

# **BYE-LAWS OF THE EASTERN CENTRE OF THE AUTO CYCLE UNION Ltd.**

## **1 Definitions**

The Eastern Centre of The Auto Cycle Union Ltd, hereinafter referred to as 'The Centre', is a recognised Group of the Auto Cycle Union Ltd, hereinafter referred to as the 'Union', and is bound by the Rules of the Union and these Bye-laws as amended from time to time. Where there is conflict between these Bye-laws and the Rules of the Union, hereinafter referred to as the 'Rules', the Rules prevail unless these Bye-laws have been formally approved by the Board of the Union.

The Centre shall consist of Clubs and Groups connected with the sporting, recreational or leisure activity of motorcycling who have affiliated to the Union and who are located within the territorial district defined by the Board of the Union as the Eastern Centre.

## **2 Objectives**

The objectives of the Centre are:

1. To foster and encourage the sport of motorcycling and carry out such administration as may be required from time to time by the Centre or the Union.
2. To assist and facilitate its affiliated Clubs and Groups in the holding of competitions under the National Sporting Code and Rules of the Union.
3. To safeguard the sporting rights and privileges of the members of its affiliated Clubs and Groups.

## **3 Officers and Officials**

The Centre will hold an Annual General Meeting, the 'AGM', in November each year. At least 28 days prior to the AGM, the Centre Secretary will send to each affiliated Club within the Centre a preliminary notice of meeting and request for nominations for membership of the Competitions Committee as well as Centre Secretary and the following Officers for the following calendar year:

- President
- Chairman
- Vice-Chairmen (no more than 2)
- Honorary Treasurer
- Any other Officer deemed by the Board as necessary.

Nominations received by the Centre Secretary shall be sent with the formal notice of meeting to affiliated Clubs and Groups no later than 14 days before the date of the AGM.

The business of each AGM will be to receive reports from the Board and the Honorary Treasurer who shall present audited accounts for the Centre's previous financial year for adoption by the meeting. In addition, the officers for the following year shall be elected from the nominations received by a secret ballot in which each affiliated Club, in attendance at the meeting, shall have two votes with an additional vote for each 100 members or part thereof over the first 100 members as reported on the 31<sup>st</sup> December the previous year, to a maximum of 10 votes.

At the AGM, those in attendance and eligible to vote shall also elect Vice-Presidents from the nominations received to a maximum of twelve Vice-Presidents including any life Vice-Presidents and, when appropriate, may bestow Honorary Life Membership of the Centre to any person for meritorious services to the Centre or Board.

In addition to the AGM, the Centre shall hold at least 4 meetings of the Board each year.

At the first meeting of the Board following the AGM, the Board shall elect the Centre Secretary, who is an Officer of the Centre, two honorary auditors and any other officials of the Centre for the following calendar year. In addition, the Board shall elect members of the Competitions Committee to fill any vacancies that have occurred due to retirement by rotation or resignation

At the third meeting of the Board each year, or in July if there are more than 4 meetings of the Board in any year, the Board shall appoint a representative to be its delegate at meetings of the National Council of the Union for the following calendar year.

Nominations for the election of all officers must be made in writing and should carry the written notification of acceptance by the nominee.

#### **4 The Board**

The affairs of the Centre shall be managed by the Board which consists of its elected Officers and representatives from each affiliated Club and Group. Representatives of affiliated Clubs shall be nominated by their membership in the proportion of 2 representatives for a Club having a membership not exceeding 100 and one additional representative for each 100 members or part thereof over the first 100 members to a maximum of 10 representatives.

The representatives of the Groups shall be appointed by the affiliated Clubs forming a Group and shall not exceed in number one representative for each Group of not more than ten affiliated Clubs and a second representative for any larger Group.

Each Officer, Club and Group Representative shall have one vote and in the event of an equality of votes, the Centre Chairman shall have a casting vote.

The quorum for a meeting of the Board shall be 15 persons holding the right to vote though no more than 5 shall be Officers.

Prior to January 1<sup>st</sup> each year, affiliated Clubs shall pass the names of their nominated Representatives to the Centre Secretary and only those Representatives will be permitted to vote at meetings of the Board.

Affiliated Clubs may at any time change their nominated Representatives provided such changes are notified to the Centre Secretary in writing prior to the start of any meeting of the Board at which such change is to take place.

Members of affiliated clubs who are not appointed Representatives may attend meetings of the Board and are entitled to address the Board if invited by the Chairman of the meeting but are not entitled to vote.

#### **5 Sub-committees of the Board**

With the exception of the Competitions Committee, the Board may, at its discretion, establish or disband sub-committees to assist and facilitate the management and running of the Centre and delegate to them such powers as it may think necessary to meet the sub-committee's terms of reference.

According to the sub-committees terms of reference, a sub-committee may comprise persons who are not members of the Board or the Centre or an affiliated Club.

Each sub-committee shall elect its own Chair and Vice-chairmen annually and shall report back to the Board its recommendations, which shall not be binding, on a regular basis.

To assist in the administration of any sub-committee, it may appoint an Honorary Secretary without recourse to the Board.

The Centre President, Chair and Vice-chairmen shall be members of all sub-committees of the Board.

The voting quorum for each sub-committee shall be 50% of the membership of the sub-committee unless otherwise stated in the sub-committee's terms of reference.

## **5.1 The Emergency Committee**

The Emergency Committee has the power to meet, discuss and deal with, as appropriate, any pressing matters of urgency that may arise and that need to be resolved before the next meeting of the Centre Board.

The Centre Board, from time to time, will select from its members, a panel of up to ten experts chosen for their individual expertise and experience in matters of business, finance and other areas including the sport and its disciplines.

The Emergency Committee will be made up by the Centre Chairman and Treasurer who will select some or all of the panel of experts, based on the individual's experience and expertise to help with the deliberations of the Committee and once the urgent matter under consideration has been resolved, the Committee will disband.

The Centre Secretary will act as Secretary to the Emergency Committee and when notified by the Centre Chairman that an urgent matter has arisen, will convene the meeting by notifying those members of the panel of experts selected by the Chairman and Treasurer as being best suited to discuss the matter. In addition the Secretary will notify all Centre Clubs of the matter to be discussed and why it is considered to be urgent inviting comments before the proposed date of the meeting. In addition the Secretary will notify Clubs and the Board as to the final outcome of the Committee's deliberations.

## **5.2 The Competitions Committee:**

The Competitions Committee is the sub-committee of the Board responsible for the management of the Centre's fixture list, the issuing of Centre Event Permits, dealing with any disciplinary or judicial matter arising from Centre sporting events and reported to it by a Sporting Sub Committee, as detailed in paragraph 5.3. In addition the Competitions Committee will arbitrate on any disputes or unacceptable date clashes between the Sporting Sub Committees and will liaise and cooperate on sporting activities with neighbouring Centres of the ACU.

The Competitions Committee is responsible for setting the strategic direction for the sport in the Eastern Centre and for its promotion to a wider audience than the Centre's affiliated Clubs.

The Competitions Committee shall consist of the Centre Officers plus the 4 annually elected Sporting Sub Committee Chairmen, as detailed in paragraph 5.3, plus 6 members elected at the first meeting of the Board following the AGM.

The Committee will elect a Chairman, Vice-chairman and Committee Secretary annually at its first meeting of each year. In the event of an equality of votes, the Committee Chairman shall have a casting vote.

The Competition Committee may, if required, appoint a Committee Secretary who is not an elected Officer of the Centre or an elected member of the Committee and in this case the Secretary will enjoy the same rights and privileges as all other members of the Committee.

In addition the Committee will select a Centre Permit Officer from its membership. In the event that no member is available to undertake the duties of Permit Officer, the Committee may co-opt from outside of its membership and in this case any co-opted member will enjoy the full privileges of membership of the committee other than the right to vote.

The 6 elected members of the Committee must be proposed by their affiliated Club and be nominated in writing by the Club and must sign their nomination form to show their willingness to stand for election. Elected members will hold office for 2 years with the 3 longest serving members retiring each year. (For the first year of this new arrangement, the three elected members securing the most votes will serve for two years and the two elected members securing the lowest votes will serve for one year) Retiring members are eligible for re-election.

The Competition Committee will meet a minimum of six times a year and will report its meetings and recommendations back to the Centre Board by way of written minutes as soon as possible after its meetings. Two meetings will be held in Norfolk, two in Suffolk, and two in Essex.

### **5.3 Sporting Sub Committees:**

There shall be four Sporting Sub Committees of the Competitions Committee representing the discipline of Motocross, Trials, Enduro and Track Racing and made up of Eastern Centre affiliated members and/or riders from each discipline elected to each Sub Committee at an annual forum of each discipline.

Each Sub Committee will be responsible for the management of its discipline within the Centre including the preparation of a provisional fixture list in October of each year for the following year, the overseeing of Championships and their rules for that discipline, the appointment of Stewards, if required, for each Event, the receiving and discussion of Stewards' reports, and the development of Event officials by organising Centre Seminars and training sessions as required. In addition, each Sub Committee will be responsible for the development and good health of its sporting discipline within the Centre including, where appropriate, the raising of sponsorship and the promotion of the sport in general.

Each Sub Committee may meet as many times in each year as its members deem appropriate for the proper management of its discipline and responsibilities.

The Sub Committee will not be responsible for disciplinary matters but, where necessary, will refer such matters, with its recommendations, to the Competitions Committee for consideration.

Each Sub Committee will consist of no more than 12 elected members who will elect a Chairman and any other officers the committee deems necessary on an annual basis. The Chairman of each Sub Committee will automatically assume a position on the Competitions Committee (as per para 5.2 above), with full voting rights for the duration of their office as Chairman.

Each Sub Committee Chairman will report on its activities, recommendations and conclusions at each meeting of the Competitions Committee.

## **6 Absentees.**

The Board may, at its discretion, vote to remove from Office any elected Officer, Official or member of a Sub-committee of the Board who is absent from three consecutive meetings of the Board or Sub-committee, to which they are elected, without reasonable cause accepted by the Board or Sub-committee as appropriate.

## **7 Finance**

**7.1** Fees, subscriptions, levies and any other monies raised at the direction of the Board, less any amounts due to ACU Ltd under Rule (B) (20) of the Unions Rules and Bye-laws, remain the property of the Centre and shall be expended as the Centre Board deems fit in the furtherance of the objects of the Board.

**7.2** The Honorary Treasurer will keep proper books of account and cause these to be audited by the Centre's auditors annually. The audited accounts shall be presented to the Centre AGM for scrutiny and, if the meeting sees fit, adoption.

**7.3** The Honorary Treasurer will make annual recommendations to the Board for the Board to consider and, if seen fit approve, regarding the Centre's budget and honoraria payments and will report regularly to the Board regarding actual income and expenditure and their progress against Budget.

**7.4** The Honorary Treasurer will make recommendations to the Board regarding banking facilities and investment strategies on a regular basis and will ensure, where possible, that the Board's wishes are carried out expeditiously.

**7.5** No Officer of the Centre will cause or enjoin the Centre to enter into any mortgage, bank overdraft, instrument of financial liability or other liability other than one incorporated in the Centre's approved budget or specifically approved by the Centre Board.

**7.6** The Honorary Treasurer will reimburse reasonable out of pocket expenses incurred by Centre Officers in the proper execution of their duties on demand provided such demands are accompanied by appropriate back up receipts and documentation

## **8 Winding-up or de-affiliation from the Union**

In the event of the Centre becoming wound up, disbanded or ceasing to exist, all monies and properties of the Centre shall be deemed to be the property of the Affiliated Clubs in good standing of the Centre at the time of such winding up, disbandment or cessation and shall be used in any manner thought fit by such clubs.

## **9 Special General Meetings and Amendments to the Bye-laws.**

Special General Meetings of the Centre may be called by written petition of 50 members of affiliated clubs who are in good standing and sent by recorded delivery to the Centre Secretary. Such meeting will be called at 30 days notice from receipt by the Centre Secretary.

Amendments to the Centre's bye-laws must be by a Special Resolution to the Board which will require a vote of 75% of those entitled to vote and who are in attendance. Notice of any Special Resolution, with reasons for it, must be passed to the Centre Secretary in writing 56 days before the meeting of the Board called to consider it.