

WELSH ASSOCIATION OF MOTOR CLUBS

CONSTITUTION AND RULES

1. NAME

1.1 The name of the Association is "The Welsh Association of Motor Clubs". It shall be made up of paid-up member clubs and clubs who are exempt from such fees and have Northern and Southern Centres. All member clubs must be affiliated to either the Northern or Southern Centre.

2. OBJECTIVE

2.1 The objective of the Association is to assist Member Clubs in the furtherance of all recognised forms of motor sport

3. MEMBERSHIP

3.1 The Association will consist of Motorsport UK recognised motor clubs and those clubs who are applying for Motorsport UK recognition whose application has been accepted by the Association

1.2 Clubs affiliated to an ASN other than Motorsport UK may become Associate Members. Associate members will have all the benefits of membership as full members except they will not be allowed to vote on any issue or proposal. They will pay the same fee (in sterling) as do full members.

1.3 Motorsport UK recognised Marshal Clubs may become Associate Members. Associate members will have all the benefits of membership as full members except they will not be allowed to vote on any issue or proposal. They will not pay a Membership Fee as in line with Motorsport UK.

3.4 Any clubs wishing to join the Association shall download and complete the appropriate form from the WAMC website The Club, applying for membership will have the application displayed on the WAMC website and will be subject to a 4-week period from the date of posting for any member clubs to raise any objections, during which period they must declare any objections by email to the WAMC General Secretary. No objections will be considered other than those made by email during the 4-week period Any objections received will be notified to the Club concerned so that they might consider whether they wish to continue with their application or if they wish to withdraw it. An objection will not, in itself mean a refusal of that application, as it must be decided by a majority vote, taken at a Main Meeting. (Subject to item 3.6 of the WAMC Constitution). If no objections are received after the 4 weeks that club will become a member of the WAMC. Any club/organisation applying to become a member of the WAMC must, when submitting their application form, pay by BACS the preferred method the current WAMC annual membership fee. In the event of the application being refused then the fee will be refunded to the applicants. Marshal Clubs memberships are Free of

Charge. Any club applying membership in the last 3 months of the year if successful the fee paid will cover the following 12 months.

The application will be displayed on the website as follows.

Date posted

Club name

Contact:

Email:

3.5 It is a condition of membership that the annual subscription is paid by such method as the Association shall from time to time decide at the discretion of the Officers of the Association.

3.6 The Association reserves the right to refuse membership without giving any reason.

4 OBLIGATION OF CLUBS AND THEIR MEMBERS

4.1 Member clubs, and their individual members, shall be bound to observe and Conform to the rules and regulations of the Association. If, in the opinion of the Association, after a formal written complaint has been received and enquiry made as hereinafter provided, a club or individual, shall have been found to have committed a grave breach of these rules and regulations or be guilty of conduct prejudicial to the Association or its objective, they may be excluded from membership and/or have other penalties imposed as hereinafter provided to explain their actions.

4.2 Any club in membership of, or which is an Associate Member of the Welsh Association of Motor Clubs ("a Member Club") or any individual member of such club, ("an Individual member") which or who acts in such a way as to bring, either the Welsh Association of Motor Clubs, their own Motor Club or Motor Sport in general into disrepute, and about which or whom a written complaint has been made as hereinafter provided may be requested to attend a meeting of the WAMC Complaints Panel (as hereinafter defined hereinafter called" the Panel") to explain their actions.

4.3 Within 14 days of the incident giving rise to the complaint, the Member Club or Individual Member wishing to make a formal complaint ("the Complainant") must send a formal written complaint to the General Secretary with full details of the actions rise to the complaint and how that amounts to a breach of 4.1 above at the same time the complainant must supply copies of all documents relied upon and the names and addresses of any relevant witnesses. The complainant may request an extension of time limit and must provide reasonable grounds for such a request and the period of time for which the extension is requested. Only one request for an extension of time will be granted.

The General Secretary will acknowledge the complaint within 3 days of receipt (when possible). If an extension of time is requested, the General Secretary will

consider whether the reasons supplied amount to reasonable grounds for granting an extension of time and, if so, what that period shall be and shall inform the complainant accordingly in writing forthwith.

The Panel will carry out the initial investigation. The Panel will comprise any three members selected by the Chairman, Treasurer & General secretary from the Chairpersons, Vice Chairpersons, and Secretaries of the Northern and Southern Centres. If insufficient of these officials are available, then members of the Competitions Committee will be selected to make up the shortfall.

Within 14 days of the General Secretary receiving all the relevant information, the Panel will meet to consider whether there is a case to answer.

If the Panel decides that there is a case to answer, copies of all the information received including details of the actions giving rise to the complaint and how that amounts to a breach of clause 4.1 (the Formal Complaint), will be forwarded to the Member Club or Individual Member by the General Secretary, by Recorded Delivery Signed for postal service.

Within 14 days of receipt of the Formal Complaint, the Member Club or Individual Member must send such written response as they wish to the General Secretary.

If an extension of time is requested, the Panel will consider (by e-mail) whether the reasons supplied amount to reasonable grounds for granting an extension of time and, if so, what that period it shall be and the General Secretary shall inform the complainant accordingly in writing forthwith. Only one such extension will be granted.

Within 14 days of receipt by the General Secretary of a reply from the Member Club or Individual Member about whom the complaint has been made, the Panel will reconvene to consider whether any further consideration is required.

If it decides further consideration is required the Complainant and the Member Club or Individual Member about whom the complaint has been made will be invited to attend a meeting with The Panel and such meeting to take place within 14 days of the Panel's decision.

At such meeting, after hearing the representations by the Complainant and the Member Club or Individual Member about whom the complaint has been made The Panel will decide if a penalty should be imposed and what that penalty should be.

If such a penalty shall be imposed, and the Member Club or Individual member wishes to appeal, they shall lodge an appeal, with the General Secretary with 7 days of such meeting.

Any such appeal shall be made to an Appeals Panel comprising three members drawn from the Chairperson, Vice Chairperson and Treasurer of the WAMC and such of the Chairperson, Vice Chairperson and Secretaries of the Northern & Southern Centres as have not previously been Members of the Panel. If there is still a shortfall, the required members shall be chosen from the Competition Committee. This Appeals Panel shall convene within 7 days of receipt by the General Secretary of the written appeal. At such meeting the Appeals Panel, shall

decide whether the penalty imposed shall stand or be increased or decreased. No further appeal can be made.

The General Secretary will notify the Member Club or Individual Member of such penalty in writing by Recorded Delivery Signed for postal service. All times shall be of the essence and start from the date of posting of all notice or responses as above and of which shall be posted by Recorded Delivery Signed for postal services

For the purpose of this clause all communications shall be deemed received 2 days after posting.

5 SUBSCRIPTIONS

5.1 The annual subscription for all member clubs shall be a sum as may, from time to time, be fixed by the Association at The Annual General Meeting. Annual Subscriptions are due on 1st January each year and shall be payable by such method as the Association shall from time to time decide.

5.2 Any WAMC affiliated club that is 2 months in arrears with its annual subscription be removed from the WAMC list of affiliated clubs and must follow the WAMC Constitution and Rules 3.4 to become listed as a WAMC affiliated club in the future and any arrears will have to be paid in full.

6 OFFICERS

6.1 The Officers of the Association, who shall be elected at the Annual General Meeting, are Chairperson, General Secretary and Treasurer. All nominations to be made must be proposed at the General Meeting prior to the AGM at which the vote shall take place.

6.2 Each centre shall have its own Chairperson, Vice-Chairperson and Secretary, who shall be elected at the Centre AGM. Each Centre Chairperson shall be a Vice-Chairperson of the Association. All nominations to be made must be proposed at the General Meeting prior to the AGM at which the vote shall take place.

6.3 The Association may appoint a President and Vice Presidents. These persons shall be nominated by a member club and shall be approved by the members at the Annual General Meeting. The President/Vice President may attend and contribute to any meeting of the Association but will not have any voting powers.

6.4 Additional Officers who may be appointed at any General Meeting e.g., Media Officer, all Championship Secretaries, Awards Co-Ordinator and any other Officer the Association deems necessary.

7 GENERAL SECRETARY

7.1 The general Secretary or such other person as shall be appointed for that purpose by the Association, shall keep the Minute Book and shall have custody of all books, records and documents of the Association, except books of accounts and those relating to the funds. They shall summon and attend meetings when

instructed to do so and take minutes of the proceedings and resolutions thereat, and pay over to the Treasurer all monies received on behalf of the Association.

7.2 A minute secretary may be appointed as deemed necessary to attend meetings to record minutes.

8 TREASURER

8.1 The Treasurer shall have custody of all monies belonging to the Association, collect all subscriptions keep record of all sums received and paid by him on behalf of the Association. All monies received by treasurer shall be paid into such bank, as the Association shall for the time being appoints.

8.2 Treasurer shall submit the accounts, books, vouchers, documents and records to the Auditors, who will be appointed at the Annual General Meeting, for inspection and audit and lay the accounts duly audited before the Member Clubs at the Annual General meeting. The accounts shall be made up to 31st December in each year.

8.3 No money may be withdrawn from the bank except by cheque, signed by two of the following: The Chairperson, Treasurer or General Secretary, except that the Treasurer alone may inter-account transfers and individual cheques up to a value as agreed at the AGM. The Treasurer may use the "BACS" system to pay bills / expenses where appropriate. Amounts over the agreed "cheque value", as in option 1, must be authorised via email, by either The Chairperson, or General Secretary before the transfer is made.

9 SUB COMMITTEES

9.1 The Association shall be empowered to appoint sub-committees. Currently there are two standing committees, the Executive Committee and the Competitions Committee.

9.2 The Executive Committee will comprise the following officers:
The Association Chairperson, General Secretary, Treasurer, Northern and Southern Centre Chairperson, Competitions Committee Chairperson who in cases of extreme emergency may make any necessary decision. Any decision taken must be reported to the Secretary, who will forward the information to all member clubs within 14 days. The Chairman of the meeting will have a casting vote ONLY.

9.3 The Competition Committee will comprise of the following officers
The Association Chairperson, General Secretary, Treasurer, two representatives from each of the Northern and Southern Centre, All Championship Secretaries, the Venue Liaison Officers, the Forestry Liaison Officers, the Route Liaison Officers and the Media Officer. The Competition Committee Chairperson and Secretary are to be elected from the above persons, by the committee for a one-year term.

9.4 Other officers can be invited to attend specific meetings if the Committee feel their presence would be beneficial, or at their own request if they have an issue needing discussion. All officers can attend the Championship Meetings.

9.5 The Competition Committee's business is to consist of organising and administering the Associations Championships, dealing with complaints and/or disciplinary matters, selecting events for the Championship and any matters pertaining thereto. All decisions taken at the Competition Committee meeting must be reported to the next main meeting for ratification.

10. QUORUM

10.1 At a General Meeting a quorum shall not be less than two of the Officers of the Association, together with delegates of not less than 10% of member clubs (see item 11)

10.2 At a Centre Meeting a quorum shall be one Centre Officers and delegates of not less than 10% of member clubs of the Centre.

10.3 At a Committee or Sub-Committee a quorum shall be 30% of it's membership and must include at least one of the following officers of WAMC: Chairperson, General Secretary, Treasurer.

11. VOTING

11.1 Each member club represented at a meeting shall have only one vote. A delegate may represent more than one club but may only vote on behalf of one. Clubs who are members under section 3.2 & 3.3 are not eligible to vote.

11.2 In the event of an equal vote for and against a proposition, the Chairman shall have the casting vote.

12. MEETINGS

12.1 The Association shall hold an Annual General Meeting and a minimum of three General Meetings per year, at a time and place and method decided by the Association, with at least fourteen days written notice. Additional meetings may be called at the discretion of the Association Chairperson, or upon application in writing by at least four member clubs to the General Secretary. The reason for such meeting is to be stated and circulated to all member clubs not less than fourteen days before the meeting.

12.2 Centre meetings may be held as and when required on the same conditions as general Meetings. Minutes of Centre Meetings are to be sent to the General Secretary for record purposes.

13. CENTRE AFFILIATION

13.1 Member Clubs are required to nominate the Centre to which they wish to be affiliated (there is no opt-out option), with rights reserved by them to be able to change the affiliation from one Centre to another by giving notice in writing.

14. CONSTITUTION AND RULES

14.1 The Constitution and Rules of the Association may only be altered, amended or deleted at the Annual General Meeting, or at any Extraordinary General Meeting called for that purpose. All propositions to alter, amend or delete, the Constitution and Rules of the Association must be presented in writing to the

previous General meeting, and such propositions must include in full on the agenda for the Annual General or Extraordinary General Meeting.

15. DISSOLUTION OF THE ASSOCIATION

15.1 Any funds on the dissolution of the Association, and after all due debts have been paid, will be given to a charity previously supported by the WAMC such as Welsh Air Ambulance.

15.2 In any rule where the male gender is mentioned, nothing within the Association's Constitution precludes the holding of such post by anyone of another gender.