



MORRIS MINOR OWNER'S CLUB

NORTH EAST BRANCH - BRANCH CONSTITUTION

1. NAME

The name of the club is the "Morris Minor Owner's Club – North East Branch".

2. INTERPRETATION

In this document, unless the contrary intention appears;

- 2.1.1. "the Club" means the Morris Minor Owners Club – North East Branch
- 2.1.2. "Executive" means the Executive Committee team as appointed by members at the Annual General Meeting
- 2.1.3. "the Committee" means the Committee run under the guidelines in the constitution
- 2.1.4. "member" means members of the Morris Minor Owners Club – North East Branch

3. PURPOSE

3.1. The purpose of the Club shall be:

- 3.1.1. To arrange for the association of owners and enthusiasts of Morris Minor automobiles and persons interested in activities related to Morris Minor automobiles.
 - 3.1.2. To co-operate with similar bodies to exchange technical knowledge and to bring members together in rally activities, including but not limited to touring, barbeques and social events.
- 3.2. The purpose of the club shall function for the performance of any act incidental to the attainment of the purpose of section 3.

4. MEMBERS

The Club shall consist of all those persons who are members of the Club at the date upon which this Constitution shall be adopted and such other persons who may subsequently become members in accordance with this constitution.

4.1. MEMBERSHIP CLASSES

The Club shall consist of the following classes of members:-

- 4.1.1. Full Member (Single or Family status)
 - 4.1.1.1. Any person who completes an application form, pays the prescribed fees and who agrees to abide by the Constitution of the Club;
 - 4.1.1.2. Any nominated members of the family of a member who pays or is included in the prescribed fee;
- 4.1.2. Honorary Members:

The Committee may elect Honorary Members for such specified period or periods as it, in its discretion, believes to be fit. Honorary members shall not have any vote in the management of the Club, nor shall they be entitled to be elected as members of the Executive Committee. The term of honorary members shall be dictated by the Committee.

4.2. For the purpose of this document the use of the word "members" without qualification shall be deemed to include all classes of membership stated above.

5. MEMBERSHIP APPLICATION

- 5.1. Any new membership applications should be presented at the next club committee meeting.
- 5.2. Membership applications may be forwarded to any of the committee members by post, hand or email for consideration.
- 5.3. Any new club member will be deemed to hold a temporary membership from the time of application until the receipt of membership registration details from the Membership Officer.

6. SUBSCRIPTIONS

- 6.1. The subscription fee for membership shall be fixed at the Committee meeting prior to the Annual General Meeting for the ensuing year.
- 6.2. Subscriptions fall due on 31st October for the ensuing year.
- 6.3. Subscriptions for the full financial year will be the full amount set by the Committee at the Committee meeting prior to the Annual General Meeting.

- 6.3.1. Any member who joins after the 1st of January and up to and including 30th April will pay three quarters of the full subscription fee.
- 6.3.2. Any member who joins after the 1st of May and up to and including 31st August will pay half of the full subscription fee.
- 6.3.3. Members who join after the 1st September when the full subscription fee as set at the Committee meeting prior to the Annual General Meeting can be paid and carried forward to include the following financial year (this option is only available to new memberships). Subscription renewals will not be accepted if the member is in financial arrears with the club.

7. CESSATION OF MEMBERSHIP

A member shall cease to be such if he/she:

- 7.1.1. Tenders his/her resignation in writing to the Committee.
- 7.1.2. Allows his/her subscription to lapse for a period of three (3) calendar months, provided that no member shall be deprived of his/her membership pursuant to this sub-section unless the Membership Officer shall first send him/her one calendar month's notice in writing or by electronic mail, or other such medium as approved by the Committee of the Club's intention to cancel his/her membership if he/she fails to pay his/her subscription within said period of one calendar month.
- 7.1.3. Conducts himself/herself in a manner that, in the opinion of the Committee, is prejudicial to the good order and conduct of the Club. Such member shall be notified in writing of the decision of the Committee to terminate their membership. Any members whose membership is terminated pursuant to this sub-section shall have the right to appeal to the next succeeding Committee Meeting the decision of such meeting shall be binding on the Member.
- 7.1.4. A member who becomes a non-financial member may at any time again become a financial member by paying the full annual subscription fee as determined at the Committee meeting prior to the Annual General Meeting of each year.

8. MANAGEMENT

- 8.1. The income of the association shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to members or their associates.
- 8.2. The Committee shall have the power to authorise such payments from the funds of the Club as are, from time to time, necessary for the functionality of the Club.
- 8.3. The Committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the Club on which these rules are silent.
- 8.4. All purchases by or on behalf of the Club must be authorised by the Executive Committee. The Club will not accept liability for any purchases made in the Club's name unless such authorisation has been issued.
- 8.5. A Bank Account shall be kept with a bank approved by the Executive Committee and any withdrawal on behalf of the club shall be attested by the Treasurer.

9. MEETINGS

- 9.1. The Annual General Meetings shall be held during the month of October at a time and place decided by the Committee. The Annual General Meeting may replace a Committee Meeting.
- 9.2. A Committee Meeting shall be held in each calendar month. At each Committee Meeting there shall be verbal reports submitted and presented from the Chairperson, Secretary, Membership Officer and Social Secretary. They will be formal written reports submitted from the Treasurer to the Committee every quarter.
- 9.3. Notice of a meeting at which a special resolution is to be proposed, shall be given at least 14 days notice prior to the meeting.
- 9.4. If the Chairperson is not present within fifteen minutes after the time appointed for holding a Committee Meeting, Annual General Meeting or Special Meeting, then the Secretary may act as chairperson for that meeting. If the Chairperson and the Secretary are not present at the meeting, then the committee members may elect any member by vote to act as chairperson for that meeting.
- 9.5. A Members' social meeting will be held on the first Thursday of each calendar month, with the exception of January month, held at the Burnmoor Cricket Club at 8.00pm at which the Committee will share relevant club information with Club members.

10. SPECIAL MEETINGS

- 10.1. The Committee may be called together for a Special Meeting for the consideration of special business. Such a Meeting shall forthwith be convened by the Committee upon formal order, in writing, from not less than ten

percent of the Club Membership at that date. Such formal orders shall state clearly the purpose for which the meeting is required to be held.

10.2. A Special Meeting may be convened on the same night as a Committee Meeting in which case the Special Meeting shall precede the Committee Meeting.

10.3. Committee members shall be given at least seven days notice in writing of any Committee or Special Meeting of the Club. The notice shall set out when and where the meeting will be held.

11. COMMITTEE

Subject to this Constitution and any directions from time to time given by a Annual General Meeting of Members, the control and management of the Club shall be in the hands of the Committee, which shall:

11.1. Consist of members elected at the Annual General Meeting.

11.2. Consist of the following officers – Chairperson, Secretary, Treasurer, Membership Officer, Rally Officer, Social Secretary, and three General Committee Members.

11.3. In addition to the executive committee and committee members, there will be two Area Liaison Officers voted into post to represent the North East Branch. These persons need not necessarily be required to be members of the committee.

11.4. Office bearers shall hold office for the ensuing year but the Club may, by majority vote of members present at a Special Meeting, terminate any such appointment.

11.5. The Committee shall meet at least eight times and at most fifteen times each year when called upon by the Chairperson or via the Secretary by personal contact and shall carry out such duties as are from time to time delegated to it by the Committee members. The Secretary will call an Extraordinary Meeting of the Committee at any time requested, in writing, by any four Committee Members if asked to do so.

12. APPOINTMENT OF COMMITTEE

12.1. At each Annual General Meeting all members of the Committee shall be retired from their position.

12.2. Any retiring member of the Committee shall be eligible to stand for re-election without nomination.

12.3. No other person shall be eligible to stand for election unless they;

12.3.1. are fully paid up members of the club;

12.3.2. have attended at least three(3) Club meetings throughout the previous year;

12.3.3. have nominated themselves at least 28 days before the Annual General Meeting by delivering that nomination to the Secretary of the Club, or noted at the September Club meeting.

12.4. Notice of all persons seeking election to the Committee shall be given to all members with the notice of the Annual General Meeting at which the election(s) are to take place, should such information be available 28 days prior to the Annual General Meeting.

12.5. If no nomination is received for an office, then a nomination for office may take place at the Annual General Meeting.

12.6. A member of the Committee will cease to be such upon occurrence of:

12.6.1. Resignation of such a member from his appointment.

12.6.2. Failure of the member of the Committee to attend three consecutive (3) Committee Meetings, except through illness or valid excuse acceptable to the Committee

12.6.3. Expulsion of the member to be a member of the Club under this Constitution.

13. DUTIES OF OFFICERS

13.1. The Chairperson shall:

13.1.1. Be the Chair of all Meetings of the Club or the Committee unless the Chairperson is absent from the meeting.

13.1.2. Receive, open and distribute and send all official correspondence of the Club.

13.1.3. Is the Public Officer of the Club as required.

13.2. The Secretary shall:

13.2.1. Keep minutes in a suitable Minute Book or file of each Committee Meeting, Special meeting, Annual General Meeting held throughout the year.

13.2.2. Distribute the aforementioned minutes prior to the ensuing Committee meeting, Special Meeting, or Annual General Meeting.

13.2.3. Be responsible to give suitable notice ahead of any of the aforementioned meetings.

13.2.4. Shall be responsible for the collecting and collation of all and any nominations forms ahead of the Annual General Meeting.

13.3. The Treasurer shall:

- 13.3.1. Keep true and correct accounts of all monies received and expended by the Club and shall issue receipts for all monies received on behalf of the Club, and keep any other records necessary to correctly explain the financial transactions and the financial position of the club.
- 13.3.2. Each quarter present a summary of cash received and payments made during that quarter, together with current balance of the accounts.
- 13.3.3. Present at each Annual General Meeting, a full Balance Sheet and report of the accounts for the financial year just ended, together with recommendations as to future policy.
- 13.3.4. Issue official purchase reimbursements as approved by the Committee.
- 13.4. The Membership Officer shall:
 - 13.4.1. Be responsible for the promotion of Club membership and the welcoming and introduction of new members into the club
 - 13.4.2. Keep a register of members.
 - 13.4.3. Pursuant to sub-section 6 (6.3) Notify each non-financial member prior to 30th of November in each year, of the Clubs constitution requirement to cancel their membership at the 31st January.
- 13.5. The Rally Officer shall:
 - 13.5.1. Be responsible for the organising of branch rally events, including but not limited to touring, barbeques and social classic car events.
 - 13.5.2. Be responsible for sharing all relevant information pertaining to 13.5.1 above with all members of the Club.
 - 13.5.3. Be the central point of contact for all enquiries and entries for such club events.
- 13.6. The Social Secretary shall:
 - 13.6.1. Be responsible for the promotion of the Club and its activities through the various social and fund raising activities and any other suitable channels.
 - 13.6.2. Be responsible for the promotion of the Club's chosen charity for the year and any fund raising activities associated with the chosen charity.
 - 13.6.3. Be responsible for all Club regalia, this includes; sourcing, purchasing, marketing, pricing, storing of such club regalia stocks.

14. SUB-COMMITTEES

The Committee members of the Club may at any meeting form such Sub-Committees as are from time to time found desirable for operation of the Club or Club events. Any Sub-Committee formed shall:

- 14.1. Be under the direction and control of the Committee
- 14.2. Be responsible to the members of the Club
- 14.3. Elect a spokesperson who shall attend Committee Meetings and provide written reports when called upon to do so by the Committee
- 14.4. Advise the Club of their meetings in advance. Sub-Committees shall invite all interested members to attend meetings held by the Sub-Committee.
- 14.5. If deemed expedient by the committee members at a committee meeting, they may grant permission to any Sub-Committee to operate their own Treasury and to handle such Club funds as appropriate to their function. Such a Sub-Committee may then operate their own bank account and shall submit financial statements to the club as directed by the Club or Committee. All or any of the funds of the Club held by any Sub-Committee must be transferred to the Treasurer upon such direction being given by the Club or Committee. The rights granted under this section may be revoked by a majority vote of members at a Committee Meeting.

15. VOTING

For the purpose of holding a poll or vote the following shall apply:

- 15.1. Each member personally present shall be entitled to one vote by show of hands or poll on the proviso that such member;
 - 15.1.1. is a fully paid up member of the Club;
 - 15.1.2. has attended at least three(3) Club meetings throughout the previous year;
- 15.2. The Chairperson shall have only a casting vote at Annual General Meetings, Special Meetings and Committee Meetings
- 15.3. Subject to these rules, a question for decision at a Committee Meeting or an Annual General Meeting, other than a special resolution, shall:
 - 15.3.1. Be determined by a majority of members who vote in person or if allowed, by proxy at that meeting. Unless a poll is demanded by at least five members, be determined by show of hands

- 15.3.2. If a poll is demanded by at least five members at a Committee Meeting or Annual General Meeting, it shall be conducted in a manner specified by the person residing, be conducted immediately, otherwise it shall be conducted at any time before the close of the meeting.

16. QUORUMS

For the purpose of attaining quorum the following applies:

- 16.1. A quorum for an Annual General Meeting or a Special Meeting shall consist of 20% of members personally present
16.2. A quorum for the Committee or a Sub-Committee shall consist of 60% of the member of the respective committees being personally present

17. MINUTES

Proper minutes of all proceedings at Committee, Executive and Special meetings shall:

- 17.1. Be available to the Committee members within one month after the relevant meeting
17.2. Be confirmed by members of the Committee at a subsequent meeting
17.3. Be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed
17.4. Be evidence that the meeting was convened and duly held, that all proceeding at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed valid.

18. FINANCIAL YEAR

The financial year of the Club shall be the year ending 30th September

19. REGISTER OF MEMBERS

The membership Officer shall:

- 19.1. Keep a register of Members containing the full names and postal addresses of all members
19.2. Keep a record in the Register of Members of any other contact details that will facilitate the sending of publications by the Club to its members including but not limited to minutes of meetings where appropriate, monthly newsletters etc.
19.3. Supply the Chairperson and Secretary with a copy of the Register of Members and, in addition supply the Chairperson and Secretary with a list of amendments thereto, at least once a month.
19.4. All members shall notify the Membership Officer of any change of name or address or other information held in the Register of Members as soon as possible after such change. These changes will be noted in the Register of Members.

20. WINDING UP

- 20.1. The Club may be wound up in the manner provided for by the Morris Minor Owners Club.
20.2. If after the winding up of the Club there remains "surplus funds", such funds shall be assigned to the Morris Minor Owners Club and shall be identified and determined by a resolution of committee members in committee meeting.

21. ALTERATION OF CONSTITUTION

These rules may be altered by special resolution of the members of the Club, including rescission or replacement by substitute rules, provided that Notice of Motion in writing by a member to amend the Constitution is submitted to the Secretary. No such motion shall be deemed to having been passed unless it is carried by a majority of at least two thirds of members voting thereon in person.

The alteration(s) shall:

- 21.1. Be registered with the Morris Minor Owner's Club – North East Branch Executive committee.
21.2. Upon registration, bind the Club and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.