

24. **THE ANNUAL GENERAL MEETING.** The Annual General Meeting of the Club shall be held in the month of ..... in each year upon a date and at a time to be fixed by the Committee. The Annual General Meeting shall:

- a) Receive from the Committee 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 the President and Vice-President, and the Secretary and Treasurer of the Club, and if appropriate the Solicitor and Auditor.
- d) Elect the Committee.
- e) Settle any remuneration for the officers of the Club and the Solicitor and Auditor.
- f) Decide on any resolution which may be duly submitted to the meeting as hereinafter provided.

25. **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 not less than 12 members. If the meeting so requisitioned is not convened within 21 days, the said (12) members may convene such meeting. 15 members shall form a quorum.

26. **AGENDA.** When Members wish a matter to be discussed at a General Meeting the text of such matters signed by at least two members shall be sent to the Secretary at least 14 days before the date of such meetings 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 other member shall be entitled to do so.

27. **VOTING.** 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, except as provided in Rule 30, a majority of votes decides a resolution. At any General Meeting any (12) members may demand a Poll, and thereupon the meeting shall be adjourned to a time and place to be named by the Chairman, and a postal vote shall be taken of all members of the Club. The decision of the members, as shown by such postal vote, shall be reported to the adjourned meeting, and shall be deemed to be the decision of such meeting. The Rules relating to collective voting and proxies shall apply as in Clause 14 hereof.

28. **RIGHT TO BE PRESENT.** No one can take part in General Meetings unless he has been duly elected as a Member of the Club, and has paid his subscription accordingly to these Rules.

29. **OBSERVANCE AND INTERPRETATION OF RULES.** Every member binds himself 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.

## CLUB RULES

### FOR CLUBS SEEKING RECOGNITION BY THE RAC MOTOR SPORTS ASSOCIATION LTD AND REGISTRATION FOR THE ORGANISATION OF MOTOR COMPETITIONS.

NOTE: These rules are not mandatory in this form, but any Club whose rules do not incorporate the basic provisions as set out below may not be eligible for registration for the organisation of motor competitions. Items in brackets may be varied according to a Club's requirements. Clubs specifically seeking a waiver of any of these Club Rules must make an application to the RAC MSA Ltd.

1. **TITLE.** The name of the Club shall be "*The West Riding District Association*" hereafter referred to as "the club".

#### 2. OBJECTS.

- a) To further interest in motoring and motor sport.
- b) To provide Members with information, advice and assistance on matters connected with motoring and motor sport.
- 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 RAC MSA Ltd.
- d) To promote motor competitions in accordance with the Rules of the RAC MSA Ltd.
- 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.** Ladies and gentlemen of not less than (17) years of age shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members, (d) Social Members and (e) Family 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.

5. **ELECTION OF OFFICERS.** The President and Vice-President of the Club and the (Solicitor), Treasurer, Secretary and Committee shall be elected at the Annual General Meeting and, subject to termination of office by resignation at the next Annual General Meeting following their appointment. The Committee shall have 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 (eighteen) Members, exclusive of the President, Vice-President, (Solicitor), Treasurer and Secretary, who shall be ex-officio Members of the Committee. The Committee shall elect from among its own Members a Chairman and a Vice-Chairman. (One half) of the Members of the Committee shall form a quorum.

Nominations of Candidates for election to the Committee must be received by the Secretary not less than seven days before the Annual General Meeting, with an intimation in writing signed by each Member nominated that he or she is willing to serve. Nominations of Candidates shall be signed by the Member proposing them.

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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 specifically referred to such a Sub-Committee.

7. **MEETINGS OF COMMITTEE.** The Secretary either of his own accord or by the direction of the Chairman shall unless otherwise agreed by all the Committee give at least 7 days written notice of a meeting.
8. **ABSENCE FROM COMMITTEE.** Any Member of the Committee who shall, without sufficient reason, absent himself from three consecutive Committee Meetings may be called upon to resign his 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 and to take minutes of the proceedings. Such minutes shall be entered in a book and presented for confirmation at the following meetings.
10. **BANKING.** All moneys 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 form or forms authorised by the Committee.
11. **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 his 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, and Members shall be subject to re-election annually by the Committee.

All applications must be made by an individual in his own correct name and be signed by the said applicant personally.

12. **MEMBERSHIP OF ANY OTHER CLUB.** If a candidate is a member of any other Club or Organisation he shall not be entitled to affiliated Membership, Honorary, Social 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 Secretary 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.
14. **VOTING OF COMMITTEE MEETINGS.** Each Member present at a meeting of the Committee shall be entitled to exercise one vote. The Committee shall vote by ballot if any Member present so demands. A vote of one third against any applicant for membership shall exclude from membership.
15. **SUBSCRIPTION.** (Insert rates of subscription, badges etc). See also paragraphs 21 and 22.  $\int_{10.00}^{\infty} PA$  nity
16. **PAYMENT OF SUBSCRIPTIONS.** (Insert rule relating to payment of subscriptions, ie. due date etc).

17. **NEW MEMBERS.** Any Member who has been notified of his election and who fails to pay his subscription within one month of such notification shall be again requested in writing by the Secretary or Treasurer to pay the same, and, if he fails to make payment within fourteen days thereafter his 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 his first subscription.
18. **NON-PAYMENT.** Any Member of the Club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact in writing by the Secretary or the Treasurer, and one month thereafter any member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee be taken off the Register of members forthwith. No member whose subscription is in arrear shall be eligible to take part in any competitions organised by the Club and the Rules of the RAC MSA.
19. **RESIGNATION.** Any member wishing to resign his membership shall give notice in writing of such desire to the Secretary on or before the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the ensuing year. Also 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 privileges of membership, but he or she shall remain liable for the payment of any debts due to the Club from him or her.
20. **USE OF CLUB NAME AND ADDRESS.** The name and address of the Club shall not be given by a Member as his address for trade, advertising or business purposes or in connection with any legal proceedings.
21. **LIFE MEMBERS.** Subscribers of not less than 10 times the annual subscription for the time being may be elected Life Members by the Committee, and shall be exempt from the payment of annual subscriptions. A member can not become a Life Member until after re-election.
22. **HONORARY MEMBERS AND SOCIAL MEMBERS.** The Committee may elect as Honorary Members all Members of Royal families, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the Club in particular. The Committee may also elect Social Members at an annual subscription of ..... Social Members shall not be permitted to take part in any Competitions held under the Rules of the RAC MSA Ltd. No person owning or having on hire purchase a private car or motor cycle shall be eligible for election as a Social Member. Any Social Member who acquires a car or motor cycle must inform the Secretary immediately and he shall from the date of such acquisition cease to be a Social Member.
23. **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 his 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 7 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 7 days notice of such a meeting and shall be allowed to offer an explanation of his conduct verbally, or in writing and if two-thirds of the members present shall then vote for his expulsion he shall thereupon cease to be a member of the Club.

30. **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 or by two-thirds of those voting should a Poll be demanded as provided for in Rule 27.

31. **EVENTS.** All motor competitions organised by the Club shall be held under the Rules and requirements of the RAC MSA Ltd.

Any member convicted of an offence arising out of his 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 23.

32. **COPIES OF RULES.** Every member shall be furnished with a copy of the Club Rules and Regulations on election.

33. **BADGES.** Any badges issued to a member by or for a Club shall remain the property of the Club. On termination of their membership, members shall deliver up such badges to the Secretary.

34. **DISSOLUTION.** The Club may be dissolved by a 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.

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