

Cornwall VW Owners Club Constitution and Rules



amended January 2018

1. Name

The name of the club shall be Cornwall VW Owners Club (CVWOC)

1.1 Legal Status

Unincorporated

2. Aims

The aims of Cornwall VW Owners Club will be:

- to promote interest in Volkswagens.
- to provide social activities and events including the Cornwall VW Jamboree.
- to promote mutual support among our members.
- to raise money for local official charities.

3. Membership

Membership is open to anyone who:

- is of the age of 18 years and above; and
- supports the aims of CVWOC.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

Membership will begin as soon as the membership form and first annual payment has been received by an officer of the club or their agent.

Members must pay subscriptions no later than 30 days after the expiry date on their card or membership will have been deemed to have lapsed.

A list of all members will be kept by the membership secretary.

It is a condition of membership to ensure the membership secretary has accurate and up to date details of names, addresses, telephone numbers and email addresses. The club will comply with the Data Protection Act 1998 in the handling of members personal information.

Payment of the membership fee will be deemed as acceptance of the Constitution and Rules of the club, regardless of whether a membership form has been signed and returned.

3.1 Ceasing to be a Member

Members may resign at any time in writing to the secretary. No refund of subscription will be payable on resignation.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy (see point 4) may be asked not to attend further meetings or to resign from the club if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities Policy

CVWOC will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

The business of the club will be carried out by a Management Committee elected at the Annual General Meeting.

The Committee will be composed of 5 officers & up to 10 committee members, plus 1 co-opted person with the skills required by the committee, if this is considered to be necessary by the committee. Up to 2 additional temporary persons may be co-opted onto the committee at its discretion for specific tasks. Co-opted members have the same rights as all other committee members. Sub-committees may be formed as required for specific roles. They have the same voting rights as the general membership.

Conflict of Interest:

Committee members of CVWOC may not play any key role or hold a close personal relationship (e.g. family or partner) with someone who plays a key role (committee member,

administrator, trustee etc.) in any other group, club or organisation of any kind, including social networks, which the committee consider to represent a potential conflict of interest with their role within CVWOC.

Committee members and those wishing to join CVWOC committee are required to declare any significant interest or involvement in any other organisations and it shall be at the discretion of the committee to decide if a potential conflict of interest applies.

The officers' roles are as follows:

- Chair, who shall preside over both general and committee meetings and be the overall point of contact for any club business.
- Vice Chair, who shall deputise for the Chair and take over the chairman's responsibilities in his/her absence.
- Treasurer, who shall be responsible for administration of the Club's Finances. He or she must also produce an Annual Report at the AGM and a brief account of the Club's financial affairs at each Committee meeting.
- Secretary, who is responsible for the day-to-day administration of the Club. He or she must also prepare an agenda for, and take the minutes at the AGM and SGM and Committee Meetings.
- Membership Secretary, who is responsible for maintaining an up-to-date record of current member's details and administration of membership subscriptions. He or she will assist in the circulation of information to members.

Election to officers roles will normally only be permitted after a member has served on the committee for at least one full term previously (AGM to AGM).

The remaining roles of Website Administrator, Shop, Publicity, Events, Show n Shine and any other job or position required by the committee to facilitate the clubs aims will be allocated by the committee at the first opportunity.

If more than one member of the committee would like a position, they will state their case to the committee who will then decide by majority vote.

All committee members are expected to attend the regular monthly committee meetings.

All committee members are expected to support club events, promote membership of the club, and assist with the management and organization of the club.

All committee members are expected to play an active role in the set up, running and close down of the Jamboree, unless otherwise agreed by the committee.

If committee members are absent from three or more consecutive meetings without a valid reason they may no longer be regarded as a member of the committee and shall be asked to stand down. If the committee has decided to ask a committee member to stand down for any reason or if a committee member has resigned, the committee has the power to co-opt a replacement member for the good of the club. Any CVWOC records or information held will be handed to their successor or the secretary within 1 calendar month.

Any member of CVWOC may request of the committee, a presence at a meeting to speak but not vote. This will be at the discretion of the committee and will depend on time, subject and agenda, but should be heard within a reasonable time frame.

6. Meetings

6.1 Committee Meetings

The Committee will meet as necessary and at least every 2 months.

The Committee will be responsible for arranging regular club meetings, cruises, social gatherings, and club attendance at local and national events.

The quorum for a committee meeting will be 6 members, including a minimum of two club officers.

6.2 Annual General Meetings

The Annual General Meeting will normally be held in November, but within no longer than fifteen months of the previous AGM.

The presiding committee members will remain in office until the positions have been filled by vote at the AGM.

All members will be given no less than 28 days notice before the date of the meeting, giving the venue, date and time. Notice may be by telephone, email, post or social media.

Nominations for any position on the committee may be made to the Secretary 21 days before the meeting, in writing or by email.

Any committee member wishing to remain on the committee must submit their nomination for re-election.

The quorum for the AGM will be 10% of the membership or 15 members, and a minimum of the Chair, Treasurer and Secretary or their appointed deputy.

At the AGM:-

- The Chair will present a report of the overall effectiveness of CVWOC over the year.
- The Treasurer will present a report of the accounts of CVWOC for the previous year, and the amount if any raised for charities.
- Amendments to the constitution and rules.
- Election of Officers and committee for the coming year.
- The Committee will accept suggestions as to local charities that those attending would like to see supported by CVWOC over the following year. These suggestions will be considered and decisions reached by the committee at a subsequent committee meeting.

6.3 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least 20% of fully paid up members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 42 days of the request.

All members will be given no less than 7 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post or social media.

Only the subject on the request will be discussed.

The quorum for the Special General Meeting will be 20% of the membership and a minimum of the Chair, Treasurer and Secretary or their appointed deputy.

7. Rules of Procedure for meetings

The decision of the committee shall be final in all matters not covered by the constitution.

If neither the Chairman nor the Vice-Chairman is present for any meetings the Committee shall appoint a Chairman from one of the officer's present for the meeting.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of the members voting.

The chair of the meeting shall vote only if it will change the outcome of the vote.

8. Finances

The Club, Jamboree, PayPal accounts and any other that may be necessary will be maintained on behalf of the club at a bank/provider agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

Any and all expenses from any account for any purpose must be approved by the Treasurer on behalf of the membership. Any payment or withdrawals from any club funds must be approved by the committee. Any expenses in excess of £30 must also be agreed and minuted by the committee.

At the AGM the Treasurer shall gain authority to approve the everyday running costs of the club to include but not exclusive to:

Room hire for meetings, committee expenses, ABVWOC membership etc.

All money raised by or on behalf of CVWOC is only to be used to further the aims of the group, as specified in item 2 of this constitution, except money if any, raised for the clubs nominated charities for that year.

The Treasurer shall arrange for the financial records of the club to be audited, at least every 3 years.

9. Communication to Members

Information will be circulated to members in the most appropriate way including e-mail/ social network sites such as Facebook and Twitter/ CVWOC Website and by post if necessary.

10. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing no less than 21 days before the meeting.

Any proposal to amend the constitution will require approval by the majority of those present and entitled to vote.

11. Dissolution

If the club has to be dissolved for any reason, then a SGM shall be called by the committee.

Not less than 28 days' notice shall be given to all club members.

The sole business of this meeting will be to dissolve the club.

If it is agreed to dissolve the club all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation of the committees choosing.

This constitution was agreed at the Annual General Meeting of Cornwall VW Owners Club on 13th November 2016.