**xxxxxxxxxxxxxx Club**

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**Constitution and Rules**

**Title**

The club shall be called xxxxxxxx and is affiliated to the Auto Cycle Union Ltd (ACU) as the National Governing body through ACU xxxxxxx, the regional centre of the Auto Cycle Union (ACU).

**Aims and Objectives**

* To foster and promote the sport of xxxxxxxxx at all levels within the local community providing opportunities for people to assist with the running of events and providing an opportunity to compete in the events.
* To manage the club in a positive and successful way so that it is self-financing.
* xxxxxxxxxxxx Club aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have a genuine and equal opportunity to participate in motorcycle sport at levels in all roles and to speak open and freely without prejudice.

**Membership**

Membership of the club shall consist of Officers of the club and members.

Membership of the club is open to any person completing a membership form, paying the relevant subscription/joining fees as determined by the Annual General Meeting and being approved as a member by the Annual General Meeting.

There shall be three classes of membership available. These are:

* Full Member
* Junior Member (under 18 years of age)
* Honorary Life Member

All members will be subject to complying with the Constitution and Rules of the club and by joining the club will be deemed to accept these rules and Code of Conduct.

Any member failing to abide by the above will be subject to a disciplinary hearing before the Management Committee and have their membership of the club terminated.

The Membership Year runs from 1st February to the 31st January the following year.

From those members of the club, the Management Committee will be formed and will contain all Officers and must not exceed a total of 12 members.

All members data will be retained securely through the ACU Membership and Licensing System in accordance with GDPR legislation.

**Officers**

The management of the club will be conducted by the Officers of the club, who shall be as follows: -

* President
* Chairman
* Vice Chairman
* Treasurer
* Club Secretary
* Race Secretary

**Elections of Officers**

All officers of the club shall be elected at the Annual General Meeting of the club, from, and by, those members present at the meeting.

All officers are elected for a period of one year but may be re-elected to the same office for further terms of office.

Nominations for a position of Office shall be made in writing to the Club Secretary at least 14 days in advance of the Annual General Meeting. Nominations must be proposed and seconded by a Full Member.

Should a position on the Management Committee become vacant during a term of office, the Management Committee has the authority to appoint a deputy until the next AGM when the position must be ratified in the normal way.

**Management Committee**

The affairs of the club shall be conducted by the Management Committee comprising of the Officers and members who have been elected at the AGM to serve on the Management Committee. Guests may be invited to attend full or part of a meeting at the discretion of the Management Committee. Only those elected to the Management Committee are entitled to a vote.

The Management Committee will be convened by the Club Secretary and shall meet at the agreed intervals but **not** less than six times per calendar year.

The Quorum required for business to be agreed at a Management Committee shall be 6 members.

At Management meetings the meeting will be chaired by the Chairman, or in his absence the Vice Chairman.

The duties of the Management Committee shall be:

* To control the affairs of the Club on behalf of the members ensuring the best outcome for the club always.
* To keep control and accurate accounts of the finances of the club through the Treasurer. The profit and loss accounts and the balance sheet must be produced in accordance with governance compliance. These accounts should be available for audit and inspection by members and should be presented in full at the Annual General Meeting.
* To co-opt additional members of the Committee as the committee feel this is necessary. Co-opted members shall not be entitled to vote.
* To make decisions based on a simple majority vote. In the case of equal votes, the Chairman shall cast an additional casting vote to seek a way forward.

**Annual General Meeting**

The Annual General Meeting (AGM) of the club shall be held not later than 31 January each year. Twenty-one clear days written notice shall be given to all members of the club of the details of the AGM by circulating a copy of the Agenda by post or email and posting on the club’s website and social media outlets. Members must advise the Club Secretary in writing of any business to be discussed at the AGM at least seven days before the AGM. The Club Secretary shall provide printed copies of the Agenda for the AGM to all members on arrival.

The quorum for an AGM is six members of the Management Committee and two other full members. A quorum of Members must be reached for a decision which is 50% + 1 of the Members present.

The AGM shall be chaired by the President. If the President is absent for any reason, the Chair will be taken by a member appointed by the Management Committee who cannot be the Chairman.

The business of the AGM shall be to:

* Confirm the minutes of the previous AGM and any Special General Meetings held since the previous AGM;
* Be presented by the Treasurer, with the Movement in Year, being the incomings and out goings for the year concerned. This can be split into movements for events held, and movements for items not considered directly linked to the events (e.g. assets of the club). The committee will confirm, having verified at a previous committee meeting, that the Movement in the Year added to the Bank Account Balance for the previous year end, agrees to the Bank Account Balance at the end of the year in question;
* Receive the report from the President;
* Receive the Annual Report of the Management Committee from the Chairman;
* Elect the Officers to the Management Committee;
* Review club subscription rates and agree them for the forthcoming year;
* Transact other such business received in writing by the Club Secretary from members;
* Any other business from those members present at the discretion of the President.

**Special General Meetings**

Special General Meetings can be convened by the Management Committee or on receipt of a request in writing to the Club Secretary from not less than 50% + 1 of the members of the club. The request for a Special General Meeting must refer to a single subject and have a proposer and a seconder for the motion being tabled.

Twenty-one clear days’ written notice of a Special General Meeting must be given to all member of the club in writing by the Club Secretary.

The Quorum is all members of the Management committee and 50% + 1 of the other Full Members of the club. A quorum of Members must be reached for a decision which is 50% + 1 of the Members present.

**Amendments to the Constitution and Rules**

Any proposed amendments to the constitution and rules must be considered at the AGM or a Special General Meeting, convened in accordance with the above. Any amendments must be proposed and seconded by a Member and made in writing to the Club Secretary. Such amendments shall be accepted providing that two thirds of those Members present at the meeting support the motion. A quorum of Members must be reached for a decision which is 50% + 1 of the Members present.

**Finance**

All club monies shall be banked in an account called xxxxxxxxxxxx.

The Treasurer shall be responsible for the finances of the club and should keep full records of all transactions which are subject to audit by the ACU.

The financial year for the club will end on 31st December and a Statement of Annual Account must be provided to the AGM.

The club shall maintain a current account and the following officers shall be authorised to sign club cheques: Chairman, Vice Chairman, and Treasurer. If more than one position of office is held within the same household then the Management Committee will appoint a different cheque signatory to ensure governance compliance.

All cheques drawn against club funds must hold the signature of the Treasurer and either the Chairman or Vice Chairman.

**Discipline and Appeals**

Any complaint about the behaviour of a member or members should be lodged in writing to the President.

The Disciplinary Group comprising the Chairman, Vice Chairman and Club Secretary shall meet within fourteen days of the complaint being lodged to hear the complaint. The Disciplinary Group has the power to terminate club membership should it feel this action is necessary.

The outcome of a disciplinary hearing must be fully minuted and the outcome put in writing to the person who raised the complaint and to those involved in the complaint and who the complaint was made against. This must be done within ten days of the hearing.

There shall be a right of appeal to the Management Committee and this must be submitted within fourteen days of the decision of the Disciplinary Group and the Appeal meeting of the Management Committee convened to hear the appeal within fourteen days of receipt of the request to the Club Secretary.

**Dissolution**

If at any Management Committee of a club, a resolution be passed by the quorum of the management committee calling for the dissolution of the club, the Club Secretary shall immediately convene a Special General Meeting to be held not more than one month following the decision where a discussion and vote is to be taken.

If at that Special Meeting, the resolution is carried by at least two thirds of the Members present at the meeting, the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to release the assets of the club and discharge all debts and liabilities of the club.

After discharging all debts and liabilities of the club, the remaining assets and monies shall be sent to the ACU Injured Riders Benevolent Fund and the Air Ambulance. No monies can be shared amongst members and a full dissolving audit would be carried out by the ACU to satisfy them that the club has been closed in the correct manner.

**Declaration**

At this Annual General Meeting on xxxxxxxx, xxxxxxxxxxxx Club members hereby adopts and accepts this updated Constitution and Rules and is to be signed on behalf of the club by two members of the Management Committee after agreement at this Annual General Meeting.

Signed: ……………………………………… Position: ………………………………

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Review Date for Constitution Due by: 31st January 20xx