

BURTON & DISTRICT SPORTING MOTORCYCLE CLUB

CLUB CONSTITUTION

Dec 2010

1. Administration

- 1.1 An annual meeting of the club shall be held on a date to be fixed by the Committee, once in each calendar year. At least 40 days prior to the date of the Annual Meeting, the secretary of the club shall send to each member of the club a preliminary notice of the date of the meeting and a request for the nomination of the following officers for the ensuing year.

Chairman
Vice Chair
Honorary Treasurer
General Secretary
Training Co-Ordinator
Other Officers as necessary

- 1.2 Nominations shall be sent to the General Secretary so as to be received no later than 30 days prior to the date of the Annual Meeting. Such nominations shall be set out in the notice and issued at the AGM. All nominations shall have played an active role in the clubs activities for a period of no less than 6 months.
- 1.3 At the Annual Meeting, the report of the Committee and a report of the Treasurer for the past year shall be presented and the officers for the ensuing year shall be elected from amongst the nominees by a ballot in which each member represented at the meeting shall have one vote each on the condition that the member voting has been a member of the said club. No nomination shall be placed before the meeting unless written notification of acceptance has been received from the nominee.
- 1.4 The officers elected hold office for two years with the exception of the General Secretary who shall hold office for 3 years.

2. The Committee

- 2.1 The affairs of the club shall be managed by the Committee composed of the officers of the club.
- 2.2 The Main Committee will meet 4 times per year to discuss the activities conducted in the previous 3 months and to discuss any matters that may arise for future activities.
- 2.3 The Main Committee of the B&DSMCC will consist of any 3 members from each Sub-Committee (as detailed in 4. Sub Committees).
- 2.4 Main Committee Chairperson will be one of the Chairpersons from a Sub-Committee, rotating on a yearly basis i.e. the Main Committee Chairperson will be the Chairperson from the Track Racing Sub-Committee, for the following year the Main Committee Chairperson will be the Chairperson from the Motocross Sub-Committee.
- 2.5 The quorum for a meeting of the Committee shall be 5, each member shall be entitled to one vote and in case of an equality of votes, the Committee can call upon absent members and seek their vote verbally by phone.

3. Change of Representation

- 3.1 The club shall have the power to change its representatives on the Main and Sub Committee at any time.

- 3.2 Persistent non attendance of any member of the Main and Sub Committee at schedule Committee Meetings may lead to automatic removal from that Committee

4. Sub-Committees

- 4.1 Each discipline of the club had its own Sub-Committee to run each discipline training sector.
- 4.2 Each Sub-Committee to consist of a minimum of 4 members, up to a maximum of 6 members plus a Sub-Committee Chairperson each of these Sub-Committees will meet as and when they feel the need for such a meeting.
- 4.3 Each of these Sub-Committees will manage and conduct its own training schedule as it feels fit, the training schedule must run within the guidelines and its code of practice as set down by the ACU
- and 4.4 Each Sub-Committee to have a working budget set at the commencement of each year agreed by the Main Committee, this can be adjusted throughout the year with the agreement of the Main Committee
- 4.5 Each Sub-Committee to record its own income and expenditure.
- 4.6 Saturday A.M. Basic Training income and expenditure to be governed by the Main Committee and Treasurer
- 4.7 Saturday/ Sunday Advanced Training income and expenditure to be governed by each discipline training Sub-Committee
- 4.8 Each Sub-Committee will use its budget as and when it is required, the use of this initial budget does not need the approval of the Main Committee.
- 4.9 Should this initial budget need to be adjusted then the Main Committee will approve or disapprove as deemed necessary, the Main Committee decision will be final

5. Emergency Committee

- 5.1 The Emergency Committee as constituted according to 1.4 of these Bye Laws shall have power to deal with matters of urgency which may arise from time to time, subject always to its proceedings being confirmed at a subsequent meeting of the Main Committee.

6. Finance

- 6.1 Subscription fees from individual members less any amounts due to Centre or ACU headquarters and any other income received shall be the property of the club and shall be expended from time to time as the Committee deems fit in the furtherance of the objects of the club.
- 6.2. The fee charged for each session can be changed with one months notice to members
- 6.3 Membership of the club is open to anyone without discrimination (subject to the club rules)
- 6.4 An annual membership fee of £10.00 per rider which can be changed with one months notice to members. By becoming a Member, the said member will agree to the Terms and Conditions of the club.
- 6.5 Where the rider is 18 years or less the parent/guardian responsible for that rider must also become a member at a cost of £10.00. Family memberships are available upon request.

- 6.6 The membership is valid for the period January – December and entitles the rider to utilise the facilities under supervision of a qualified coach, to receive training and advice where appropriate for that period only.
- 6.7 The payment of membership will qualify the member to enter the East Midland Championships for Track Racing in that year, subject to conditions. Restrictions in other disciplines may apply.

7. Secretary

- 7.1 At the AGM every two years, a secretary shall be appointed, either in an honorary capacity or at such remuneration as may be fixed by the Committee. The secretary shall remain in office for a period of two years, unless previously released from office by the committee. The duties of the Secretary shall include:
- a. Responsibility for the recording of proceeding of all business transacted at the meeting of the Main Committee and sub-committees of the Main Committee.
 - b. Responsibility for the production of minutes of all meetings and for submitting them for confirmation at the next following meeting of the Main Committee or sub-committee as the case may be
 - c. Responsibility for all correspondence in connection with the work of the club.
- 7.2 The Treasurer on the instruction of the Committee shall refund the secretary's out of pocket expenses incurred in attending meetings of the Committee or sub-committees or competitions promoted by the club and other out of pocket expenses reasonable and properly incurred by the Secretary.

8. Meetings

- 8.1 Meetings of the Committee shall be held on such dates at such times and at such venues as the Committee decides from time to time.
- 8.2 The Chairperson of the ACU or Executive members of sub-committees thereof shall have the right to be present at all meetings of the Committee or sub-committee with all privileges of member other than the right to vote.

9. Winding Up

- 9.1 In the event of the Club becoming wound up, disbanded or ceasing to exist, all monies and properties of the club on the date on which the Club is wound up or dissolved or ceases to exist, shall be donated to a Charity Organisation to be decided upon at the time and to be used in any matter thought fit.

10. Best Practice and Objectives

- 10.1 The B&DSMCC is a motorcycle club affiliated to the East Midland Centre of the Auto Cycle Union with a purpose to promote motorcycle sport within the remit of the ACU to include training and is governed by the rules and regulations laid down by the ACU (including environmental and noise controls);
- 10.2 All sessions are ACU Permitted and insured (Coach to Pupil Ratio 10:1 – 6 on track)
- 10.3 All coaches are unpaid volunteers, and a fully licenced with first aid qualifications
- 10.4 Coaches are all CIB checked and will undergo the same process through ISA
- 10.5 All coaches comply with Best Practise and ACU Rider Training Guidelines (ACU Coaching Code of Practice)

- 10.6 A Child Protection Policy is in place and a policy is agreed in relation to Equal Opportunities and Unacceptable Behaviour.
- 10.7 The club will endeavour
- a. To provide training to all applicants (encourage children/adults interested in motorsport to be trained in how to ride in a responsible manner and with awareness of others.
 - b. To provide basic and advanced training, and advice on progressing into competitive racing
 - c. To encourage members to take part in Proficiency awards to encourage self confidence
 - d. To work with and alongside the police and other authorities to encourage lawful use of motorcycles
 - e. The club will provide funding where appropriate and subject to funds being available to assist members financially when committing to enter their first race event. (limited to entry fee, day licence (or £10 maximum towards the ACU Yearly Licence) and to include "on the day" coaching without training fee being payable
- 10.8 The club caters for all age groups – from 6 years of age but will be subject to initial assessment, ability and experience.

11. Training Timetable

- 11.1 Saturday A.M. Basic Offroad training skills to be conducted by any/all licensed Coach/Basic Training Official to take place on the Oval Track only, all definitions of training to be set by the Main Committee
- 11.2 Saturday P.M. Advanced Track Racing training to be carried out by only licensed Track Racing Coaches to take place on the Oval track only, weather, track condition and coach availability permitting. All definitions of training to be set by the Track Racing training Sub-Committee
- 11.3 Sunday A M /P.M. Advanced Motocross training to be carried out by only licensed Motocross Coaches to take place on the Motocross track only, weather, track condition and coach availability permitting. All definitions of training to be set by the Motocross training Sub-Committee.
- 11.4 Sunday A.M. / P.M. Advanced Track Racing training as Saturday P.M.
- 11.5 The training timetable can be changed or amended by each Sub Committee without notice to the members

12 Hire of Machines

- 12.1 The club shall provide a selection of machines for hire to the public, for the sole purpose of providing the opportunity for interested parties to attend a training session without the need to purchase a machine. Hire of the machine, fee payable and period of hire will be at the discretion of the club and conditional upon an additional fee payable and completion of the necessary forms.