



ABERDARE MOTOR CLUB RULES

1. TITLE

The name of the Club shall be **ABERDARE MOTOR CLUB**, (“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 observe the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to Motorsport UK
- d. To promote motor competitions in accordance with the Rules of Motorsport UK, or another Governing Body as appropriate.
- e. To arrange tours, lectures, and engage with members through social gatherings and other meetings.
- f. To provide members with such benefits and privileges as it may be possible to arrange on their behalf.

3. CONSTITUTION

Any person regardless of the sex or gender identity 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. (Junior memberships will be available for those under the age of 17)

4. MANAGEMENT

The authority and responsibility for the transaction of the business of the Aberdare Motor Club and 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 and or is approved by the Club in a General Meeting.

5. ELECTION OF OFFICERS

The Chair and Vice-Chair of the Club and the Treasurer, 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 four and not more than seven members. The Chair, Vice-Chair, Secretary and Treasurer shall be elected by nomination and a seconder (self-nomination is allowable). All committee members must be in attendance to be elected to the committee (electronic attendance is allowable).

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 intention set out in writing and signed by each Member nominated, that s/he is willing to serve. Nominations of Candidates shall be signed by the Member proposing them. The committee shall have the power to appoint a Sub-Committee of not less than three people to meet on its behalf in respect of any matter which is specially referred to such a Sub-Committee.

All nominated candidates shall be announced at the AGM. Fully paid up members will have 14 days to vote for their chosen candidate.

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 (7) days written notice of a meeting (via electronic means is acceptable).

8. ABSENCE FROM COMMITTEE

Any Member of the Committee who shall, without any reasonable explanation, be absent from two consecutive Committee meetings, may be called upon to resign their position from 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 and presented at the following meeting and signed by the Chair of the meeting, confirming they represent a true and accurate reflection of the minutes recorded. All minutes will be available to any members upon request.

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 form or forms authorised by the committee and requiring two signatories and entered into minutes.

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 of the candidate must be submitted with the membership request

Membership of the Club shall continue only for the period covered by the current subscription, and members must be fully paid-up to be elected to the Committee or to vote on Club matters.

All applications must be made by an individual in their own correct name and be signed by the said applicant personally. Applications by anyone under the age of 18 must be countersigned by a parent or guardian.

12. 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 be valid until the meeting of the committee next, after payment of the subscription of such candidate is received, upon when the membership is approved by the committee.

13. VOTING OF COMMITTEE MEMBERS

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

14. SUBSCRIPTION

Membership	Amount (GBP)
Single Membership	15.00
Joint Membership	20.00
Junior Membership	FREE

15. PAYMENT OF SUBSCRIPTION

The membership year will run from 1st January until 31st December. Payment will be due prior to 1st January each year. Should membership not be renewed prior to 1st January then the membership will lapse. Renewal of membership reminders will be published 1st December each year

16. NEW MEMBERS

Any Member who has been notified of their election and who fails to pay their subscription within 28 days of the date that the application was accepted, will have their application declared 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. Any memberships received 3 months before membership renewal dates, the membership will continue into the following year

17. NON PAYMENT

Any member of the Club who has not paid his subscription within one clear month of 1st January shall be notified that they will be taken off the Registration of members with immediate effect. No member whose subscription is in arrears shall be eligible to take part in any competitions or events organized by the club and under the rules of Motorsport UK

18. RESIGNATION

Any member wishing to resign his membership shall give notice in writing (electronic correspondence allowed) to the secretary on or before the 1st January. Any member ceasing, voluntarily or otherwise, to be a member of the Aberdare Motor Club, shall thereafter cease to have any claim upon the property of the Aberdare Motor Club or to enjoy any privileges of membership, and shall remain liable for the payment of a debts due or outstanding to the Aberdare Motor Club.

19. USE OF CLUB NAME AND ADDRESS

The name and/or address of the Aberdare Motor Club and logo shall not be given by any person or a member as their address for trade, advertising, or business purposes, or in connection with any legal proceedings or for personal gain or promotional activities without permission & prior knowledge of the committee.

20. LIFE MEMBERS

Subscribers who have been members for not less than 5 (five) years of paid membership consecutively will qualify for Life Membership at a fee of one hundred and fifty pounds. All applications will need to be submitted to the committee for approval..

21. HONORARY MEMBERS

The Committee may elect as honorary members any persons who have been distinguished in promoting the cause of motoring or the Aberdare Motor Club in general.

22. EXPULSION OF MEMBERS

If in the opinion of the committee and in the best interests of the Aberdare Motor Club, it becomes necessary to ask a member to withdraw from the Aberdare Motor Club, it shall set out in writing giving a clear explanation and reason for doing so. If the member declines, they shall have the opportunity to appeal to the committee and a meeting of the committee will be arranged within 6 weeks 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 decision will be final.

23. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the Aberdare Motor Club shall be held in the month of November in each year at a date and time to be fixed by the committee, giving 14 days prior notice of the meeting. The Annual General Meeting shall:

Receive from the Committee a full statement of accounts, duly audited detailing the receipts and expenditure for the year ending.

24. AGENDA

When Members wish a matter to be discussed at a General Meeting, the text of such matters shall be sent to the secretary at least 14 days prior to the date of such meetings so that it may be included in the Agenda.

A copy of the Agenda shall be sent to each committee member at least five days prior to the meeting, but the fact that any committee member has not received a copy of the Agenda shall not invalidate the proceeding. Any item which is not on the agenda, may be discussed in Any Other Business at the conclusion of the General Meeting.

25. VOTING & RIGHT TO BE PRESENT

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 27, a majority of votes decides a resolution.

At any General Meeting any 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 a postal vote, shall be reported to the adjourned meeting, and shall be deemed to be the decision of such meeting.

No one can take part in the Annual General Meeting unless they are fully paid up member. Junior Members are ineligible to Vote.

26. OBSERVANCE AND INTERPRETATION OF RULES

Every Member binds themselves to abide by the rules of the Aberdare Motor Club and also by any modifications of the Committee in all cases of dispute or disagreement as to the interpretation of these rules.

27. ALTERATION OF RULES

Any alterations may be made in these rules at an Annual General Meeting provided, that details of the proposed alteration or alterations are included in the notice of the Annual General Meeting and that the resolution proposing such alteration is carried out by two thirds of those present and voting at such Annual General Meeting or by two thirds of those voting should a poll be demanded to provided for in the rules

28. EVENTS

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

Any Member convicted of an offence arising out their being in charge of a motor vehicle in any Club event or on Club business shall be thereupon liable to expulsion from the Aberdare Motor Club

29. COPIES OF RULES

Every member shall be furnished with a copy of the Aberdare Motor Club rules and regulations on joining.

30. BADGES

Any badges issued to a Member from the Aberdare Motor Club shall remain the property of the Aberdare Motor Club. On termination of their membership, members shall deliver up such badges to the Secretary.

31. SAFEGUARDING POLICY

As per Appendix A in this constitution

32. GENERAL DATA PROTECTION REGULATION

As per Appendix B in this constitution

33. SOCIAL MEDIA

As per Appendix C in this constitution

34. CODE OF CONDUCT

Members must ensure they abide by the rules and regulations of the Aberdare Motor Club and Motorsport UK and always conduct themselves in a proper manner. Respect the decision of event officials, treat all competitors, marshals and officials, social media commentators equally with respect. Maintain the highest standards of driving behaviour. Not discriminate against individuals for any reason, whether because of race, colour, gender, marital status, sexuality, age, disability, occupation, religion, or political persuasion.

Failure to comply with this code may result in stringent sanctions being imposed by Motorsport UK and the National Court

35. DISSOLUTION

The Aberdare Motor 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 Aberdare Motor Club, and if there be any surplus assets on realization, these shall be disposed of at the discretion of the committee. In the event that the Club becomes insolvent and closes, each member will be required to contribute £1 to club funds.

APPENDIX 'A'

SAFEGUARDING POLICY

ABERDARE MOTOR CLUB is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the Club.

1. The Club acknowledges its responsibility to safeguard the welfare of all young people entrusted to its care and is committed to working to provide a safe environment for all members.
2. The Club confirms that it adheres to the Motorsport UK Safeguarding Policy and the procedures, practices and guidelines. The Club will follow the guidance of the policy in the event of any concerns or allegations and without fail report concerns as required by the policy and procedures.
3. A child is anyone under the age of 18 engaged in any motor sport activity.
4. The key principles of this policy are as follows:
 - The welfare of the member is, and must always be, paramount to any other consideration
 - Club events and activities for members will follow and adhere to the Motorsport UK Race 'n' Respect values and the Motorsport UK U18 Policy
 - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to be protected from abuse or harm
 - All allegations, suspicions or concerns of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
5. The Club recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. The Club recognises that this is the responsibility of every adult involved, in whatever capacity, at the Club.
6. The Club will implement and comply with the Motorsport UK Code of Conduct.
7. The Club will appoint a Club Safeguarding Officer (CSO) to deal with any issues concerning Safeguarding and Child Protection and notify this person to all members.
8. If you witness or are aware of an incident where you are concerned the welfare of a member has been put at risk you must, in the first instance, inform the CSO. If at any time you are not able to contact your CSO and the matter is clearly serious then you can either:
Club Safeguarding Policy

- Contact the Motorsport UK Lead Safeguarding Officer 01753 765 071 or email safeguarding@msauk.org
 - Contact the Police or Children's Social Care
 - Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk
9. The Club will follow Motorsport UK guidance and ensure that anyone that meets the eligibility criteria for a Disclosure check (DBS, or PVG in Scotland) does not performing in this capacity until a satisfactory check has been returned.
10. The Club will ensure that all its members, whether they are parents (under 18), competitors or officials will comply with all guidance and best practice as issued by the Motorsport UK. In summary, the following points are considered as best practice to create a safe, friendly and welcoming environment.
- Adults should display high standards of personal behaviour and refrain from pursuits considered unhealthy and be good role models
 - Employees and volunteers should avoid working in isolation with children and out of sight of parents or other volunteers
 - Not drinking alcohol excessively whilst responsible for children
 - Avoiding smoking in the presence of children if you are in a position of trust.
11. The following are NOT acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the Club, Motorsport UK or Statutory Agencies if relevant.
- Providing alcohol to children, vulnerable adults or allowing its supply
 - Humiliating children or vulnerable adults
 - Making sexually explicit comments or sharing sexually explicit material
 - Using obscene or foul language
 - Inappropriate or unnecessary physical contact with a child or vulnerable adult
 - Sharing the same immediate accommodation, e.g. overnight room, with children or vulnerable adult when away at events (excluding parents or guardians)

This policy was last updated on 17th March 2024, and we will communicate any changes to you.

APPENDIX 'B'

GENERAL DATA PROTECTION POLICY

ABERDARE 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.

ABERDARE MOTOR CLUB is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address can be found on our website. Our club contact for privacy and data is the Club Secretary, and the contact details are available on our website.

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 (vehicle details). When you give us information about another person, 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 information from your parent or guardian.

Using your information

We use your information when you first apply to become a member of **ABERDARE MOTOR CLUB** and then to administer and renew your club membership, and provide you with member benefits. We also use your information when you enter club events. For competitions, we will publish some of your information in the programme and the results, which will be 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 use 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 by contacting us. We will not sell your information to another organisation.

To support your lifetime relationship with motor sport and **ABERDARE MOTOR CLUB** we may keep your information indefinitely. Unless we are required to retain information by relevant legislation, we will, at your request, delete your personal data from our system.

Sharing your information

We may share your information with the Motor Sports Association 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.

Our website

When you use our club website we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. We use this information to improve your web experience. Cookies help us to recognise you when you return to the website, and they may also help you to login securely to our web-based services, including on line entry and payment. For more detail about how we use cookies please go to our Cookie Policy, found on the website page.

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 because 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 European Economic Area. 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 may 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 17th March 2024, and we will communicate any changes to you.

APPENDIX 'C'

SOCIAL MEDIA POLICY

For the purpose of this document: the term 'Coach' is used to apply to all adults working with young people (U18) in motor sport.

For the purpose of this document: the term 'Participants' is used to apply to all adults in motor sport.

Introduction

As technology develops, the internet and its range of services can be accessed through various devices very easily. Social networking and internet blogs can offer great opportunities for motor sport to communicate and engage with its audience and members.

Aberdare Motor Club has a responsibility to promote the safe and responsible use of social networking and to raise awareness for everyone involved in motor sport of the potential risks and to promote best practice.

Participants should be aware that comments which bring motor sport into disrepute, or are threatening, abusive, indecent or insulting, may lead to disciplinary action before the Motorsport UK National Court and which may result in substantial fines or international bans from participation in the sport.

Comments that include a reference to a person's ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability may attract a severe disciplinary sanction.

Comments can also attract civil and criminal action.

General guidance

- These are public forums, so treat them as such
- Participants and organisations are strictly responsible for any posting on his/their account/s
- Re-posting or re-tweeting inappropriate content represents an endorsement of that content and can be actionable and punishable under the General Regulations
- Do not use abusive, derogatory, vulgar or sexual language and do not post anything that you would not say face to face
- Do not criticise or imply bias in Aberdare Motor Club or Motorsport UK Officials on social media platforms
- Deleting or apologising publicly for an improper posting does not prevent disciplinary action being taken
- Consider "protecting" Tweets and changing security/visibility of Facebook accounts

Stakeholders

Stakeholders should be aware that they can be vicariously liable for material published by employees whether paid or unpaid in the course of their employment and duties for example on an official website, Facebook site or Twitter feed, or published by employees outside motor sport via a work email address or a work Twitter handle.

Clubs can also be liable for third party comments and postings made in their website forums or on their Facebook pages.

We recommend that stakeholders:

- The Club Committee is responsible for posting and maintaining social networking and internet sites
- Set standards for content generated in line with the guidelines above
- Establish protocols for monitoring output, moderating content in online forums and removing offensive postings
- Report any breaches of these guidelines to the Aberdare Motor Club, Motorsport UK and the relevant statutory organisations if appropriate

Safeguarding

In sport, there are additional risks. Inappropriate pressure can be exerted by adults, particularly coaches and parents on children or inappropriate criticism of a child's performance. A position, such as coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

- When communicating by phone, where possible participants and coaches should speak to the parent of a child
- Participants and coaches should avoid communicating with children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact
- If a club or team needs to communicate motor sport related information to children by email, it should use email groups comprising email addresses given by parents. It is inadvisable for a coach to communicate by email on a one-to-one basis with a child; if replying to an email from a child the parent should be copied in to the response
- Participants and Coaches should not communicate with children through social networking sites such as Facebook. Coaches should not be "friends" with the children that they work with
- Under 18's motor sport Facebook pages or other sites for example 'Joe Bloggs Racing' should be set up and monitored closely by the parent/guardian responsible for the young person.
- If there are mechanics or driver coaches who are under 18, while they may be a colleague these requirements must be adhered to.

It is impossible to address every issue or cover every scenario you might encounter when communicating with children and it is appreciated that different ages will need to be treated differently. However, in all cases the above guidelines should be considered when determining the most appropriate method of communication in any given circumstances.

Further advice and information may be found on the Child Exploitation and Online Protection, part of the National Crime Agency website. <https://www.ceop.police.uk/safety-centre/>

Reporting concerns

Safeguarding is everyone's responsibility, as is creating and maintaining high standards of behaviour expected of people in motor sport. For these reasons everyone is encouraged to report concerns of misuse or inappropriate usage of social media to the appropriate person within motor sport, or outside it.

The first point of contact will usually be the Club Safeguarding Officer or a Club Committee member you feel comfortable confiding in. For incidents of a more serious nature including a potential safeguarding issue, the matter must be reported to the Compliance Officer at Motorsport UK as soon as practicable and in any event within 7 days.

Threats of immediate harm or danger must always be reported to the police and/or Children's Services or the Local Authority Designated Officer AND the Compliance Officer at Motorsport UK.

Whilst the law does not move as fast as technology, there is legislation and government guidance which applies to social media usage, including: -

- Malicious Communications Act 1988
- Protection from Harassment Act 2003
- Defamation Act 1996
- Data Protection Act 1998
- Article 10 of the European Convention on Human Rights
- Working Together to Safeguard Children 2018

Most importantly...

A common-sense approach needs to be used by everyone involved in motorsport. What you regard as 'banter' may be seen as hurtful or embarrassing by a wider audience and bring motor sport into disrepute in which case Motorsport UK may place you before the National Court.

In short, follow the general guidelines above and:

- Don't comment on social media if you have any concerns about the consequences
- Don't link to unsuitable content that breaches this policy

- Don't get into disputes with audience
- Don't share or elicit personal detail

But

- Do show your personality and be approachable
- Do share your achievements
- Do let people know what it is like to be a Competitor/Coach/Official
- Do post regular comments to grow and engage with an audience

If you have any questions relating to this guidance please contact the the Club Secretary and/or Motorsport UK Compliance Officer

This policy was last updated on 17th March 2024, and we will communicate any changes to you.