights

Subscription shall become due on 1st April each year. Members shall be notified via Facebook or email of their forthcoming membership expiry and thereafter given a period of 28 days in which to renew. During this period of grace the member shall not be allowed to participate in Club events.

**9. General Code of Behaviour**

Every member shall agree to abide by a General Code of Behaviour:-

**a**) Show respect to their colleagues, Club Members and the public at large, and treat them as they would wish to be treated themselves.

**b**) Respect the rights of every Club Member regardless of age, ethnic origin, location, gender, religion, sexual orientation, cultural background or political affiliation.

**c**) Avoid corresponding with fellow Members in a belittling, subjugating or condescending manner regardless of the circumstances or provocation.

**d**) Never abuse their position as a Club Member or Official.

Every Member binds themselves to abide by the rules of the Club as contained in this constitution and also by any modifications thereof and also to accept as final and binding the decision of the Management Board in all cases of dispute or disagreement as to the interpretation of these rules

**10.** The Annual General Meeting (AGM) shall be help in May of each year at a date and time pre-determined by the Committee.

* The re-election of the Officers of the Club shall be approved by the members on block or individually at the discretion of the Chairman.
* At the AGM, the members shall be given a statement of accounts for the previous year.
* The members shall also receive from the committee a report of previous year’s activities.
* The members will consider any proposals or resolutions as notified on the agenda
* If two or more members wish to put a resolution to the members at the Annual General Meeting then this must be notified to the Management Board not less than 60 days prior to the AGM. Such resolution to be signed by those two (or more) members who must then be represented at the AGM
* The agenda shall be posted on the Club website and Facebook page not less than 7 days before the AGM. The fact that any member has not received a copy of the agenda shall not invalidate the proceedings
* An extraordinary general meeting may be convened at the discretion of the Board, committee or by not less than twelve ordinary members applying in writing to the secretary and stating the reasons for the request. Members wishing to submit items for the agenda must do so in writing and have the same counter-signed by a second member. Votes at General Meetings may be decided by a majority. The Chairman shall have a casting vote. If however rule changes are on the agenda, then a 75% majority of voting members present will be required to carry a motion.

i) No one can take part in any General Meeting unless they are a fully paid up member of the Club

**11. Complaints**

11.1 Any complaint of misconduct against a Member should be made in writing to the Management Board at the Blackpool & Fylde Land Rover Club Ltd’s registered address. A complaint must indicate who has made the complaint and the nature of it. Misconduct means:- a) failure to observe the Rules, regulations and or the terms of any Club Policy Documents. b) conduct likely to bring the Club into disrepute.

11.2 The Management Board should acknowledge receipt of the complaint within 5 working days and will appoint a member of the Management Board, not associated with the complaint, to conduct a preliminary investigation with a view to determining whether it is a complaint which warrants a full investigation and consideration by the Board. The purpose of this preliminary investigation is to exclude complaints which are frivolous or unsupported by any reliable information or which fall outside the remit of the Club.

11.3 The investigating Board Member will aim to complete their preliminary investigation within 21 days of receipt.

11.4 They will then decide either that the complaint warrants consideration by the Management Board or that it does not.

11.5 The investigating Board Member will communicate their decision to the complainant and the Management Board Secretary and in cases where they decide not to refer the complaint to the Board they will provide the complainant with a brief statement of the reasons for their decision. Should they decide that the complaint should be considered by the Management Board, they will inform the Chairman who will inform the Member concerned in writing of the complaint made against them.

11.6 Any such Member shall be given the opportunity to have their written explanation considered by the Management Board before a decision on the outcome of the complaint be made.

11.7 The Management Board Secretary will write to all parties involved as to the outcome of the complaint.

11.8 The Management Board’s decision shall be final. The Management Board may decide to:-

a) not uphold the complaint or

b) uphold the complaint and expel the member concerned or suspend membership for a specified period or

c) take other appropriate action. This could take the form of a letter warning the member as to their future behaviour within the Club or it could result in a notice appearing on the club website giving advice and guidance to the membership or any other action that the Management Board deem reasonable given the circumstances

**12**. A resolution may dissolve The Club at an extra ordinary general meeting which shall be called for that purpose. It will be the responsibility of the board to liquidate The Club and then donate whatever assets are remaining to a charity of The Club’s choosing.

The liability of members shall be limited by guarantee

Every member of the Club undertakes to contribute to the assets of the Club in the event of the same being wound up while they are a member for the payment of debts and liabilities of the Club contracted or incurred prior to the winding up and of the costs, charges and expenses of winding up, in the sum of £1.00 (one pound sterling)

**13.** All motor competitions organised by the club shall be held under the rules and requirements of the ALRC (Association of Land Rover Clubs) and the MUK (Motorsports UK).

**14.** Any member convicted of an offence arising out of his being in charge of a motor vehicle in any club or on club business shall be thereupon be liable to expulsion from the club under rule section 8.