

# **North Hampshire Austin Enthusiasts' Group**

## **CLUB RULES**

### **1. Definition**

These Rules relate specifically to the "North Hampshire Austin Enthusiasts' Group", hereinafter referred to as "*the NHAEG*", or "*the Club*".

### **2.Objectives**

(a) Primarily, though not exclusively, to provide a focus for and promote further interest in pre-war vehicles of the Austin marque. Members and prospective members owning vehicles from the same period but of differing manufacture are also welcome.

(b) To arrange *Club* nights, rallies, tours, discussions, talks and other similar, social events.

(c) To afford members such benefits and privileges as it may be possible to arrange.

(d) As and when funds and circumstances permit to make donations to small, charitable organisations and 'good causes', according to the wishes of the membership.

### **3. Membership**

(a) Membership shall be made available to all persons having an interest in furthering the objectives of the *Club*. Joint membership shall be available to all those residing in the same household as the principal member though voting rights shall be extended only to the principal member, plus one other nominated member of that household, as declared on the subscription renewal form to be completed on joining.

(b) Any person, desiring to become a member of the *Club*, shall agree to accept and be bound by *Club Rules*, as stated herein, including any modification thereof made in conformity of such Rules. That person must also agree to accept as final and binding any decision of the *Club* Committee in all cases of dispute or disagreement with regard to the interpretation of these Rules and shall pay the first annual subscription to the Group Treasurer, via

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

(c) Any member failing to pay a subscription renewal by the due date, currently 31<sup>st</sup> December in any one year, shall be deemed to have resigned from the *Club*, assuming there are no extenuating circumstances. Should any member fail to renew by the 31<sup>st</sup> December it will be necessary to pay the joining fee, in addition to the subscription fee if he/she subsequently wishes to rejoin the *Club*.

(d) Exceptionally, the Committee may refuse to accept for membership, or may expel from membership, any person whose conduct is considered to be against the interests of the *Club*, or is likely to bring it into disrepute.

(e) Every paid up member shall be provided with a copy of the *Club Rules*

(f) No member shall purport to represent the *Club* on any matter except with the knowledge and express permission of the Committee

#### **4.Subscriptions**

(a) A fee for initially joining the Club, or rejoining, should membership lapse [see 3(c) above], is levied in addition to the annual subscription. As of 1<sup>st</sup> January 2020 the joining/rejoining fee is £5.00 and the annual subscription is £10.00. Both fees are subject to change [see (b) below].

(b) The amount of the annual subscription shall be determined annually by the Committee and shall be announced at least four weeks prior to the publication and/or distribution of Subscription Renewal Forms and in advance of the Annual General Meeting. Such subscription shall be paid annually and shall fall due prior to the 31<sup>st</sup> December of each year.

(c) New members joining after October 1<sup>st</sup> in any year shall pay the normal annual subscription, plus joining fee, but this shall remain effective until the renewal date at the end of the year *following* the year of their initial subscription (i.e. for a maximum period up to one year and three months.)

#### **5. Officers and Committee**

(a) The *Club* shall be governed by an elected Committee and shall comprise three Officers, namely Chairman, Secretary and Treasurer and up to a maximum of five Committee Members. All shall be elected at the Annual General Meeting, subject to 5(b) and 5(c) below. Details of vacancies shall be

circulated in advance of the AGM and nominations returned to the Secretary not later than one week prior to the AGM.

(b) The Committee shall be elected from within the *Club* membership by a majority of those members present and shall remain in office for a maximum period of three years, at which point he/she should automatically stand down. Without any obligation to do so and entirely at his/her discretion, he/she may stand for re-election at that time. He/she may also stand down prior to the expiry of three years' tenure should circumstances of any kind, require or dictate this.

(c) The individuals, to serve in specific roles, as Officers of the Committee, shall be chosen by such Committee Members, as are elected at the Annual General Meeting.

(d) Duties of Officers and Committee Members are as defined in Appendix 'A'.

## **6. General Meeting**

(a) The quorum for a General Meeting of the *Club* shall be 12 Club members present in person, each member present having one vote, with the Chairman having the casting vote.

(b) Not less than twenty-one days written notice shall be given of the Annual General Meeting and not less than fourteen days written notice shall be given of any other General or Extraordinary Meeting of the *Club*. All such notices shall be delivered to each member either electronically, where this is possible to do so, or by post at the address recorded in the *Club's* Register of Members.

(c) General Meetings may be called by the Committee, or by written request signed by no fewer than six members – such written request(s) to be handed to the Secretary. Business to be considered and/or discussed shall be confined to such business specified in the notice calling for such a meeting.

(d) Removal of any Officer or Member of the Committee from his/her post may be achieved by a majority vote from the members present at a General or Extraordinary Meeting of the *Club*, called for such purpose.

(e) The AGM of the *Club* shall be fixed generally for the second Monday, in the month of January in each year, unless agreed otherwise, at a time to be determined by the Committee. The business of the AGM shall include:

- (i) Minutes of the previous AGM
  - (ii) Chairman's Report
  - (iii) Treasurer's Report and presentation of Statement of Accounts
  - (iv) Secretary's Report
  - (v) Election of Committee
  - (vi) Any other business, which may include a decision on any resolution submitted for discussion at the AGM.
- (f) At any General Meeting of the *Club*, Annual or otherwise, "carried" voting shall be by majority.

### **7. Committee Meetings.**

- (a) The Committee shall meet at least four times per year, on dates and at a frequency determined by mutual agreement of Committee members.
- (b) The quorum for a Committee Meeting shall be 50% of the Committee, one of whom shall be the Chairman or Secretary. Each Committee Member present shall have one vote, with the Chairman having the casting vote.
- (c) At any Committee Meeting of the *Club*, "carried" voting shall be by majority.
- (d) The Committee shall have the power to co-opt any member(s) to serve on the Committee until the next AGM. Such co-opted member shall have full voting rights.
- (e) Any member of the Committee who, without sufficient reason to the satisfaction of the remaining Members of the Committee, absents him- or herself from two consecutive Committee Meetings shall be deemed to have resigned from the Committee.

### **8. Alteration of Rules.**

No alteration to, or alternative interpretation of these Rules shall be made except by the majority of members present at a General Meeting called for that express purpose.

### **9. Dissolution.**

The *Club* may be dissolved by a majority of members present at a General Meeting called for that express purpose. In the event that it be determined the *Club* be dissolved all financial assets remaining, in excess of £100.00, after all outstanding liabilities have been reconciled, shall be disbursed amongst all then currently accredited NHAEG members, on an equal share basis. All material assets, e.g. tooling, equipment, etc., owned by the Club, for the benefit of its members, shall be offered for sale amongst such members and the proceeds added to the *Club's* financial assets, for disposal as described herein. Any material assets, not so disposed of, shall be offered for sale to other clubs, etc. Remaining financial assets amounting to less than £100.00 shall be donated to a charity chosen by members attending such specified Meeting.

## **APPENDIX 'A'**

### **Duties of Officers and Committee Members**

#### **Chairman.**

- (1) Shall preside at *Club* Committee Meetings, General Meetings and generally oversee *Club* Night activities
- (2) Shall have the casting vote at all General and Committee Meetings
- (3) Shall generally oversee *Club* Officials in the performance of their duties
- (4) Shall approve the Agenda for all Committee and General Meetings

#### **Secretary.**

- (1) Shall act as Vice-Chairman and deputise for the Chairman in the event of his absence from General and Committee Meetings
- (2) Shall record and maintain a record of proceedings at all Committee and General Meetings
- (3) Shall record and acknowledge all external correspondence and inform the Committee and thereafter the members, in general terms, of any relevant action taken by the Committee, when and where required.
- (4) Shall acknowledge all written representations received from members, place these on the Agenda for meeting(s) of the Committee and, thereafter,

inform *Club* member(s), in general terms, of any/all action(s) taken by the Committee.

(5) Shall be responsible for such secretarial duties as may routinely, or, from time to time, arise.

(6) Shall ensure that each *Club* member is provided with a copy of these *Club* Rules.

### **Treasurer.**

(1) Shall receive all monies, pay all bills and maintain a proper book of accounts, indicating all monies received and expended on behalf of the Club.

(2) Shall operate an account or accounts in the name of the 'North Hampshire Austin Enthusiasts' Group' and ensure that all monies received by any Officer or Member, on behalf of the *Club*, being the property of the *Club*, shall be deposited therein. Such account or associated accounts shall be operated only upon the signatures of a minimum of two, out of three, authorised signatories, as formally advised to the *Club's* bankers.

(3) Shall present the accounts of the *Club* at each AGM for approval, the books being available at that time for inspection by members.

### **Newsletter Editor**

(1) Shall prepare and publish monthly, or at whatever alternative frequency as may be proposed and agreed upon by the Committee, a Newsletter for the general information and interest of Club members.

(2) Shall solicit copy material from whatever source(s) might/may be deemed legal and appropriate, for the purpose of producing such publication.

### **General Committee Members (maximum of five)**

(1) Shall attend Committee, General and Extraordinary Meetings in order to assist in whatsoever manner their experience, knowledge, ability and availability may contribute and benefit the overall running of the Club and its activities.

(2) It is a requirement for all individuals on the Committee – Officers and Committee Members – to assume responsibility for organising at least one *Club* activity/event and administering one *Club* Night, during each year of their

tenure unless exceptional, extenuating circumstances would prevent this requirement being met and satisfied.

(3) A nominated Club Member, not necessarily a Committee Member, shall be appointed to act as **Membership Secretary** whose duties shall include:

- \* receiving and logging annual subscriptions when these fall due
- \* maintenance of an accurate *Club* Membership Record
- \* the issuing of Membership Cards, as necessary
- \* the provision of a copy of these Club Rules to all new members
- \* transference of subscription revenue to the Treasurer on a timely basis
- \* compilation and provision of two separate lists, updated as and when necessary, of members and historic vehicles owned, for:
  - (a) the information of the *Club Committee* (comprehensive list containing all relevant information), and
  - (b) the general interest and convenience of all *Club* members (abridged/restricted content)

Said lists to contain details of all members providing they have consented, by written agreement on the Joining/Subscription Renewal Form, to the disclosure of such information.