

# **THE SCOTTISH AUSTIN SEVEN CLUB OPERATIONAL RULES**

## **1. Introduction**

The Constitution of the Club was last revised in 1984. On the 4<sup>th</sup> July 2002 the Club was incorporated as a Company limited by guarantee with registered number 233785. The Memorandum and Articles of Association and The Companies (Tables A to F) Regulations 1985 now govern its activities and these Operational Rules have been written to include various areas of operational practice not contained in the Memorandum and Articles as provided for in clause 22.

## **2. Membership**

The Club is open to all owners and their families of pre-war Austin Seven motor vehicles and others with interests in the cars. Membership shall be on a household basis ie a whole family living under one roof all of whom will have voting rights at General Meetings.

Honorary Membership for one year or life may be conferred on a person or persons nominated at an Annual General Meeting.

A Club President may also be elected if the members at a General Meeting consider that he/she has contributed so much to the Club or the Austin Seven movement as to be worthy of this honour.

## **3. Membership Fees**

Owners and non owners as detailed in 2 above, will be accepted as Members on payment of a joining fee and the annual subscription currently in force. The membership year is 1<sup>st</sup> April to 31<sup>st</sup> March each succeeding year.

If a membership lapses by three months, any re-application will be deemed a new registration.

Fees will be set by the committee according to the financial needs of the Club and any changes will be put to the AGM for approval.

## **4. Financial Liability**

The Club is a collective undertaking by the paid up membership who shall be responsible for the financial liabilities of the Club with limitations as defined in the Memorandum and Articles.

## **5. Office Bearers**

- a. The day to day running of the Club shall be in the hands of an elected executive committee, comprising a Chairman, Club Secretary and a minimum of five committee members. The Directors shall be ex officio members of the committee and the balance of members are referred to in these rules as “ordinary committee members”.
- b. The Directors shall appoint from amongst the ordinary committee members a Company Secretary who will also fulfil the role of Treasurer.
- c. The Committee will elect from its members a Membership Secretary, who will be responsible for collecting members’ subscriptions.
- d. The Committee will also elect a Club magazine editor who may be a member of the committee or co-opted thereto.

- e. Each member of the committee shall have one vote – in case of a tie, the Chair will have the casting vote. A quorum will consist of four members.
- f. Any ordinary member of the executive committee missing three consecutive committee meetings without a valid apology will be deemed to have vacated office. Another member may be co-opted to the committee as a replacement.
- g. The committee have the right to co-opt members for specific tasks and will also have the right to delegate work which may come within the scope of one or other of the ordinary members.
- h. The club's financial year shall run from the 1<sup>st</sup> October until the 30<sup>th</sup> September. An auditor or independent examiner, as required by legislation, shall be appointed at the AGM for the current financial year.
- i. Elections to the committee will be made at the AGM and all nominations for election of ordinary committee members must be announced either in or prior to the publication of the Newsletter preceding the AGM. (Election of Directors is governed by clause 73 et seq of the Regulations.) This Newsletter should give details of all nominees, state their eligibility, records of their support to the Club, and their proposer and seconder.
- j. Members unable to attend the AGM will be invited to put their votes for ordinary committee members in writing for presentation "unopened" to be counted with votes polled at the meeting.
- k. A returning officer not associated with the committee or proposed for election to the committee will be appointed prior to the AGM to receive postal votes from members for presentation to the secretary at the AGM.
- l. All ordinary committee members shall retire at the AGM but are eligible for re-election if willing. In the event of an ordinary committee member retiring from the committee during the year, a replacement shall be co-opted from the remaining members and will hold office until the next AGM.

## **6. Business of General Meetings**

Paragraphs 36 et seq of the M & A define the requirements for all General meetings.

In addition to these regulations the following business shall be carried out at an Annual General Meeting.

- a. To receive the Chairman's report
- b. To receive the Treasurer's report and to adopt the audited accounts
- c. To receive the Club Secretary's report
- d. To receive the Membership's secretary's report
- e. Election of Directors and ordinary committee members
- f. Appointment of Independent examiner or Auditor
- g. Any other relevant business

## **7. Finance**

The Company Secretary (appointed as in 5b above) shall act as Treasurer and it will be incumbent upon him/her to administer the Financial aspects of the Club and to prepare the accounts for the preceding year, duly audited, for approval at the AGM.

The Club Secretary shall be responsible for recording the minutes of committee meetings.

All Club monies received shall be passed to the Treasurer for banking in an interest bearing account with access limited to the Chairman, Club Secretary and Treasurer unless otherwise approved in committee.

Any monies that the Committee may vote to “reserve” for a special use shall be placed on deposit in a separate (Savings) account and shall only be encashed on the joint signatures of the Chairman and the Treasurer and then only on duly minuted approval of the committee. Except they may be encashed annually and the interest and capital redeposited in a suitable savings account.

A separate current account may also be operated to satisfy the every day requirements of the Club.

## **8. Newsletter**

The Editor as outlined in 5d above shall be responsible for the regular publication of a bulletin entitled “Meshing Point”. This will be published ten times each year. Views expressed in this publication are not necessarily those of the Club or Editor and the right must be reserved to revise any material submitted.

The Club shall bear all costs incurred in producing and distributing the Newsletter on behalf of the membership and to other Austin Seven Clubs’ Association affiliated clubs. For household membership only one copy will be sent.

## **9. Meetings**

There shall be an Annual General Meeting of the Scottish Austin Seven Club at a location and on a date to be advertised in the newsletter following the end of the Financial Year.

Throughout the year members will meet for Social evenings at convenient locations across Scotland.

Members will be encouraged to organise Austin Seven events during the year which will be advertised through the Newsletter and coordinated by the Committee. The annual rally will be held during the Summer school holidays and run by the Committee. All events must comply with the Road Traffic Act 1972.

## **10. Club Regalia**

A stock of Club regalia will be purchased by the Club for onward sale to fully paid up members and associates. The committee will do its best to ensure that articles in demand from members are available. The regalia account will be run at a small profit level.

## **11. Indemnity**

The ordinary committee members are deemed to be “other officers “of the club as defined in the Articles of Association clause 21(a) for the purposes of indemnity.

## **12. Operational Rules**

The Operational Rules of the Scottish Austin Seven Club may be altered by the Directors when considered necessary and any such changes shall be published in Meshing Point or letters to members prior to being put before a General Meeting for approval.

It is a condition of membership that the aforementioned Operational Rules and the Memorandum and Articles of Association are accepted in total, with, becoming a member implying such acceptance. A copy of the Operational Rules will be included in every welcome pack for new members. The Memorandum and Articles of Association, The Companies (Tables A to F) Regulation 1985 and the Operational Rules are published on the Club's website [www.austin7.co.uk](http://www.austin7.co.uk)

### **13. Data Protection Act**

The club membership list giving names and contact details only (no car information) will be distributed to members of the club for the purpose of encouraging contact between each other. Only members who have indicated their willingness for their contact details to be shared will be included on the list. Copies will be sent to these members on request but those members who declined to be included will not receive copies.

Members are asked to register their car details and any change of ownership with the club in order that the A7CA Register of pre-war Austin Sevens can be developed and maintained. Details of Austin 7's owned by club members will be made available to the A7CA Register but no owner information will be provided.

### **14. Dissolution**

In the event of the Club winding up, its remaining assets will be sold and all monies are to be donated to the Austin Seven Clubs' Association in order to further the cause of the Association.

### **15. Precedence**

The Memorandum and Articles of Association shall take precedence if any inconsistencies between them and these Operational Rules are found.