



## **Constitution and Rules & Supplementary Financial Regulations As at February 2024**

**NAME:** The name of the Club shall be the “North Norfolk Classic Vehicle Club”

**1 OBJECTS:** The principal aim is to promote through social and recreational activities the interest and enjoyment of classic, collectible, unusual and interesting motor vehicles of every description. What constitutes “classic, collectible, unusual or interesting” is subjective based on or influenced by the personal feelings, tastes and opinions of Members which will be respected. However, from time to time the Committee may have to decide if a vehicle be excluded by reason of age, marque or model from a particular display or parade, whether organised by the Club or otherwise and their decision shall be final. The club will treat everybody equally and fairly, no one is excluded from the facilities we offer, or from being a member of the Club, or from volunteering to help by virtue of age, gender, race, religion or belief, disability or sexual orientation, gender reassignment, pregnancy or maternity.

**2 MEMBERSHIP:** Membership shall be open to all who share by ownership or otherwise the objects of the club.

**3 TYPES OF MEMBERSHIP:** There shall be two types of Membership:

- A) Full Member. On payment of a full Membership fee such member shall be entitled to full benefits of membership.  
The Club may also admit as a Full Member any person who is under the age of 25 on the 1<sup>st</sup> January each year at a reduced fee as determined by the Committee. Such member will be known as a ‘Next Generation’ member and will enjoy the full benefits as a Full Member.
- B) Associate Member. This category of member shall, without payment of a membership fee, apply at the request of the Full Member to the partner and any children under the age of 18 years living at the same address as a Full Member or any other person the Committee may from time-to-time permit including but not limited to a business partner or employee. An Associate member shall enjoy all the benefits of the club other than voting rights and a personal copy of any Club publication. Associate membership is not available separately. Nothing shall preclude any person from being a Full Member in their own right on payment of the Full Membership fee.  
Associate members under the age of 18 should be accompanied by an adult member whilst engaging in the activities of the Club

Full and Associate members are herein after referred to as Members.

Membership details shall be provided annually to the Club on a Membership Application form. which will be held for the exclusive use of the Club and will not be disclosed to any other person or firm without the express consent of the Member

#### **4 DATA PROTECTION.**

The Club will hold the details of Members as provided on the Club Membership Application Form on a bespoke third-party Club membership Software programme. The Club or the third party will not share this information with any other party. Access to the information is restricted to members authorised by the Committee. Details held will be deleted at the expiry of membership of the Club. Unless a member has specifically requested the Club not to do so, the Club may publish a picture of you and /or your vehicle on the Club website, Club Wall Calendar or other Club publications and from time to time in other publications for the purposes of promotion of the Club and its activities.

**5 MEMBERSHIP FEES:** The annual membership fee will be determined by the Committee and ratified at the Annual General Meeting. Membership shall be paid within thirty days thereafter. In the event of non payment of membership fees membership will have deemed to have ceased from the close of the last Annual General Meeting.

**6 HONORARY APPOINTMENTS.** The Committee may propose to the members the appointment of a Club President or a Club Vice President. to recognize significant contributions made to the Club. The Club President, or a Vice President will chair the Annual General meeting or any Extraordinary General Meeting of the Club.

For the avoidance of doubt any person whilst holding these positions shall not be required to pay their Club membership subscriptions but will remain members of the Club and enjoy all the benefits of membership until such time as they decide to relinquish such office . They will be welcome to attend any Committee Meeting and take part in any discussions but will not have a vote at such meetings.

The Committee may also propose that Life Membership be awarded to a member in recognition of services to the Club

Any such Honorary member may hold office or membership of the committee if so elected separately at a General Meeting of the Club

**7 MANAGEMENT OF THE CLUB:** The Club shall be managed by a Committee being a minimum of ten members who shall include the office of Chairman, Vice Chairman, Secretary, Assistant Secretary Membership Secretary, Treasurer , Child Welfare Officer and Carbon Balancing Officer

The Committee shall be jointly responsible for the affairs of the Club and shall be empowered to make any decision, which in their considered opinion is taken in the best interests of the Club. The committee shall be elected by the Full Members at the Annual General Meeting of the Club and, subject to termination of office by resignation or otherwise shall remain in office until their successors are elected at the Annual General meeting next following their election.

The Committee may at its discretion co-opt Members for specific purposes, to fill short term vacancies, and change the roles of Officers until the next Annual General Meeting when these appointments shall be determined or ratified. All members of the Committee including any person co-opted shall be eligible for re-election at the Annual General Meeting.

All members of the Committee shall not be required to pay an annual membership fee during their period in office.

**8 QUORUM:** At meetings of the Committee a quorum shall be deemed to be a minimum of five Committee members. At a General Meeting of Members a quorum shall be not less than fifteen Full Members. All voting shall be carried out by a show of hands of members entitled to vote using a simple majority to approve a motion. In the event of equality in the voting with no majority the motion will be lost. The Chair of the meeting will not have a casting vote

**9 FINANCES:** The Club is a not-for-profit association of members. All monetary contributions from whatever source shall be administered by the Committee for the promotion of the objects of the Club. A Statement of Account shall be presented at the Annual General Meeting. The Club may from time to time promote activities for charitable purposes.

The financial year shall end on 31<sup>st</sup> December

**10 BANK ACCOUNT:** The funds of the Club shall be held in an Account or Accounts with a Bank or Building Society approved by the Committee. The bank account shall be administered by the Treasurer. All withdrawals by cheque, standing order or otherwise shall be authorised by any two members from four members nominated by the committee. Other payments may be made by Bank Transfer by the Treasurer provided the payment has been requested or authorised by another cheque signatory . See supplementary Financial Regulations

**11 CUSTODIAN TRUSTEES** The property of the club shall be vested in not less than three trustees who shall be appointed by the General Committee. The trustees will deal with property as directed by the General Committee. The Trustees shall be indemnified against risk and expense arising out of the Club property. The Trustees shall hold office until death, resignation or removal from office by the Committee by a three-quarter majority of the Committee

**12 ANNUAL GENERAL MEETING:** A General Meeting of the Club shall be held every year on a date as near as possible to twelve months from the previous General meeting and at such time and place as the Committee shall determine to transact the following business:

- 1) To receive a report from the Chairman of the activities of the Club in the preceding year.
- 2) To receive the Treasurers report and to receive and if approved to adopt the Statement of Accounts.
- 3) To consider and if approved, sanction any alterations to the Constitution and Rules.
- 4) To appoint the Officers and other members of the Committee to serve for the ensuing period.
- 5) To appoint an Honorary Auditor if required who shall not be a member of the Committee
- 6) To fix the Membership fees for the following period.
- 7) To deal with any other business which the Chairman, at his sole discretion, shall permit to be discussed in open meeting. Any Member who wishes a matter not otherwise on the agenda to be discussed shall within seven days of receipt of the notice of an Annual General Meeting give in writing to the Chairman or Secretary details of the matter to be discussed. Any matters discussed under any other business shall not be subject to any voting whatsoever

**13 NOTICE OF ANNUAL GENERAL MEETING:** Notice convening the Annual General Meeting shall be given to all Members not less than fourteen days before the date of the meeting.

**14 EXTRAORDINARY GENERAL MEETING:** An Extraordinary General Meeting may be convened by the Committee at any time or upon requisition in writing to the Committee by not less than ten Full Members specifying the object of the meeting. No other business than that for which the meeting was convened shall be transacted at an Extraordinary General Meeting. Notice convening an Extraordinary General Meeting shall be given to all Members not less than fourteen days before the meeting.

**15 AFFILIATIONS:** The Club shall be affiliated to the following

The Federation of British Historic Vehicle Clubs  
and any other organization that the Committee may decide. –  
Notwithstanding any affiliation or association with any other body or organization the Club shall be completely autonomous in any way whatsoever.

**16 CARBON BALANCING** All events organised by the Club involving the use or display of classic, Collectible, unusual or interesting vehicles be Carbon Balanced in accordance with the scheme organised by the Federation of British Historic Vehicle Clubs with TreeV or any other similar scheme otherwise organised.

**17 DISCLAIMER OF LIABILITY:** It is a condition of membership that neither the Club nor any Committee member or officer has any liability or responsibility for any injury or damage howsoever caused whilst partaking in the activities of the Club.

**18 INSURANCE:** The Club shall maintain such policies of insurance as the Committee shall in its absolute discretion deem appropriate and in particular in respect of any assets of the Club and Public Liability and Officers and Trustees Liability Insurance.

It shall also be a condition of membership that every Member shall always have in force valid motor insurance as required by the Road Traffic Acts whilst using any motor vehicle in the activities of the Club. The Committee is entitled to request evidence of such insurance if they so determine.

**19 OTHER MATTERS:** All other matters not provided for in this Constitution and Rules shall be dealt with at the discretion of the Committee.

**20 DISSOLUTION:** If at any time it shall be decided in General Meeting of Members that the Club shall be dissolved the Committee shall immediately or at some future date as may be specified in the resolution discharge any liabilities of the Club and thereafter dispose of any monetary surplus to a charity of their choice.

**21 ADOPTION:** The original Constitution and Rules of the “North Norfolk Classic Vehicle Club” were adopted at an inaugural meeting of founder Members of the Club held at West Runton, Norfolk on the 22<sup>nd</sup> January 2007  
Superceded by this version agreed at Annual General Meeting 19th February 2024

These regulations govern how the NNCVC conducts its financial affairs.

1. The Treasurer is responsible for maintaining the Club's Cash Book and completing the year end accounts.
2. The year end accounts will be audited by a competent individual person nominated at the Annual General Meeting
3. The year end accounts will be circulated to all members.
4. The Treasurer will be responsible for preparing a budget for the ensuing year. 5 The Treasurer will make recommendations to the Club Committee in advance of the Membership renewal date to fix the Rate of Subscription for Renewal and New members.
- 6 Urgent expenditure of up to £250 may be made by the Treasurer provide it is at the request of another authorised signatory
- 7 Monies received should be banked on a regular basis. It is not the practice of the Club to retain petty cash.
- 8 All invoices or requests for payment must be checked and agreed by the Treasurer. Approved payments should be made either by Cheque signed by two authorised signatories or BACS. For BACS payments the Treasurer, as an authorised signatory. will obtain approval of another authorised signatory.
- 9 The Club has a debit card held by the Treasurer and authorised payments or purchases may be made if authorised as above.
- 10 The Treasurer will render invoices in a timely manner and institute efficient collection.
11. The Treasurer, whilst they are available, will present an original bank statement of account at each Committee Meeting of the Club to be seen and initialed by an officer or committee member.
- 12 Authorised signatories on the NatWest Account No 36099686 and Account No 36158194 may be changed as agreed by the committee and accepted by the bank. The number of authorised signatories is limited to a maximum of four at any one time..

Agreed at Annual General Meeting 19th February 2024

[www.nncvc.org.uk](http://www.nncvc.org.uk)