



Clwyd Vale Motor Club

Club Rules

This issue of the Club Rules takes into account all amendments passed at various Annual General Meetings up to and including the 4th December 2019

Motorsport UK Registered Motor Club

Affiliated to:

The Welsh Association of Motor Clubs

The Association of North Western Car Clubs

Club Secretary

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www.cvmc.org.uk

Club Rules

As drawn up at the Inaugural Meeting held on the 8th day of November 1966, adopted at a Special General meeting held on 13th day of September 1967 and as amended by subsequent Annual and Special General meetings.

1. TITLE

The name of the Club shall be CLWYD VALE MOTOR CLUB, hereafter referred to as the Club.

2. OBJECTIVES

- (a) To further interest in motoring and motor sport.
- (b) To provide Members with information, advice and assistance on matters connected with motoring.
- (c) 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.
- (d) To promote motor competitions in accordance with the requirements of Motorsport UK.
- (e) To arrange tours, lectures, discussions and social and other meetings.
- (f) To afford Members such benefits and privileges as it may be possible to arrange.

3. CONSTITUTION

- (i) People of not less than 17 years of age shall be eligible for membership. They shall consist of: (a) Honorary Members (b) Full Members (c) Joint Members
- (ii) People of less than 17 years of age may also be elected as Junior Members.

4. MANAGEMENT

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established, other than those hereby expressly directed or required to be exercised or done by the Club in General Meeting.

To competently manage the Club the Committee will have the following named Official positions.

Chairman	
Vice Chairman	
Secretary	Ex Officio
Assistant Secretary	Ex Officio
Treasurer	Ex Officio
Safeguarding Officer	Ex Officio
Advertisement Secretary	
Newsletter Secretary	
Website Administrator	
Chief Marshal	
Championship Secretary	
Entertainments Secretary	
Equipment Officer(s)	
Press Officer	
Social Media Officer	

Responsibilities in line with the Motorsport UK Motor Club Manual are as follows:

Chairman - This is a key position in the club, equivalent to the Managing Director of a company, with the prime function of coordinating all the activities of the club and leading and guiding the other officials in carrying out their duties. The chairman is the keystone on which the success or otherwise of a club depends.

Vice Chairman - Acting as deputy to the Chairman, acting on their behalf in the Chairman's absence and generally assisting in the Chairman's duties.

Secretary - Responsible for dealing with all non-specialist matters and correspondence and diverting to the correct official any matters requiring specialist attention. Keeping the minutes of all meetings and circulating these to the members. Sending out notices of all meetings.

It shall also be the duty of the Secretary or the Assistant Secretary to renew subscriptions of members which become due on 1st November annually and if they have any doubts as to any of the applications, they shall refer these to the Committee for their consideration.

The Assistant Secretary shall be required to deputise for the Club Secretary in their absence as above.

Treasurer - Responsible for keeping the club's accounts in proper order and for planning the club's finances. Preparing budgets and statements of account for presentation at committee meetings. Preparing the annual accounts for presentation at the annual general meeting. Providing all necessary information required by the Auditors.

Championship Secretary - Keeps details of contenders and their scores and produces current positions and results at suitable intervals.

5. ELECTION OF HONORARY OFFICERS

In addition to Item 4 the Club shall appoint other Officers of the club whose roles are honorary, i.e. without the usual requirements of function

- (a) Honorary President(s) – In recognition of exceptional service to Clwyd Vale Motor Club or achievement in motorsport. They would have no specific duties, but it is usual to select someone who occupies a leading position in motor sport whose association with the club will enhance its reputation and standing. The committee can elect a maximum of 2 at any time.
- (b) Honorary Vice-Presidents who will primarily be past Chairmen, past officials, or other Members, all of whom have given long and valuable service to the Club

Honorary Vice-Presidents shall become ex-officio members of the Committee if it is their wish to take an active part in the affairs of the Club.

All Honorary Vice-Presidents of the Club shall be eligible for free participation in all closed to club competitive and social events with the exception of the Annual Awards Dinner and Dance.

- (c) Honorary Member(s) – In recognition of service to Clwyd Vale Motor Club

6. COMMITTEE

All Honorary Officers as detailed in point 5 above and the Auditor, Solicitor, Treasurer, Secretary, Assistant Secretary, Safeguarding Officer and Committee shall be elected at the Annual General Meeting and, subject to termination of office by resignation or otherwise, shall remain in such office until their successors are appointed at the next Annual General Meeting following their appointment. The Committee shall have powers to co-opt other members, as they deem necessary. The retiring officers and other members of the Committee shall be eligible for re-election.

The Committee shall consist of not less than eight and not more than fifteen members, excluding the Honorary Officers as detailed in point 5 above, Treasurer, Secretary, Assistant Secretary and Safeguarding Officer who shall be ex-officio members of the Committee.

To be eligible to serve on the committee prospective Committee Members must not be a Committee Member on/with/for another motor club, without the consent of the committee.

Six members of the Committee shall form a quorum, which can include ex-officio members of the Committee.

Nominations of candidates for election to the Committee must be received by the Secretary not less than fourteen days before the Annual General Meeting, with an intimation in writing signed by each Member nominated that they are willing to serve. Nominations of candidates shall be signed by the Member proposing them. Candidates for membership of the Committee must have been a fully paid up member of the Club for the Club Year prior to applying to serve on the Committee.

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

The Committee shall have the power to co-opt additional Members to serve on the Committee if any vacancies occur on such Committee between Annual General Meetings provided that the total membership of such Committee does not exceed fifteen members at any time during the year.

7. MEETINGS OF COMMITTEE

The Committee shall meet whenever summoned by the Secretary who may convene a meeting of their own accord or shall do so by direction of the Committee or on a requisition signed by one half of the Committee.

The March, June and October meetings of the Committee shall be open for any Club Member to attend but without any voting rights and taking no part in the proceedings unless agreed to by the Committee. However, any item considered by the Committee to be private shall be discussed by them "in camera".

8. ABSENCE FROM COMMITTEE

Any Member of the Committee who shall, without sufficient reason, absent themselves from two consecutive Committee Meetings, will be understood to have resigned their position upon the Committee.

9. BANKING AND CLUB FINANCES

Club Financial Responsibility. Each and every member of the club is responsible for the financial governance of the club. Members of the committee shall use their knowledge and experience to administer the club in a financially sound way. In the event of total club funds falling below £2000 the Treasurer shall call a Special General Meeting of the Club to prevent financial problems.

Organisers financial responsibility. It shall be the duty of all event organisers to use their best endeavors to run each event with a view to at least "breaking even" financially. Organisers shall be required to monitor the events finances sufficiently well to be able to forecast any financial problems. In the event of a potential loss of over £200 being identified the organisers must report directly to the Treasurer and Secretary who may need to call a Special General Meeting to discuss carrying on with the event.

All monies of the Club shall be banked by the Treasurer, or any person nominated by the Treasurer to undertake banking in the name of the Club and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the Committee.

10. ELECTION OF MEMBERS

Applications of candidates for membership of the Club shall be submitted to the Committee by the Secretary and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate and the names of their proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who knows no Member of the Club, the Committee shall be empowered to carry out the election after proper enquiries.

Membership of the Club shall continue only for the period covered by the current subscription, which may be renewed by either the Secretary or Assistant Secretary on 1st November annually provided that any doubtful applications for renewal are referred to the Committee for their consideration.

Any person joining or rejoining the Club in the months of September or October shall receive membership of the Club for a maximum of 14 calendar months.

11. PROVISIONAL MEMBERS

Any candidate for membership of the Club whose subscription has been accepted by an official shall become a provisional member of the Club. Provisional membership of any candidate shall only hold good until the meeting of the Committee next after payment of the subscription of such candidate.

12. SUBSCRIPTIONS

The scale of subscriptions shall be as fixed by the Committee from time to time.

13. PAYMENT OF SUBSCRIPTIONS

All subscriptions shall become payable on the 1st November annually.

14. NEW MEMBERS

Any member who has been notified of their election and who fails to pay their subscription within one month of such notification shall be again requested by the Secretary or Assistant Secretary to pay the same, and if they fail to make payment within fourteen days thereafter, their election shall be ipso facto, null and void. No newly elected member shall be entitled to any of the privileges of membership until after the payment of their first subscription.

15. NON-PAYMENT

Any member of the Club who has not paid their subscription within two clear months of the date on which it became due shall be taken off the Register of Members forthwith. No member whose subscription is in arrear shall be eligible to take part in any competitions promoted by the Club and by the General Competition Rules of Motorsport UK.

16. RESIGNATION

Any member ceasing, voluntarily or otherwise, to be a Member of the Club shall thereafter cease to have any claim upon the property of the Club or to enjoy any of the privileges of membership, but they shall remain liable for the payment of any debts due to the Club from them.

17. USE OF CLUB NAME AND ADDRESS

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

18. JUNIOR MEMBERS

The Committee may elect Junior Members at the prescribed annual subscription. They shall be under the age of seventeen and whose parents / guardians are already Full or Joint Members and may be conveyed in vehicles provided their parents / guardians take full responsibility in the event of any incident involving them.

19. EXPULSION OF MEMBERS

It shall be the duty of the Committee if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such letter, and in default of such withdrawal to submit the question of their expulsion to a meeting of the Committee to be held within six weeks after the date of such letter. Members of the Committee shall be given at least seven days' notice that a question of withdrawal or expulsion is to be discussed at a meeting of the Committee. The Member whose expulsion is under consideration shall be given at least seven days' notice of such a meeting and shall be allowed to offer an explanation of their conduct verbally or in writing and if two-thirds of the members present shall then vote for their expulsion they shall thereupon cease to be a member of the Club. Any member expelled by the committee could be referred to Motorsport UK.

20. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held on the first Wednesday in December of each year or any other suitable date at a time to be fixed by the Committee.

The Annual General Meeting shall -

- (a) Receive from the Treasurer a full statement of accounts duly audited showing the receipts and expenditure for the year ending.
- (b) Receive from the Committee a report of the activities of the Club during the said year.
- (c) Elect all Honorary Members as detailed in point 5, Secretary, Assistant Secretary, Treasurer, Safeguarding Officer, Solicitor and Auditor of the Club.
- (d) Elect the Committee.
- (e) Re-affirm the remuneration to be paid to the officers of the Club.
- (f) Decide on any resolution which may be duly submitted to the meeting as hereinafter provided.

21. SPECIAL GENERAL MEETING

A Special General Meeting may be convened by direction of the Committee or on a requisition to the Secretary stating the business for which the Special General Meeting is required and signed by not less than twelve members. If the meeting so requisitioned be not convened within twenty-one days, the said twelve Members may convene such meeting. Six members shall form a quorum.

At least fourteen days' notice of all General Meetings shall be given but the non-receipt of such notice by any Member shall not invalidate the proceedings.

22. AGENDA

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 five 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. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the agenda then any Member shall be entitled to do so.

23. VOTING

Every person with a right to be present may exercise one vote on each matter requiring a vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, except as provided in Rule 26, a majority of votes decides a resolution. General Meetings and meetings of the Committee shall vote by ballot if any member present so demands. If any elected member of the club is unable to attend the AGM or Special General Meeting, they may request that the Chair acts as proxy for any motion proposed, as long as they have requested this in writing no less than 5 days prior to the meeting.

24. RIGHT TO BE PRESENT

No one can take part in General Meetings unless they have been duly elected as a member of the Club and have paid their subscription according to these rules.

25. OBSERVANCES AND INTERPRETATION OF RULES

Every member binds themselves to abide by the Rules of the Club and also by any modifications thereof 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 these Rules.

26. ALTERATION OF RULES

Any alterations may be made in these Rules by a General Meeting provided (a) that details of the proposed alteration or alterations are included in the notice of the General Meeting and (b) that the resolution proposing such alteration is carried by two-thirds of those present and voting at such General Meeting.

27. EVENTS

All motor competitions promoted by the Club shall be held under the General Competition Rules of Motorsport UK and in accordance with any other requirements of Motorsport UK

Any member wishing to run any event under the name of the club must ask for the specific permission of the committee at a full committee meeting before advertising or promoting such event.

Organisers must report to the committee regularly. The committee may require and enforce changes it deems necessary to maintain safety, legality and quality.

Any member convicted of an offence arising out of them being in charge of a motor vehicle in any Club event or on Club business shall thereupon be liable to expulsion from the Club under Rule 19.

28. COPIES OF RULES

Every member shall be furnished with a copy of the Club Rules and Regulations on election and shall be assumed to be familiar with their content.

29. DISSOLUTION

The Club may be dissolved by an Annual or Special General Meeting convened by direction of the Committee or on the requisition of the majority of the members.

If the resolution of dissolution be duly passed the Committee shall forthwith liquidate the affairs of the Club and if there be any surplus assets on realisation these shall be disposed of at the discretion of the Committee.

30. ANNUAL AWARDS PRESENTATIONS

The presentation of the Annual Awards shall take place on a date which will be decided on a year by year basis by the committee.

31. USE OF SOCIAL MEDIA IN RELATION TO CLUB MATTERS (AS RECOMMENDED BY MOTORSPORT UK)

- Don't write something that you wouldn't be prepared to say to someone.
- When posting on a social media website, assume that anybody can access that post.
- Check the privacy settings of your social media accounts. These settings determine the extent to which the information you share is publicly accessible.
- Determine whether you are participating in a personal or official capacity and consider whether your opinions and activity are appropriate in that context.
- Never share personal details such as home addresses and telephone numbers except with people that you know and trust, in which case it is advisable only to share such details via private messages.
- Remember that participating in social media results in your comments being permanently available and open to being re-published by other media outlets. It should be assumed that anything published in social media will remain available indefinitely, even if it is deleted from the original site.
- Respect confidentiality stay within the legal framework and be aware that safeguarding, libel, slander, copyright and data protection laws apply.
- Be aware that your interaction with social media may attract interest from the wider media, so proceed with caution whether you are participating in an official or personal capacity.
- Never use social media to insult anyone directly or indirectly.
- Motorsport UK Members who hold a position of trust and/or responsibility over young people (i.e. those under 18 years of age) in the course of their duties should be very careful when interacting with those young people via social media.
- Beware the temptation to use the 'perceived' anonymity offered by some online portals to post unacceptable comments about events or individuals.
- You should be mindful at all times that Motorsport UK regulations and UK law continue to be applicable in the online environment.

32. DATA PROTECTION POLICY

Clwyd Vale Motor Club respects your privacy and we will only use your information in the way we describe in this notice. When using your information, we aim to be fair and transparent and to follow our obligations under UK data protection laws. Your information is used for administering club membership, activities and competitions.

Clwyd Vale Motor Club is the data controller for the purpose of General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Our address is 1 Bryn Heulog, Ysceifiog, Holywell, Flintshire. CH8 8NR Our club contact for privacy and data is Pat Jones and the contact details are clubsec@cvmc.org.uk Tel. 01352 720684.

Collecting your information

We collect your information when you fill in membership application or renewal forms and competition event entry forms. You can give us your information using paper forms or online forms. The information you give us may include your contact details (name, address, telephone number, email address), personal information and identifiers (date of birth, membership number, competition licence number), and other information (e.g. vehicle details). When you give us third party information, such as a child, parent, guardian, or emergency contact you should let that person know that you have given us the information.

If you are under 18 years old, we will also ask for appropriate information from your parent or guardian.

Using your information

We use your information when you first apply to become a member of Clwyd Vale Motor Club, then to administer and renew your club membership, and provide you with details of member benefits. We also use your information when you enter club events. For competitions, we will publish some of your information in the event programme and results, which will also be made available in the public domain. Your information is used in these ways to fulfil our contract with you.

We may ask you for emergency contact and next of kin details which we will only use in an emergency, and which is used for a legitimate interest. You should let the contact and next of kin know that you have given this information to us.

We might use your information to send you marketing messages by email, but only if you have agreed that we can do this by giving us your clear consent – and you can change your mind at any time just by letting us know. We will not sell your information to another organisation.

To support your lifetime relationship with motorsport and Clwyd Vale Motor Club we may keep your information indefinitely, unless you ask us to delete it.

Sharing your information

We may share your information with Motorsport UK as required by its General Regulations for governing motor sport, with other Motorsport UK Registered Clubs, with medical personnel, or any other person if we have to comply with a legal obligation. We may also share your information with service providers, for example to print programmes or online entry hosting providers. In these cases, all of our service providers are located within the European Economic Area (EEA).

Our website

The club website might contain links to other websites such as online entry and payment sites, partners, and advertisers. If you follow links to other websites, please review the privacy policy for each site as we are not responsible for information you share on those sites.

Security for your information

Your information is held securely by us. We have taken all reasonable steps and have in place appropriate security measures, to protect your information. Your information is not transferred outside the EEA.

Your rights

You may ask us not to process your information for marketing purposes.

You are entitled to a copy of the information we hold about you, and to ask us to correct any inaccuracies.

You may ask us to stop using your information, and to delete it, although we maintain a skeleton set of your information. If you ask us to do this, we will not be able to continue our contract with you.

You may make a complaint to the Information Commissioner (www.ico.org.uk).

This privacy notice was last updated on 4th December 2019 and we will communicate any changes to you.

(NOTE: This issue of the Club Rules takes into account all amendments passed at various Annual General Meetings up to and including the 4th December 2019.)