



# DEVAMOG CENTRE RULES



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## 1. Objectives

Welcome to the Devamog Centre of the Morgan Sports Car Club (MSCC). Centres are set up and managed by volunteers, and the standards and objectives are quite straight forward:

- 1.1 To encourage and promote sporting and social events, the exchange of information (technical and otherwise) and matters of general interest to Morgan car owners and enthusiasts.
- 1.2 To encourage contact between MSCC members through organised events and meetings.
- 1.3 To afford members such benefits and privileges as the MSCC may be able to arrange.
- 1.4 To be a non-profit making organisation.

## 2. Governance

The authority and responsibility for the business of the Centre sits with the Centre Secretary.

- 2.1 The Centre must elect a Centre Secretary. The Centre Secretary may be assisted by a number of Officers, as well as other members who take an interest in the objectives of the Centre.
- 2.2 Other Officers might include: Chairman, Treasurer, Newsletter Editor, Regalia, Events Co-ordinators and any other Officer deemed necessary by the Centre members.
- 2.3 The Centre must comply with Motorsport UK (MSUK) regulations (to avoid invalidation of insurance protections and or potential fines).
- 2.4 The Centre should not undertake events or actions which may cause litigation or disrepute.
- 2.5 The Centre shall comply with current General Data Protection Regulations (GDPR). For example Communications in a group e-mail format shall be sent as blind copies ("Bcc").
- 2.6 The Centre and its Members must observe the requirements of the MSCC's Third Party Liability Insurance.
- 2.7 The Centre and its Members must comply with Safeguarding requirements (ie not contravene Child Safeguarding and Vulnerable Adult legislation).

### **3. Membership of the Centre**

Each Centre produces their Membership form following guidance from the MSCC; this ensures the minimum essential information is included.

- 3.1 A prerequisite for Centre membership is to be a member of the MSCC or an affiliated club.
- 3.2 Membership shall be on the completion of a Centre-specific Registration form.
- 3.3 A central electronic record shall be maintained of all Centre members, and it will be password protected.
- 3.4 New Centre members will be required to produce a current MSCC membership card when joining the Centre.
- 3.5 Membership details will be confirmed regularly (on an exception basis) to ensure personal and contact details have not changed.
- 3.6 The Centre will usually charge an annual subscription.
- 3.7 Membership of the Centre shall be terminated if a person ceases to be a member of the MSCC or:
  - Fails to pay any annual subscription fee within the time allowed by the Centre.
  - For any other reason determined by the Centre.
- 3.8 Refunds of subscription fees will not be made to members who resign, or whose membership is terminated.
- 3.9 Centre members are welcome to bring non MSCC members to three meetings/events as guests, following which the guest should be invited to join MSCC and DevaMog. Any guest declining this invitation should be asked to cease their attendance at Centre meetings.
- 3.10 To comply with GDPR, members must agree to the use of their data by the Centre. If there is more than one person per membership all named individuals must agree to comply on joining.

### **4. Membership Subscription**

Each Centre is self-financing so a subscription fee is often charged to help with administration and running costs.

- 4.1 The annual subscription period shall normally be for one year, and the fee (if one is agreed) will be due (due date) following a decision at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).
- 4.2 If a member's subscription is not paid within three months following the 'due date', the membership of the Centre shall be automatically terminated (unless there are extenuating circumstances as decided by the Centre Secretary).
- 4.3 New members joining part way through a year shall pay a joining fee of £5.00 in lieu of the then current subscription (ie: between October and the AGM).

### **5. Centre Finances**

Best practice dictates that there should be control, transparency and independence with respect to members' finances.

- 5.1 The Centre Secretary and/or the Treasurer, are required to authorise all expenditure of a routine nature.
- 5.2 Exceptional expenditure shall require the prior approval of the majority of the members present at a meeting of which due notice has been given.
- 5.3 All cheque payments shall require two signatories, usually the Centre Secretary and the Treasurer.
- 5.4 A member approved by the AGM may serve as a further signatory to act if necessary in the absence of one of the other two signatories.
- 5.5 The accounts shall be presented to the AGM each year for approval by the members, having previously been audited by a non-Committee member.
- 5.6 Members organising events on behalf of the Centre shall have reasonable expenses reimbursed after receipts have been authorised by the Centre Secretary and/or the Centre Treasurer.

## **6. Elections and Voting Rights**

There is a set protocol for holding meetings and elections.

- 6.1 Only Centre members have a right to vote at an AGM or EGM, and all candidates for posts must be Centre members.
- 6.2 All proposals and secondments for positions must be made by Centre members and shall reach the Centre Secretary three weeks prior to the AGM or EGM.
- 6.3 Each member shall be entitled to one vote.
- 6.4 Members shall be entitled to a proxy vote provided they have given written permission to the Centre Secretary prior to the meeting.
- 6.5 Centre Officers shall be elected for an initial period of two years and may stand for re-election at subsequent AGMs.

## **7. Annual General Meeting**

As the name suggests, AGMs are usually held every twelve months, but there may be exceptions.

- 7.1 The Centre Secretary shall set the venue and date of the AGM giving Members at least four weeks' notice of the date and time.
- 7.2 For voting purposes a quorum of ten Centre members is required to be present in person or by proxy.
- 7.3 The business transacted at an AGM shall comprise:
  - Election of Officers for the following year.
  - Approval and passing of the accounts for the previous year.
  - Approval of a current list of Centre property and authorisation for any to be scrapped.
  - The setting of the annual subscription fee for the following year.
  - Any other business notified to the Centre Secretary by a Centre member in writing at least two weeks before the AGM.

## **8. Extraordinary General Meeting**

The Centre Secretary may call an EGM themselves, or at the written request of at least ten Centre members.

## **9. Records and Property**

Good record keeping is important so that it is available for successive postholders; it should be GDPR compliant where applicable.

- 9.1 The Centre Secretary shall be responsible for the safekeeping of records and property. However, the same shall belong to the Centre and not to any one individual.
- 9.2 Records of lapsed members will be deleted on confirmation of them ceasing their membership.

## **10. Non-profit Status**

No Centre member may on any pretence or in any other manner receive any profit or salary from Centre funds.

## **11. Amendments to the Rules**

Amendments to the rules shall only be made at the AGM or an EGM.

- 11.1 Any member proposing an amendment shall notify the Centre Secretary of the details in writing at least three weeks before the relevant meeting.
- 11.2 Such amendments shall become effective if supported by a majority of the members present (including by proxy). Agreed amendments shall be notified to members via e-mail.
- 11.3 The Centre Secretary shall notify the MSCC Company Secretary of any amendments to the rules.

## **12. Centre Closure**

- 12.1 The decision to close must be with the agreement of 75% of the members.
- 12.2 The members of the Centre will decide what shall become of the assets of the Centre, including balances with banks and other financial institutions, cash, investments and tangible property after the discharge of any liabilities.
- 12.3 The members of the Centre will decide what shall become of the records of the Centre and who shall keep them, having due regard to any Statutory requirements for them to be kept for a period of time after closure.
- 12.4 The Centre Secretary must inform the MSCC when the Centre has been closed and how any assets of the Centre have been disposed of.

John Smith

Devamog Centre Secretary

13 April 2023