

# The Edinburgh, Lothians and Borders MG Club Constitution

## 1. NAME

The club shall be known as **Edinburgh, Lothians and Borders MG Club** (hereafter called the Club), banking as the Edinburgh MG Club. The Club is independent, but affiliated to the MG Owners' Club, Octagon House, Swavesey, Cambridgeshire, CB24 4QZ.

## 2. OBJECTIVES

The primary objective of the Club is to function as a social club to bring together owners of all MG cars and any individual who has an interest in the MG marque, in a friendly and convivial environment where Members can enjoy each other's company and work constructively towards continual improvement of the Club for its Members. Other objectives are:

- a. To arrange outings for Members to enjoy their cars by visiting places of interest and enjoying runs in their cars as well as organising non-car-related outings.
- b. Occasionally to arrange short runs in the cars, at weekends or during the week, ending at a venue for refreshments or socialising.
- c. To hold monthly meetings at a given venue, to discuss Club matters and have a social gathering and.
- d. To arrange any other activities as are deemed appropriate

## 3. MEMBERSHIP

- a. Application is open to any owner of an MG car, or any individual who has an interest in the MG marque. Membership application is made by contacting a member of the Committee, who will provide a membership entry form and a copy of The Club Constitution. It is not necessary to own an MG car to become a Member. Membership commences upon receipt of the signed application form, agreeing to be bound by the Club Constitution, and payment of the subscription due. Spouses and Partners of Club Members are automatically non-fee-paying Members. All family members (up to 17 years) also automatically become non-fee-paying Members.
- b. Resignation - A Member wishing to withdraw from the Club should give notice in writing to the Secretary. Failure to pay the annual membership fee by the end of February of the current calendar year, will be taken as intention to leave the club.
- c. Expulsion - The Committee may expel any Member who offends against the Club Constitution or whose conduct, in the opinion of the Committee, renders the person unfit for membership. The Member whose expulsion is under consideration shall be given at least seven days notice of his or her impending expulsion and be given the opportunity to offer, within the notice period, an explanation of his or her conduct. Upon expulsion, that Member must surrender any Club owned items to an Officer.
- d. Visitors are welcome to the Club at the invitation of a Member. Each visitor is permitted to attend events on two occasions, after which they are expected to apply for membership of the Club.
- e. Membership is granted at the discretion of the Committee.
- f. The Committee can grant honorary membership, subscription free, to Members and former Members, or others who have significantly contributed to the Club.

#### 4. OFFICERS and COMMITTEE

The affairs of the Club shall be managed by a Committee of Members, elected at the Annual General Meeting. Officers normally stand for three years, but may continue if re-elected by Members. The club will aim to elect or re-elect  $\frac{1}{3}$  of the committee at each AGM.

This committee comprises 4 officers as below, and up to 5 other Members:

- Chair and Area Secretary: who shall chair both the committee, AGM and SGM meetings.
- Vice-Chair and Secretary: who will chair meetings in the absence of the Chair and be responsible for the taking of minutes and the distribution of all papers.
- Treasurer: who shall be responsible for maintaining accounts and assisting the Chair.
- Membership Secretary: who shall be responsible for keeping records of Members.

The Committee will meet at least 4 times per year. Committee meetings must have a quorum of at least 5 Committee Members. Minutes should be kept for all meetings.

In the event of an officer standing down during the year, temporary arrangements will be made until a replacement is elected at the next AGM.

Any Committee member not attending a meeting without an apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any Member of the Club who wishes to raise an issue. The Member should inform the Chair of the issue either verbally or in writing, and the Member will then be invited to attend. The Member will not be able to vote at the meeting.

#### 5. MEETINGS

##### a. Annual General Meetings

The AGM will be held every year, no later than the end of February.

All Members will be notified of the AGM in writing with 28 days notice before the date of the meeting, giving the venue, date and time.

The agenda and the financial statement for the previous year will be circulated beforehand.

The quorum for the AGM will be at least 10 Members.

Every Member has one vote. Decisions are taken by a majority in-person votes of Members at the AGM. In the event of a tie the Chairman has the casting vote. The AGM will be minuted.

At the AGM, Members, will:

- Receive a brief annual statement from the Chair.
- Receive a copy of the minutes of the previous year's AGM
- Receive and, if approved, adopt a statement of the Club's accounts for the previous year, as submitted by the Treasurer
- Elect committee members. Any Member is eligible to be a committee member. Prospective new committee members must have 2 Member nominations. Any nominations to be made to the Secretary before the meeting.
- Deal with items which have been submitted to the Secretary at least 14 days before the AGM.
- Deal with items from the floor, solely at the discretion of the Chair.
- Approve the annual subscription fee as recommended by the Club Committee.

b. Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other Members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within 28 days of the request. All Members will be given 21 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email, or post. The quorum for the Special General Meeting will be 10 Members.

c. Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is 5 Committee members.

d. Rules of procedure for meetings

All questions that arise at any meeting will be discussed openly. A decision will be made by a simple majority of Members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 6. FINANCE

The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club at such bank or building society as the Committee shall from time to time decide. The Club may operate more than one bank account

Club subscriptions cover membership for a calendar year (01 January to 31 December). They will be paid into the club bank account.

- a. Club money and property must only be used for Club purposes and benefit.
- b. The Treasurer is responsible for stewarding the finances of the Club.
- c. The financial year ends on 31st December.
- d. A statement of annual accounts will be prepared by the Treasurer and checked by the Chair and one other Member.
- e. The latest annual accounts statement will be circulated to all Members before the AGM
- f. Expenditure by any club Member on behalf of the club should be pre-approved by a person or persons with authority to reimburse it from club funds
- g. No Members can receive any money or property from the Club except to reimburse agreed costs incurred on behalf of the club.
- h. Club money will be held in UK bank accounts.
- i. Payments and other transactions from club funds can only be authorised as follows:
  - Up to £50 - by any one of the club officers.
  - £50 to £250 - by any two of the club officers.
  - £250 to £1000- by a majority of the club committee (including at least two of the club officers).
  - Greater than £1000 – by a majority of club Member votes from persons present at an AGM or SGM.
  - Payments from club funds cannot be authorised by an individual who is the payment recipient.
- j. Claims for money/expenses should be supported by an official receipt from the vendor/organisation providing materials or services. Claims without receipt should be authorised by the next higher authorisation level.

**7. AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution may only be made at an Annual General Meeting or a Special General Meeting. Any proposal to amend the Constitution will require a majority of votes in person by club Members.

**8. DISSOLUTION**

A resolution to dissolve the club can be passed at an AGM or SGM through a majority vote of Members. Any Club surplus funds and assets will be distributed as agreed at the dissolution meeting.

**9. LIABILITY AND INSURANCE**

When taking part in Club activities Members’ cars must have, as a minimum, current 3rd party liability insurance as required by UK law. The Club is not responsible for Members’ actions. The Club and event organisers accept no responsibility whatever for any loss however caused.

**10. DIVERSITY**

The Club is an all-inclusive club for anyone interested in MGs. The Club will not tolerate any form of discrimination. The Club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age. In the event of an issue or complaint, the Club Committee will deal with this firmly, in a timely manner.

**11. DATA PROTECTION**

The Club will keep Member's information safe and secure, in line with prevailing GDPR regulations.

**12. This constitution was agreed at the Special General Meeting of the Edinburgh, Lothians and Borders**

**MG Club held on .....9 May 2024.....**

**Name and position in Club .....Steve Hastwell..... Chair & Area Secretary**

**Signed .....S W Hastwell.....**

**Date: .....13 Jun 2024.....**

**Name and position in Club .....Peter Woodham..... Vice-chair and Secretary**

**Signed.....P R Woodham.....**

**Date: .....13/6/2024.....**