

LINCOLN MG OWNERS CLUB CONSTITUTION – (REV 1.2 - Nov 2015)

1. Name

The Club shall be known as the Lincoln MG Owners Club

2 Purpose of the Club, Membership and subscriptions

2.1 The Club is first and foremost a means for like-minded people to get together in a social environment to enjoy each other's company, with the primary aims being to:

- a) Encourage an interest and responsible enjoyment of MG cars.
- b) Organise attendance at social meetings, gatherings and events for the benefit of the membership.

2.2 Membership is open to primarily owners of MG cars but this does not prohibit like-minded owners of other marques from joining. It should be noted that only the MG marque of cars will be permitted to be present on Lincoln MGOC Stands at events or displays. Membership automatically includes a nominated partner.

2.3 Members must be over 18 years of age. (This does not prohibit any minor, friend or relative of a member from accompanying that member on any outing).

2.4 New members can be nominated by any member. Non-members while welcome at the monthly meetings cannot attend the AGM. Resignation can take place by notice to any committee member, (no subscription refund will be made)

2.5 No members, Committee or otherwise should enter into any contract for and on behalf of the Club without the majority vote of the Committee and subsequent membership majority approval.

2.6 No members, Committee or otherwise should directly benefit from his/her position within The Club. All roles are non-salaried. There is no entitlement to expenses in connection with their role within the club.

2.7 The Committee shall have the right to offer membership to any persons as it sees fit. It may also remove the membership of any member for

- Behavior likely to bring the Club into disrepute by his/her word or action in any environment, including social media,
- And/or using the Club for professional gain or profit.

The then removal of any membership will only be taken after an attempt at communication with the said member and majority vote of the Committee.

2.8 Subscriptions - These currently stand at £10.00 per annum (January to December). Membership subscriptions will fall due before the 1st January every year. The subscription will be reviewed annually at the AGM as a standing agenda item and agreed by majority vote. New members joining after the 1st July will pay £5.00.

**NOTE SUBSCRIPTIONS MUST BE PAID BY THE DUE DATE IN ORDER TO ATTEND
AND VOTE AT THE AGM**

3 Committee and Meetings

3.1 A Committee will be elected at each AGM, using the procedure detailed in 3.8 and will comprise Office Bearers as detailed below. The Committee will be responsible for the day to day running of the club. Committee decisions will be made by majority vote of those in attendance.

3.2 At the time of this Constitution the Officers of the Club are: Chairman, Treasurer, Secretary, Membership Secretary, Webmaster, Event Co-ordinator, Equipment Keeper. The roles of the Officers are

detailed on the attached Appendix, and both the role and the complement of Office Bearers can be changed by the Committee as necessary and members kept informed.

3.3 Committee meetings will be held as required and the discussions and decisions taken will be reported to the next general meeting of the membership for ratification by the membership.

3.4 Committee meetings will have an agenda agreed in advance by the Chairman and Secretary, and minutes/notes published afterwards for Committee members. Copies will be made available for members at the next monthly meeting. Non Committee members may, on the invitation of the Committee, attend meetings.

3.5 The club will hold regular meetings open to all members, at a venue or venues and on a day or days to be agreed by the membership, with the aim of discussing any club matter and have regular social gatherings. The venue currently is the Three Kings at Threekingham on the third Thursday of each month at 8.00 pm

3.6 An Annual General Meeting (AGM) of The Club shall be held before the end of January each year.

NOTE: ONLY PAID UP MEMBERS WILL BE ALLOWED TO ATTEND AND VOTE.

The time and venue of this meeting will be determined and published by the Committee 28 days in advance, and an agenda & topics for discussion sent to members at least 14 days in advance by the Secretary.

3.7 An Extraordinary General Meeting (EGM) of the membership can be requested on application to the Chairman by five or more paid up members of the Club, such request to indicate the item(s) to be discussed, and the Committee must arrange this within one calendar month of the request.

3.8 Election of Office Bearers (Committee) – There is no set term of office for Committee Members. Committee Members should notify the Chairman and Secretary of their willingness to be re-elected at the AGM (or proposed resignation) and the AGM agenda should so indicate. In these circumstances they do not need to be re-nominated. This does not preclude nominations being made for any posts and such nominations must be made by any two members with the sanction of the nominee – these should be notified to the Chairman and Secretary no less than 21 days prior to the AGM.

3.9 However to avoid delays in establishing a new Committee nominations can be made and voted on at the AGM. New committee members shall commence in office immediately after the close of the AGM at which they are elected. In order to demonstrate propriety and to preclude possible conflicts, only one member of the same immediate family shall occupy a post as either Chairman, Secretary or Treasurer during the same period. Members and their partners whom are automatically enrolled as members of the Club, cannot be party to proposing and seconding the same person for a committee post.

4 Financial Matters

4.1 All funds of the Club shall be deposited into the Club's Bank Account at such bank or recognized financial institution as the Committee may determine.

4.2 All accounts due by the Club shall be paid after having being passed for payment by the Committee and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Committee Meeting.

4.3 The Secretary shall not spend more than a set amount of Petty Cash without the consent of the Committee, and shall keep a record of such expenditure in a Petty Cash Book.

4.4 No expenditure shall be incurred by an individual member unless a specific budget for a particular item or event has been discussed and agreed by the Committee, and only then after confirming with the Treasurer that funds are available. Expenditure by Club Members so authorised will be reimbursed on production of a valid receipt, although wherever possible expenditure should be by duly authorised Club cheque. Two cheque books will be held. One by the treasurer and one by a selected committee member.

4.5 A statement showing the financial position of the Club shall be tabled at each Committee Meeting by the Treasurer. Members can view a copy of the Accounts Book by making a request to the Treasurer.

4.6 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.

4.7 Donations, whether to charities or other like-minded organisations shall only be agreed by a vote of the membership at a regular club meeting. An annual charity donation from part of the profits of the Annual Imp Run shall be discussed and agreed at each AGM, and the charity subsequently nominated by the run organisers.

4.8 Annual Accounts Audit. – This shall be done annually at least two weeks prior to the AGM, by two club members in house on voluntary basis for final approval by the committee

5 Club Items

5.1 All possessions purchased and documentation produced with or by the club automatically belongs to the club. No member shall assume ownership of any item with the exception of any attended outing plaque and associated tulip guide etc. (This does not include distributed items i.e. newsletters etc.)

6 Insurance /Loss/Injury

6.1 It is a condition of membership that, when taking part in any Club activities, that members accept full responsibility for their own safety and that of their vehicle. The Club is party to and will if available, utilize the limited Public Liability Insurance offered by the National MGOC but the Club accepts no responsibility whatever for any loss or damage however caused. It is expected that all Club Members ensure that their vehicles are fully roadworthy, are insured and are driven by someone holding a full current licence relevant to that vehicle even when driven on private land.

7 Amendments to the Constitution

7.1 These may be proposed by any member of the Club during the year. Any proposed amendment must be submitted in writing to the Club Secretary and subsequently discussed by the Committee. If the Committee so agree, the suggested amendment will be submitted to, discussed and voted on at the next AGM, or if urgent at an EGM called by the Committee

8 Winding up of the Club

8.1 In the event of the club being wound up, any funds remaining after all outgoings are made shall be donated to those charities nominated at the immediately previous AGM, where this topic (i.e. Winding up Arrangements) will form an annual item.

Appendix

LINCOLN MG Owners Club – Officers and Guidelines

9 Officers

The Officers of this Club shall be a Chairman, Club Secretary, Treasurer, Membership Secretary,

Webmaster, Events Coordinator and Equipment Keeper.

9.1 Officers shall be elected at the annual AGM held in January, with re-election of any current officer willing to stand for a further year being considered. The Club will meet monthly throughout the year on the third Thursday of the month, unless a majority of the fully paid up membership requests in writing for other arrangements to be made.

10 Duties of Officers

Chairman: The Chairman's role consists of two separate parts:

A: - Planning and running meetings.

The Chairman will chair all club meetings, ensuring the meeting starts on time and follows the agenda. The Chairman will manage time and facilitate discussion to ensure that all members who wish to contribute to agenda items have the opportunity to do so. All formal proposals to the group must have a recorded proposer and seconder, and all the members of the club must vote on all such proposals. In the event of a tie vote the Chairman will have the casting vote. At the close of a meeting the Chairman will request arrangements for any sub working group meeting and liaise with the Club Secretary on actions resulting from the meeting (e.g. MGOC reports and the release of letters) and invite members to consider and request items for the agenda at the next meeting.

B: - Promoting the Club.

The Chairman will ensure that the Officers adhere to recorded actions voted on by members at the monthly meetings. The Chairman will serve as a spokesperson for the club, when required. The Chairman shall transmit to this Club all ideas and plans discussed with Officers of the Club, the Area Secretary and any MGOC directives, which may affect this Club or its individual members, for its approval or disapproval. The Chairman shall take no action binding upon this Club without either specific prior authorization by a majority vote.

Club Secretary:

The Club Secretary is responsible for maintaining contact with MGOC and for the submission of monthly reports to MGOC for insertion in the regional review section of the MGOC magazine. The Club Secretary will inform members of special meetings and any relevant Club and MGOC events.

Membership Secretary:

The Membership Secretary is responsible for maintaining the records of all Club members, allocating membership numbers and issuing membership cards to new members, and for recording payment of annual subscriptions paid. In addition The Membership Secretary is responsible for the introduction of new members at monthly meetings and for issuing updated membership lists to all communication during the organisation of club events and the planning of informal outings.

Treasurer:

The Treasurer is responsible for Club financial records, procedures, and controls. The Treasurer receives and disburses, with the approval of this Club, all Club funds, and pays all financial obligations of this Club when they are due. The Treasurer must keep accurate accounts of all transactions. The Treasurer shall make financial reports to this Club.

Webmaster:

The Webmaster is responsible for maintaining the Club website and ensuring the site content is up to date with information, decisions and events as discussed and agreed by members at meetings. All website insertions contributed by Officers or members must be in a format that is compatible with the Webmaster's requirements, to avoid duplicate work.

Events Co-ordinator:

The Events Coordinator is responsible for selecting local and national events considered suitable for members' interests, so that they can consider attending individually or in a group, and for informing members of these at monthly meetings or via the website.

Equipment Keeper:

The Equipment Keeper is responsible for maintaining a list of all Club equipment and regalia and its storage or use by members. (Any items used for Club activities or members private use to be logged out/in and to be recorded by the date collected and returned.) Any damage is to be recorded and the Club advised for discussion, regarding repair or replacement.

11 General:

In addition to the duties stated above, each of the Officers of this Club shall be responsible for maintaining adequate contact with other Officers and members to ensure the efficient working of the Club. Officers may request assistance from other Officers or members to assist them in their duties and to ensure the aims of the Club are met.

12 Social and Run Committees:

Participation by members in planning and organizing runs or days out are to be encouraged. Normally sub committees required for preparation of Club activities (eg Lincoln Imp Run, BBQ, and Car shows etc,) will be requested at the appropriate monthly meeting with a minimum of three members being invited to volunteer. For the organization of a simpler events, (e.g. Kirkby Poppy Day,) this requirement would be waived although support should be expected to be available from the Committee if requested.

12.1 The Annual Imp Run Committee Responsibilities' and Guidelines.

- a All the administration of the run, through the Secretary, in respect of the MGOC 'Enjoying MG' magazine
- b Promotion of the run.
- c Receiving entries and entry fees, passing these to the Treasurer.
- d Paying the cost of the run, requesting cheques from the Treasurer as required.
- e Organizing all activities on the run day.
- f That the organizers plan to cover all costs.
- g Recommending their proposals for any charitable donations of surplus income from the run.

These sub committees are to liaise closely with the Chairman, Club Secretary and Web Organiser to ensure early publicity of events and any support they may require.