

**Membership Rules of The Sporting Car Club of Norfolk Limited**  
**A Company Limited by Guarantee and not having any Share Capital**  
**Company Number 1237978**

**Registered Address : 32 Queen Elizabeth Drive, Beccles, Suffolk, NR34 9LP**

**1. TITLE**

The name of the Club shall be "THE SPORTING CAR CLUB OF NORFOLK ("the Club").

**2. OBJECTS**

- a. To further interest in motoring and motor sport.
- b. To provide members ("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 and motor vehicles.
- d. To promote motor competitions in accordance with the Rules of Motorsport UK.
- e. To arrange motor sporting and social events and to engage with members via social media and meetings.
- f. To provide Members with such benefits and privileges as it may be possible to arrange on their behalf.

**3. CONSTITUTION OF THE MEMBERSHIP**

Any person regardless of their sex or gender identity of not less than 18 years of age shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Ordinary Members and (c) Family Members who may be less than 18 years old.

**4. MANAGEMENT**

The authority and responsibility for the transaction of the business of the Club and for its management shall be vested in a Committee who, in addition to the powers and authorities expressly conferred on them by these rules, shall exercise their powers to carry out acts in furtherance of the objects for which the Club is established. They shall carry out further acts such as may be approved by a General Meeting of the Club.

**5. ELECTION OF OFFICERS**

The President and Vice President(s) of the Club, Treasurer, Club Secretary and Committee shall be elected at the Annual General Meeting which is subject to termination of office by resignation at the next Annual General Meeting following their appointment. The Committee shall have the power to co-opt other Members as they deem necessary. The retiring officers and other Members of the Committee shall be eligible for re-election.

**6. COMMITTEE**

The Committee shall consist of not less than eight and not more than twelve members, exclusive of the Treasurer and Secretary, who shall be ex-officio Members of the Committee. The Committee shall elect from amongst its own Members a Chairman and a Vice Chairman.

One half of the Members of the Committee who are entitled to vote and are personally present shall form a quorum at any meeting.

Nominations of Candidates for election to the Committee and confirmation that they are willing to serve must be received by the Secretary not less than seven days before the Annual General Meeting.

The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of any matter which is specially referred to such a Sub-Committee.

**7. MEETING OF COMMITTEE**

The Secretary either of their own accord or by the direction of the Chairman shall, unless otherwise agreed by all the Committee, give at least seven days notice of a meeting.

**8. ABSENCE FROM COMMITTEE**

Any Member of the Committee who shall, without any reasonable explanation, absent themselves from three consecutive Committee meetings, may be called upon to resign their position upon the Committee.

**9. DUTIES OF SECRETARY**

It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the Club and all meetings of the Committee to take minutes of the proceedings. Such minutes shall be recorded by appropriate means and shall be presented at the following meeting for approval by the committee.

#### **10. BANKING**

All monies of the Club shall be banked by the Treasurer in the name of the Club, and no disbursements shall be made therefrom except in accordance with the instruction of the Committee.

#### **11. ELECTION OF MEMBERS**

Applications for Membership of the Club shall be submitted to the Membership Secretary and the election of such candidates shall be at the discretion of the Committee.

Membership of the Club shall continue only for the period covered by the current subscription, and Members shall be subject to re-election annually by the Committee.

All applications must be made by an individual in their own correct name. Applications for family membership for persons under eighteen must be made by a parent or guardian who will be the person making their application for membership.

#### **12. MEMBERSHIP OF ANY OTHER CLUB**

If a candidate is a Member of another Club or Organisation, they shall not be entitled to affiliated Membership, whether Honorary or otherwise, either free or at a reduced rate.

#### **13. PROVISIONAL MEMBERS**

Any candidate for membership of the Club whose subscription has been accepted by the Membership Secretary shall become a provisional Member of the Club. Provisional membership of any candidate shall only be valid until the next meeting of the Committee. Subject to there being no objections, provisional members will then become members of the Club as described in Paragraph 3.

#### **14. VOTING OF COMMITTEE MEMBERS**

In the event that an objection is raised to a candidate's provisional membership of the Club, a vote will be held by the Committee. Each Member present at a meeting of the Committee shall be entitled to exercise one vote by a show of hands. The Committee shall vote by ballot if any Member present so demands. A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership. Any membership fee that has been paid will be refunded by the Treasurer.

#### **15. SUBSCRIPTIONS**

Annual subscriptions for Ordinary and Family Members are due on the 1st April each year.

The annual subscription for Ordinary Members and Family Membership is £15 and £20 respectively.

All family members must be residing at the same address as the applicant at the time of application and at each renewal.

Changes to the annual subscription can only be decided at the Annual General Meeting.

Where an application for membership is received part way through the membership year, the following rates shall apply:

April 1st to July 31st	Ordinary Membership	£15	Family Membership £20
August 1st to November 30th	Ordinary Membership	£10	Family Membership £14
December 1st to March 31st	Ordinary membership	£5	Family Membership £7

#### **16. NEW MEMBERS**

Any new candidate for Membership who fails to pay their subscription within one month of their application for membership shall be requested by the Membership Secretary, in writing, to pay the same and, if they fail to make payment within fourteen days thereafter, their election shall be considered null and void. No new Member shall be entitled to any of the privileges of membership until after the payment of their first subscription.

#### **17. NON-PAYMENT OF RENEWAL SUBSCRIPTIONS**

Any Member of the Club who has not paid their renewal subscription within two months of the date on which it became due shall be notified of the fact, in writing, by the Membership Secretary. After one month thereafter, any Member who has still failed to pay their subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members with immediate effect. No Member whose subscription is in arrears shall be eligible to take part in any competitions organised by the Club under the rules of Motorsport UK.

## **18. RESIGNATION**

Any Member wishing to resign their membership shall give notice to the Membership Secretary on or before the date on which their subscription would have become due for renewal . Otherwise they shall be liable to pay their subscription for the following year. Any Member ceasing, voluntarily or otherwise, to be a Member of the Club, shall thereafter cease to have any claim upon any property of the Club or to enjoy any privileges of membership, and shall remain liable for the payment of any debts due or outstanding to the Club.

## **19. USE OF CLUB NAME AND ADDRESS**

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

## **20. LIFE MEMBERS**

Members may be elected as Life Members by the Committee and shall be exempt from the payment of annual subscriptions. A Member cannot become a Life Member until after such election by the Committee.

## **21. EXPULSION OF MEMBERS**

If, in the opinion of the Committee and in the best interests of the Club, it becomes necessary to ask a member to withdraw from the Club, the Committee shall set out in writing, giving a clear explanation of the reasons for doing so. If the Member declines to withdraw, they shall have the opportunity to appeal to the Committee and a meeting of the Committee will be arranged within 2 months following the date of the expulsion letter. Members of the Committee and the Member whose expulsion is under consideration, shall be given at least 7 days' notice of such a meeting and shall be offered the opportunity to provide an oral or written explanation of their conduct. If two thirds of the Members present vote in favour of an expulsion, they shall thereupon cease to be a Member of the Club and the decision will be final.

## **22. THE ANNUAL GENERAL MEETING**

The Annual General Meeting of the club shall be held in the first quarter of each calendar year at a date and time to be fixed by the Committee. Members shall be given 21 days prior notice of the Meeting. The Annual General Meeting shall:

- a. receive from the Committee a full statement of accounts detailing the receipts and expenditure for the previous calendar year.
- b. receive from the Committee a report of the activities of the Club during the said year.
- c. elect the President, Vice Presidents, and the Secretary and Treasurer of the Club.
- d. elect the Committee.
- e. decide on any resolution submitted to the Committee and placed on the Agenda for the meeting

## **23. EXTRAORDINARY GENERAL MEETINGS**

An Extraordinary General Meeting may be convened by direction of the Committee, or by a requisition of the Club Secretary stating the business for which the Extraordinary General Meeting is required and signed by not less than twelve members. If the meeting so requisitioned is not convened within 21 days, the said twelve members may convene such a meeting. Fifteen Members shall form a quorum at an Extraordinary General Meeting.

## **24. AGENDA FOR GENERAL MEETINGS**

When Members wish a matter to be discussed at a General Meeting, the text of such matter, signed by at least two members, shall be sent to the Secretary at least fourteen days before the date of such meeting so that it may be included in the Agenda. A copy of the Agenda shall be sent to each member at least seven days prior to the meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings. No business which is not included in the Agenda shall be discussed at the meeting unless every Member present is in favour thereof.

## **25. VOTING AT GENERAL MEETINGS**

Every person with a right to be present may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, a majority of votes decides a resolution.

## **26. RIGHT TO BE PRESENT**

No-one can take part in General Meetings unless they are a Member of the Club as described in Paragraph 3 and have paid their subscription according to the rules.

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

Every Member agrees to abide by the rules of the club, and also by any modifications thereto made in conformity with such rules, and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of the rules of the club.

## **28. ALTERATION OF RULES**

Any alterations may be made to these rules by a General Meeting provided that:

- (a) the details of the proposed alteration or alterations are included in the notice of the General Meeting and
- (b) the resolution proposing such alteration is carried by two thirds of those present and voting at such General Meeting

## **29. EVENTS**

All motor competitions organised by the Club shall be held under the rules and requirements of Motorsport UK.

Any Member convicted of an offence arising out of their being in charge of a motor vehicle whilst on any Club event or on Club business shall thereupon be liable to possible expulsion from the Club under Rule 21.

## **30. COPIES OF RULES**

Every Member shall have the opportunity to read these Club rules and regulations via the Club's web-site, or they may request that a copy of the rules be sent to them by post or by e-mail.

## **31. SAFEGUARDING POLICY**

A Safeguarding Policy has been adopted by the Club, which is available on the Club website. Further information is available on the Motorsport UK website via the following link:

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

## **32. GENERAL DATA PROTECTION REGULATION (GDPR)**

A Data Protection Policy has been adopted by the Club, which is available on the Club website. Further information is available on the Motorsport UK website via the following link:

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

## **33. SOCIAL MEDIA**

A Social Media Policy has been adopted by the Club, which is available on the Club website. Further information is available on the Motorsport UK website via the following link:

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

## **34. CODE OF CONDUCT**

Members must ensure they abide by the rules and regulations of the Club and Motorsport UK and:

- 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 and with respect
- d. endeavour to maintain the highest standards of driving behaviour
- e. not discriminate against individual for any reason, whether arising as a result of their nationality, race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

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

## **35. DISSOLUTION**

The Club may be dissolved by a Special General Meeting convened by direction of the Committee, or following such requisition of a majority of the Members. If the resolution for dissolution be duly passed, the Committee shall forthwith advise the Directors of the Sporting Car Club of Norfolk Limited to liquidate the affairs of the Club. If there be any surplus assets arising from such liquidation, these shall be disposed of in accordance with the direction of the Committee.