

Club Constitution

Friends and Bikers Motorcycle Club

Introduction

In the early days of the Club the general consensus of the Members was that one was the optimum size for a committee when supported by individual Members both willing and able to assist in running the Club. This plan was remarkably successful and continues to be so at the present time. Thus there seems no point in changing this. Nowadays there is much to do to keep the affairs of the Club in order and to ensure its continued and secure existence. Hence it is felt that the Chairman will need the assistance of at least three helpers. With this simple structure and the necessary and continuous support of the Members to organise events we will all be able to enjoy our motorcycling and the other benefits offered by the Club well into the future.

Aims:

1. To maintain and develop an active Club for professional, executive and other interested people who wish to meet and enjoy motorcycling with other like-minded people.
2. To provide Members with a calendar of events to include :- day trips and visits; weekend excursions; home and foreign tours and off-road events of a sporting nature suitable for expert and novice alike.
3. To offer events for both Members and their partners that will further develop the social aspect of the Clubs activities and contact with other motorcyclists.
4. To provide from within the Membership a self-supporting administration that will welcome help from those Members who offer it and which enables other Members to enjoy fully the advantages of the Club.

The Chairman:

1. Shall have the sole responsibility for the well-being and running of the Club
2. The Chairman (be they male or female) must be a current Member and should have been a Member for at least three years prior to taking office.
3. He or she should enlist the aid of at least three other current Members of the Club.
4. The Chairman and his Officers shall meet at least once every year for the purpose of discussing Club business and other matters pertaining to the Club, which will be called the Annual General Meeting.
5. The Chairman may always consult his or her Officers whenever they feel the need to do so. There shall be given to each Officer a written description of the job allocated to them.
6. The Chairman and the Officers will be expected to serve for a period of two consecutive years after which period they will retire.
7. The Officers may, however, be co-opted for a further period of two years if the Chairman serving at the time of their resignation desire them to serve again, should they be willing so to serve.
8. After the Chairman the Officers at present (2005) are :- Treasurer, Vice Chairman and Membership Secretary. The Officers may offer advice to the Chairman. The Chairman's decision is final.

Vice Chairman Duties:

The Vice Chairman's duties are in essence the same as the Chairman's duties, he or she will be available to support the Chairman in his or her decisions and duties also will assist in the day to day running of the club. The Chairman will always make the final decision but may call on the Vice Chairman to make the decision for him or her.

In the event of the Chairman being ill, or unavailable at anytime the Vice Chairman may be given full responsibility by the Chairman and will take control of the club affairs.

Treasurer's Duties:

1. Maintaining lists of Members booking requests for all club events.
2. Liaison with the Chairman and events organisers.
3. Obtaining deposits and final payments for events from members.
4. Issuing final/joining instructions for events.
5. Receiving, recording and paying in members events fees, membership subs etc.
6. Paying club bills and expenses against receipts.
7. Authorising and issuing credits/refunds as applicable.
8. Maintaining Club bank account(s) and records of all transactions.
9. Reconciling bank account monthly statements against receipt and payments.
10. Answering telephone enquiries on events and matters in general.
11. Purchasing Club stationary and postage stamps.
12. Maintaining Club archives.
13. To arrange publication of the Club's details on the World Wide Web and make News line available electronically to those members who have the facilities to read it. (www.friends-and-bikers.co.uk)

Note:- The Chairman is responsible for compiling the annual events list and each individual event organiser is responsible for the detailed event planning. The Treasurers role is one of co-ordination.

Membership Secretary's Duties:

1. Send an approved introductory letter and information pack to prospective Members.
2. Send to the new Member an approved letter of welcome, membership card, Membership List and other relevant material approved by the Club.
3. Maintain and keep safe, records of members (and if these are kept in a computer, they shall be kept in accordance with the Data Protection Act 1984; i.e. they must be accurate, complete and up to date).
4. Produce amendments to the Membership List for the Vice Chairman.
5. Compile Annually a list of Members for the Vice Chairman.
6. Answer enquiries on membership matters, but he or she will not disclose any details of another Member without that Members written consent and will inform such Member of the information disclosed and to whom it was disclosed.
7. Prepare annual subscription renewal notices for the Vice Chairman and Chairman.
8. Receive subscriptions from new Members and existing Members and forward those subscriptions to the Treasurer.
9. Keep an accurate record of the receipt of subscriptions from new and existing members.
10. Be responsible for the maintenance, upkeep and safety of all Club Property in his or her possession.

Note:- It shall be the duty of the Club to assist the Membership Secretary in the execution of his or her duties when requested to do so by him or her.

The Members:

Every Member shall be furnished with a copy of the Club Constitution the contents of which he or she will be deemed to have accepted on joining the Club. The Membership Secretary shall enrol members on receipt of a signed application form, the joining fee and the correct subscription for the time of the Club year.

The annual subscription shall be decided by the Chairman. The joining fee shall be decided by the Chairman. The Chairman shall have the right to refuse any application for Membership without giving any reason for so doing.

Members are encouraged to bring guests to Club events. The Chairman may elect Honorary Members at his or her discretion. Members attending Club events must have their motorcycle taxed and insured. The motorcycle must be in a roadworthy condition and have a current M.O.T Certificate if legally required. Members must have a valid license to drive a motorcycle in the United Kingdom. Members must ensure that their guests are aware of these obligations which also apply to them.

A Member may be deemed to have left the Club for:

- a) having brought the Club into disrepute; and/or
- b) having endangered the life or property of another Club Member, guest or other road user whilst on a Club event.

Subscriptions:

The Club year shall be from the first of January to the thirty first of December. Members will be allowed two months grace at the end of the subscription year. During that time they will be eligible to receive Club communications. No booking will be accepted for any Club event until the Members subscription shall have been received by the Membership Secretary. Members who have not have paid the annual subscription by the end of March will be deemed to have left the Club and may be asked to pay a joining fee on reapplying for Membership. New Members shall pay the joining fee currently in force at the time of their application.

Guests:

We should encourage guests and visitors to the Club. This will give prospective members a chance to see the Club in action and to meet Members. Guests will pay a little more than Members for the same event. Guests will be permitted to attend only two Club events. Should they wish to attend further Club functions, events or visits they must join the Club. Members must inform their guests of this rule.