

AREA 1 – JAGUAR DRIVERS' CLUB

"CONSTITUTION"

1. NAME

The Club, an Unincorporated Association, is to be called "AREA 1 – JDC" hereafter called "The Club"

2. OBJECTIVES

The objectives of The Club shall be:- To foster and promote organised participation in events related to Jaguar or Daimler Cars within North Hants and West Berks hereafter called the "Prescribed Area"

3. MEMBERSHIP

Membership of The Club shall be open to:-

- 3.1) Anyone with an interest in Jaguar cars who lives within the Prescribed Area and is a fully subscribed member of the Jaguar Drivers' Club.
- 3.2) Partners of members shall be deemed to be members.

The payment of any membership subscription notified by the management committee shall be a requirement of membership unless special circumstances mean that the committee waives such subscriptions for any individual or individuals.

4. CESSATION OF MEMBERSHIP

- 4.1) Members shall cease to be members once they cease to be a fully subscribed member of the Jaguar Drivers' Club.
- 4.2) Members' partners shall cease membership at the same time.
- 4.3) Members shall cease to be members in the case of failure to pay members' subscriptions as may from time to time be notified to them, unless such subscriptions are specifically waived under section 3 above

5. MANAGEMENT COMMITTEE

5.1) Government of The Club shall be by an elected Management Committee consisting of a Chairman, Secretary, Treasurer, Data Protection Officer and others as

required to a maximum of 9 persons; these roles may overlap. These officers shall have full voting rights. The Chairman has one vote and the casting vote if necessary.

5.2) The Management Committee shall be empowered to appoint other post holders as required and to form sub-committees.

5.3) The duties of the Management Committee shall be:

- a) To administer the rules of The Club;
- b) To consider all applications for membership;
- c) To collect all appropriate fees;
- d) To deal with all claims, reports and disputes submitted by members;
- e) To call a general meeting whenever it is desired;
- f) To agree and organise all events to be offered to members of The Club;
- g) To endeavour to generate new members for both The Club and the jaguar Drivers' Club;
- h) To deal with all matters that arise, and in all matters the decision of the Management Committee is final.

5.4) At least three members plus the Chairman (or person appointed by the Chairman to chair in his absence) shall be in attendance to form a quorum for a Management Committee meeting.

5.5) The Management Committee shall meet quarterly and as necessary at other times.

6. OFFICERS' DUTIES

CHAIR

- a) Provide leadership to the team on all aspects of The Club including events and social activities;
- b) Manage the efficient running of meetings (including AGM's);

- c) Confirm agenda items and approve minutes in conjunction with the secretary;
- d) Act as a point of contact for The Club;
- e) Answer day to day Club correspondence in liaison with the Secretary;
- f) Prepare the annual general report with the support of the club Secretary and Treasurer.

SECRETARY

- a) Convene and attend all meetings;
- b) Conduct the correspondence of The Club in liaison with the Chair. This will include communication with the Board and Officials of the Jaguar Drivers' Club, provision of reports and articles to the same, and the provision of information to The Club's members;
- c) To act at all times under the direction of the Management Committee;

When retiring from office, all books and documents belonging to the Club which may be in the possession of the Secretary shall be handed over to the Club Chair.

TREASURER

- a) To receive all monies belonging to The Club from whatever source derived;
- b) To bank all monies in the name of The Club;
- c) To pay all accounts of The Club as directed by the Management Committee;
- d) Keep a full account of all The Club's monies;
- e) Cheques for withdrawal of money from the bank shall be signed by the Treasurer and one other officer as appointed by the Management Committee;

When retiring from office, all books (duly audited), all documents and monies belonging to The Club which may be in the possession of the Treasurer shall be handed over to the Club Chair.

DATA PROTECTION OFFICER

- a) To ensure The Club complies with the rules of the Jaguar Drivers' Club regarding data protection;
- b) To receive and hold information regarding names, addresses and email addresses of members of the Jaguar Drivers' Club who reside within the Prescribed Area
- c) To hold names, addresses and email addresses, together with any other information supplied from time to time, of members of The Club;
- d) To circulate information to Club members regarding services offered by The Club, to circulate any newsletter supplied by the Club and to confirm any financial arrangement made in connection with supplying such services.

When retiring from office, all information held must only be transferred to the new Data Protection Officer once that person has registered with Head Office using the appropriate form.

7. FINANCE

7.1) The Financial year of The Club shall end on the 31st December.

7.2) The funds of The Club shall be lodged with a Bank, Building Society or other recognised Financial establishment and all cheques, drafts, etc. drawn on the account shall be signed by two signatories, normally the Treasurer and one other person nominated by the Management Committee.

7.3) Annual subscriptions and registration fees as determined by the Management Committee shall be levied on individual Club members sufficient to meet the annual running costs of the Club and to provide a working float.

7.4) The Management Committee shall be responsible for ensuring that true and sufficient accounts of The Club's financial transactions and capital resources are kept by, or under the supervision of, the Treasurer.

7.5) The said accounts shall be prepared in the form of a balance sheet and income and expenditure account, or in such other form as may be directed or approved by the Management Committee.

8. DATA PROTECTION

8.1) Under the rules of GDPR (General Data Protection Regulation), for The Club to have access to statutory information about their members supplied by the Jaguar Drivers' Club then that information must be strictly controlled by a nominated Data Protection Officer.

8.2) The document "The Jaguar Drivers' Club GDPR guidelines for Areas and Registers" should be followed whenever members' information is used.

9. ANNUAL GENERAL MEETING

9.1) An Annual General Meeting shall be held at a date fixed by the Management Committee.

9.2) At least twenty one days notice shall be given to each member before the Annual general Meeting, accompanied by a copy of the agenda and accounts of The Club for the last year.

9.3) All officials of The Club shall be appointed at the Annual General Meeting and if not present shall have given consent to nomination in writing or by email.

9.4) All resolutions, proposed and seconded, for the Annual General Meeting should be submitted to the Secretary at least ten days before the meeting.

9.5) Properly proposed and seconded motions at the meeting will be accepted at the discretion of the Chair.

9.6) At least one fifth of all Club members shall form a quorum for a General Meeting.

10. AFFILIATION

The Club shall be affiliated to the Jaguar Drivers' Club and such other bodies as the Management Committee may from time to time deem necessary.

11. ALTERATION OF CONSTITUTION

The constitution of The Club shall not be altered except at the Annual General Meeting or at a Special General Meeting convened for such a purpose. Any alteration or amendment must be approved by at least one fifth of The Club's members, and present at the meeting. This rule may be suspended, only for the purpose of

dissolving The Club, if after notification being given of the Special general meeting, less than one fifth of The Club's members are in attendance whereby a simple majority vote will suffice. Any monies belonging to The Club shall be distributed equally among all members.