

# **Leighton Buzzard Model Car Club Constitution**

Last revised 24 Nov 2008 – highlighted in red

## **1). Mission Statement:**

To provide a safe and structured environment for the competitive racing of electric powered radio-controlled cars of 1/10th scale or smaller. The club shall endeavor to provide appropriate facilities in furtherance of this aim.

## **2). Membership:**

2.1 Membership of the Club shall be open to all drivers who join / are current members of the BRCA.

2.2 All members are required to pay an annual membership fee in order to enjoy the following benefits of said membership;

- Reduced race entry fees.
- Nominal discount at local modelshops as negotiated with the club
- Regular club newsletters.
- Access to the club website and forum.

2.3 Membership shall run concurrently from 1<sup>st</sup> January until the 31<sup>st</sup> December.

**2.4 *The club reserves the right to expel from the club, any member who in the considered opinion of the committee and after a written warning***

***(a) violates club rules***

***(b) in any way, brings the club's name into disrepute with the BRCA, Local authority or those deemed desirable to the club***

## **3). The Committee:**

*The officers of the Club shall also be Members of the Club.*

3.1 The Club shall have a committee consisting of the following executive positions, as a minimum:

- Chairman
- Treasurer
- Secretary

Additional positions are

- Deputy Chairman
- Clerk of the course
- Publicity officer
- Co-opted

Additional club members may be co-opted onto the committee at any time, to assist in general or for specific events, with prior agreement of the executive committee members.

3.2 The role of the committee is to manage all aspects of the Club's administration. Decisions shall be confirmed by a majority vote.

3.3 The committee shall seek annual affiliation with the sport's governing body, the BRCA, and the Club's technical competition rules shall be set to follow the principles laid down in the BRCA Handbook.

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- 3.4 Changes to the Club Constitution may be proposed at any time by any member. Any changes may only be enacted by a quorum of the Executive Committee, this shall consist of any 3 Executive Committee members. Changes proposed by a member who is not part of the Executive Committee must be made in writing to the Secretary. They will then be invited to the next Executive Committee meeting to discuss the changes in person.
- 3.5 The Executive committee shall be elected at the AGM by the general membership of the club. *No member may be elected in their absence.*
- 3.6 No member of the committee may serve for longer than 12 months without re-election. Any Executive Committee members wishing to continue in their position must apply for re-election at the hands of the membership.
- 3.7 If an Executive Committee position falls vacant during the year the Committee may follow one of two procedures;
- Leave the position vacant to be filled at the next AGM
  - Elect a new member to fill the vacant position.

## **4). Duties of Committee Members:**

All Executive Committee members are required to attend all the meetings of the club, whether race, Executive Committee or general/extraordinary. Any instances of absence should be made to the Secretary *at least* three days before the meeting in question. Consistent failure to do this will result in the sanctions of 7.1 being invoked.

### The Chairman shall:

- Be responsible for the constitutional running of the Club.
- Chair the AGM and any other relevant meetings.
- Be responsible for the administration and co-ordination of all the Club activities.

### The Deputy Chairman shall:

- Be responsible for the convening of Executive Committee meetings.
- Chair any meeting in the event of the Chairman's absence.
- Administer the Club Championships

### The Secretary shall:

- Keep a full list of membership and ensure that they all carry Third-Party insurance.
- Keep a record of all Executive Committee meetings and the AGM/EGM. The minutes of these meetings shall be available to *all* members of the Club.
- Draw up the agenda for all Executive Committee meetings and AGM/EGM.
- Assist the Deputy Chairman in the running of Club championships.
- Be responsible for the convening of the AGM/EGM, and the collation and submittal of candidates for the Executive Committee.

### The Treasurer shall:

- Keep a record of and oversee all financial transactions of the Club.
- Present a report on the Club's finances to the AGM.

### The Publicity Officer shall:

- Provide publicity for the Club through all available external media.
- To keep the membership of the Club informed about all events and championships.

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The Clerk of the Course shall:

- Ensure the safe running of meetings.

## **5). Executive Committee Meetings:**

- 5.1 The Executive Committee will hold regular meetings to administer the Club's activities. Any member of the Society is entitled to view any Executive Committee meeting, unless a closed meeting has been agreed by a unanimous vote of the Executive Committee. *Only Executive Committee members may vote at these meetings.*
- 5.2 The Society will hold an AGM, *no more than 12 months after the previous*, during which the following will take place:
- The Club's Constitution will be approved by all members.
  - The Treasurer will present a financial report covering the past 12 months.
  - The membership fees for the following year will be set by the membership of the club.
  - Elections for the following year's Executive Committee will take place.
- 5.3 All members must be given at least two weeks notice of this meeting.
- 5.4 An Extraordinary General Meeting must be held if requested by at least 10% of the membership (requests must be made in writing to the secretary).
- 5.5 Quorum at an AGM/EGM will be 25% of membership or 10 members whichever is the smaller.

## **6). Safety:**

- 6.1 Club members and visiting drivers ***MUST*** abide by the provisions of the Club Constitution. Failure to do so may result in the individual be subject to sanctions as laid down in section 7.2.
- 6.2 All drivers and **relief marshals** are required to carry BRCA insurance in order to compete in any meeting held.
- 6.3 Any safety recommendations of the Clerk of the Course or any committee member must be adhered to. Failure to do so may result in the individual be subject to sanctions as laid down in section 7.2.

## **7). Discipline:**

- 7.1 Failure of a Club Committee member to fulfill their job commitment may result in one of the following actions being taken by the Executive Committee:
- A written caution.
  - Expulsion from the Committee.
- 7.2 Failure of a Club member or any visiting driver to adhere to the Constitution, or instructions given by the Clerk of the Course or any member of the committee, may result in one of the following actions being taken by the committee:
- A written caution.
  - Exclusion from Club race meetings.
  - Expulsion from the Club.