



# **NORTH ARMAGH MOTORCYCLE AND CAR CLUB (OFF ROAD SECTION) LIMITED**

## **SECTION RULES**

### **1 TITLE AND DEFINITIONS.**

The title of the Company shall be “North Armagh Motorcycle and Car Club (Off Road Section) Limited”, hereafter referred to as “the Section”. Reference to the term “the Club” shall refer to “The North Armagh Motorcycle and Car Club Limited”.

### **2 OBJECTS.**

- a) To further interests in both two and four wheel motor sport.
- b) To promote competitions in accordance with the rules and regulations of the Motorcycle Union of Ireland (MCUI), Motorcycle Racing Association (MRA) or Motor Sports Association (MSA).
- c) To provide members with information and assistance on matters connected with both two and four wheel motor sport competitions.
- d) To arrange tours, seminars and social and other meetings.
- e) To afford members such benefits and privileges, as it may be possible to arrange.

### **3 CONSTITUTION.**

Ladies and Gentlemen of not less than 18 years of age shall be eligible for full membership. The memberships shall consist of (a) Full Members, (b) Existing Life Members, (c) Honorary Members (d) Competitor members and (e) Social Members. Persons under the age of 18 will only be eligible for Junior, Competitor or Social Membership. Full Members of any Section shall also be associate members of all other sections within the group.

### **4 CODE OF ETHICS.**

The Section agrees that sporting integrity is based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right. Violence, bullying, breaking the rules, abuse of drugs, lack of fair play and other unethical behaviours are unacceptable and the Section reserves the right to discipline any of its members, officials or competition licence holders involved in such activities.

The Section agrees to:

- (a) set a good example at all times.
- (b) sign and agree to relevant Codes of Conduct.
- (c) follow the spirit of policies as required e.g. Equal Opportunity Policy.
- (d) abide by and agree to international/national policies and guidelines

e.g. anti-doping, Child Protection procedures.

(e) reserve the right to discipline any of its members, officials or competition licence holders who fail to act in a manner acceptable to this code.

## **5 EQUALITY STATEMENT.**

The Section aims to promote the sport of motorcycling for all present and potential competitors, officials, members, instructors, coaches, volunteers and employees and will be mindful of the need to carry out its functions in a manner which promotes equality of opportunity between:

(a) persons of different religious belief, political group, racial group, age.

(b) persons regardless of marital status or sexual orientation.

(c) men and women generally.

(d) persons with a disability and persons without.

(e) persons with dependants and persons without.

Furthermore the Section:

(f) aims to make its services and training programmes accessible to all and may take special measures to ensure that certain groups are not unfairly disadvantaged, provided such action does not adversely affect the standard, quality and integrity of its schemes.

(g) reserves the right to discipline any of its members, officials or competition licence holders who practice any form of discrimination in breach of this statement.

## **6 CHILD PROTECTION STATEMENT.**

The Section is committed to safeguarding the well being of all competitors, officials, members, instructors, coaches, volunteers and employees, and as such comply fully with the up to date policy, practice and/or procedures as recommended by the 2&4 Wheel Motor Sport Steering Group Limited.

## **7 MANAGEMENT.**

a) The authority and responsibility for the transaction of the business of the Section and for its management shall be vested in a board of directors and its committee.

b) At least one person from each section shall be nominated to act as a director of the Club.

c) At any meeting at which the Chairman/Convenor shall not be present, a Deputy Chairman/Convenor elected by the members present shall preside, and when doing so shall have all the powers of the Chairman.

## **8 ORGANISING COMMITTEE.**

a) The Section shall have a Convenor, Secretary, Treasurer and Competition Secretary, plus other members nominated to sit on the organising committee, all of whom shall be elected at the Annual General Meeting. Each Section may also elect an Assistant Convenor and an Assistant Secretary. All must be Full members of the Section.

b) The Convenor, Secretary and Treasurer shall become directors of the Section

for their period in office. In addition, any club member acting as Clerk of Course must become a director of the Section for that year in which the event takes place.

c) Further members may be co-opted onto the committee during the year, without referral to an EGM. These members must be full members of the Section. Persons from outside the Section may also be co-opted onto the committee if it is felt they can offer an expertise that is not available from within the Section. Such Persons need not become members of the Section.

#### **9 ELECTION OF OFFICERS AND DIRECTORS.**

Nominations of Candidates for election to the board of directors of the Section must be made on official nomination forms and must be received by the Secretary of the Club not less than 21 days before the Annual General Meeting, with an intimation in writing signed by each Member nominated that he or she is willing to serve. These Nominations must also be signed by the proposer and seconder. Other main Section officials shall also be named on the official nomination form.

All nominations shall be agreed at the September meeting of the Section. The President, Vice President, Chairman, Secretary and Treasurer of the Club shall also be nominated for election at the September Meeting,

The Chairman, Honorary Treasurer, Honorary Secretary, other named officials and Committee of the Section shall be elected at the Annual General Meeting. The Section shall have the power to elect an Assistant Secretary and co-opt other members, as deemed reasonable without reference to an EGM.

The retiring officers and other members of the Club and Section shall be eligible for re-election, in so far as the rules of the Club or Section permit.

#### **10 MEETING OF SECTION COMMITTEE.**

The Section shall meet on a regular basis at a frequency to be determined by the organising committee.

The Secretary either of his/her own accord or by the direction of the Chairman shall give at least 7 days written notice (by letter, email or text) of a meeting.

Any member submitting items for inclusion on the agenda shall notify the Secretary no later than ten days before the committee meeting at which they are to be considered and shall take precedence on the agenda in order of date of receipt.

#### **11 ABSENCE FROM ORGANISING COMMITTEE.**

Any member of the organising committee who shall, without sufficient reasons, absent himself/herself from three consecutive meetings may be called upon to resign his/her position from the said committee.

#### **12 DUTIES OF THE CHAIRMAN.**

It shall be the duty of the chairman to attend in person or by deputy, all meetings of the Section to conduct the proceedings in accordance to the agenda previously agreed with the Secretary.

#### **13 DUTIES OF SECRETARY.**

It shall be the duty of the Section Secretary to attend in person or by deputy, all

meetings of the Section to take minutes of the proceedings. Such minutes shall be typed up and circulated to all members present at the meeting within 14 days to allow for comment on content and accuracy. If no comment is received within 7 days these minutes will be taken as accurate. These minutes shall then be filed and presented for confirmation at the next Section meeting.

The Section Secretary shall provide the Club Secretary with copies of these minutes within 14 days following ratification; and other documents necessary for the management of the Club.

The Secretary shall also conduct the general correspondence of the Section.

#### **14 DUTIES OF TREASURER.**

a) The Section Treasurer shall keep correct accounts and books showing the financial affairs, receipts and disbursements of the Section. The Treasurer shall also complete the annual Statement of Accounts and Balance Sheet for the Section.

b) Any cash expenses paid will be properly receipted and all other monies shall be banked in an account in the name of the Section.

c) The Section shall hold its own bank account and all monies will be treated as the property of the Section. Any expenditure will require approval at a Section committee meeting.

d) The accounts of the Section shall be closed on the 30th September annually, and shall be internally audited, if requested, by at least 2 members of the Section appointed by the Board of Directors.

e) The Company auditor and Solicitor shall be appointed at the Annual General Meeting.

f) Only the Board of Directors shall authorise any purchase or disposal of any Section asset, having first sought prior agreement at a meeting of the Section.

#### **15 ELECTION OF MEMBERS.**

Applications of candidates for membership to the Section shall be submitted, with the appropriate fee, to the Section Committee by the Section Secretary (or Membership Secretary), and the election of such candidates shall be at the discretion of the Committee. The name, address and contact details of the candidate and names of his or her proposer, being a member of the Section, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who knows no member of the Section, the Committee shall be empowered to carry out the election after proper enquiries.

Membership of the Section shall continue only for the period covered by the current subscription.

All applications must be made by an individual in his or her own correct name and be signed by the said applicant personally. A parent or legal guardian must countersign applications by persons under the age of 18 years.

#### **16 MEMBERSHIP FEE.**

The subscription to be a Full Member of the Section shall be a minimum of

£12.00 (inc. V.A.T.) per annum; and to be a Junior Member or Competitor Member of the Section the subscription shall be a minimum of £5.00 per annum.

A Family Membership may be applied for at a minimum cost of £20.00 per annum. The Principal Name on this application must be eighteen years or over and shall be treated as a Full Section Member. Other Family Members shall be deemed to be Social Members.

A Parent/Guardian must also sign applications for Junior Membership.

All members shall notify the Section Secretary (or Membership Secretary) of any change of address or contact details.

A Full Member of any Section within the Club, shall be an associate member of all Sections.

#### **17 PAYMENT OF SUBSCRIPTIONS.**

Membership will expire on the 31<sup>st</sup> December each year. Subscriptions shall become due on the 1st January.

Memberships taken after 30<sup>th</sup> September will be valid for the following year. Only fully paid up members at 30<sup>th</sup> September may vote at an AGM. Only members fully paid up 21 days prior to an EGM are eligible to vote.

Any member of the Club who has not paid his or her subscription within one month of the date on which it became due may, unless sufficient reason be shown to the satisfaction of the Section Committee be taken off the Register of members forthwith. Any member whose subscription is in arrears shall not be eligible to take part in any meetings organised by the Club or Section.

Any member who allows their membership to lapse but later wishes to rejoin must do so by applying in writing as per rule 14.

#### **18 RIGHT TO VOTE.**

Only Full members have the right to vote at Section or Club meetings. Junior Members, Competitor Members and Social Members shall not be permitted to vote.

#### **19 RESIGNATION.**

Any member wishing to resign his/her membership shall give notice in writing of such desire to the Section Secretary. Also any member ceasing, voluntarily or otherwise, to be a member of the Section, shall thereafter cease to have any claim upon the property of the Section or to enjoy any privileges of membership, but he or she shall remain liable for the payment of any debts due to the Club from him or her.

#### **20 USE OF CLUB BADGE, NAME AND ADDRESS.**

The Club badge shall only be used on official Section Documents, headed paper and correspondence sent by the secretary. Other limited use of the badge is at the discretion of the club.

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

proceedings.

## 21 **HONORARY AND LIFE MEMBERSHIP**

The Section may elect as Honorary Members, any persons distinguished for their political, scientific, literary, and industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or the Club or Section in particular.

Each Section may only nominate a maximum of two people per year for honorary membership.

All Honorary Members must be elected or re-elected at the Annual General Meeting, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote or to claim any share of the property of the Section upon its dissolution.

Existing life membership shall be honoured but from 2011 will no longer be available.

## 22 **DISCIPLINE.**

All disciplinary meetings will be conducted at a Club level.

Any director or member holding an honorary position, which in the view of Section member(s), has brought the Club or Section into disrepute, or acted outside the remit of their position, may face a vote of no confidence.

The member(s) bringing the vote of no confidence must do so in writing to the Club, stating the reason(s). All those affected by such notice will be notified and a meeting will be called, within 28 days, giving at least 7 days notice to hear this matter. If either the Chairman or secretary is the subject of this notice a deputy will be elected at the meeting to fill their position for the duration of the meeting. Once a vote of no confidence has been brought, both the member(s) bringing the motion and the defendant(s) will be given an opportunity to state their case before the members present at the meeting called for the purpose of hearing this matter. No other matter shall be discussed at this meeting.

A no confidence vote will be carried by a majority vote. In the case of a tie, the chairman shall not have a casting vote and the motion will be defeated. If any voting member present requests, the vote shall be by paper ballot.

Any director or member holding an honorary position, who loses a vote of no confidence, must resign from their position with immediate effect. They may also be asked to resign their membership of their section.

Any other member of the Section who brings the Section into disrepute by violation of rules 4, 5 or 6, will be allowed the same redress as carried out for a vote of no confidence. The sanction if guilty will be immediate expulsion from the Section. If that member intimates a desire to rejoin the Section at a later date, the period of expulsion, will be determined by the board of directors.

Any member, who without authorisation, exceeds an agreed budget or who makes an expenditure in the name of the Section, shall be personally liable for the over spend or expenditure.

Any member who fails to obey the outcome of a disciplinary hearing shall face

expulsion from the Section.

**23 THE ANNUAL GENERAL MEETING.**

The responsibility for the holding of the AGM lies with the Club. However if the Club fails to call the AGM as required, the Section may do so to fulfil its requirements of the relevant governing bodies to which the Section is affiliated. The Annual General Meeting of the Section and Club shall be held in the month of October in each year upon a date, venue and at a time to be fixed by the Club. The Annual General Meeting shall:

- a) Receive from the Section Committee a full statement of accounts duly audited by the Company Auditor showing the receipts and expenditure for the year ending.
- b) Receive from the Section Committee a report of the activities of the Section during the said year.
- c) Elect the Convenor, Secretary, Treasurer and other officials of the Section. Elect the President, Vice President, Chairman and Secretary of the Club. Appoint the directors of the club and the Section.
- d) Appoint the Solicitor and Auditor.
- e) Settle any remuneration for the officers of the Club or Section, the Solicitor and the Auditor.
- f) Decide on any resolution, which may be duly submitted to the meeting as hereinafter provided.

**24 NOTICE, NOTICES OF MOTION AND AGENDA FOR AGM.**

Any member wishing to propose a motion shall give the Club Secretary written notice of the proposal at least twenty-eight (28) days before the proposed date of the Annual General Meeting.

A copy of such Notices and the Agenda shall be sent to each member at least twenty-one (21) days prior to the meeting, but the fact that any member has not received a copy of the above information shall not invalidate the proceedings. No business, which is not included in the Agenda, shall be discussed at the meeting unless a majority present is in favour thereof. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the Agenda, then another member shall be entitled to do so.

**25 EXTRA-ORDINARY GENERAL MEETINGS.**

An Extra-Ordinary General Meeting may be convened by direction of the Chairman, or at the request of the Section Secretary stating the business for which the Special General Meeting is required and signed by not less than 5 members. If a meeting so requested is not convened within 21 days, the said 5 members may convene such a meeting. 5 members shall form a quorum. No business other than that mentioned in any such notice shall be discussed at the meeting.

**26 VOTING.**

Every member present and with a right to vote may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. At all meetings,

except as provided in rules 21 and 27, a majority of votes decides a resolution. If any voting member present requests, the vote shall be by paper ballot. Conformation of Full Membership may be required at any meeting before a member is permitted to vote.

**27 OBSERVANCE AND INTERPRETATION OF THE RULES.**

Every member binds himself or herself to abide by the Rules of the Club and Section, and also by any modifications thereof made in conformity with such rules, and also to accept as final and binding the decision of the Board of Directors in all cases of dispute or disagreement as to the interpretation of these Rules, following relevant consultation. No Member or Members may represent the Club without the authority of the Club or Section.

**28 ALTERATION OF THE RULES.**

These Rules shall not be altered, revoked or amended except at the Annual General Meeting, or at an Extra-Ordinary General Meeting convened in accordance with these Rules and with the concurrence of two-thirds of the members present and voting at the meeting.

**29 EVENTS.**

All motor sport competitions organised by the Section shall be held under the rules, regulations and requirements of the relevant governing body. All events shall be conducted following the guidelines contained within rules 4,5 and 6.

**30 COPIES OF RULES.**

All Section members will be furnished with a copy of the Club Rules and Section Rules upon request.

**31 DISSOLUTION.**

a) The Section may be dissolved by an Extra-Ordinary General Meeting convened by directors of the Section, or on the requisition of a two-thirds majority of the members.

If the resolution of dissolution be duly passed, the Section directors shall forthwith liquidate the affairs of the Section, and if there be any surplus assets on realisation, these shall be disposed of at the discretion of the Section members. These assets may only be used for the organisation of future sporting events and must not be used for the personal gain of Section members.

Approved and adopted by the Section at the Extra-ordinary General Meeting held on \*\*\*\*\* 2011.

**NOTES**