



## CONSTITUTION

This Constitution is the body of Rules and Regulations by which the Disco 3 Club is regulated.

The rules are divided into four sections as follows: -

Club Name and Objectives

Membership

Management

Conduct of Meetings

Club Name and Objectives

### 1.0 Name

The name of the Club shall be, "Disco 3 Club", incorporating Disco 4 Club, hereafter referred to as "the Club".

### 1.1 Objectives

The Club exists to:

- a) Provide a dedicated environment to owners, enthusiasts and drivers of LR Discovery 3's and 4's
- b) Hold a number of events each year to cater for various levels of driving experience, skill levels & interest, social & other events for individual or family participation, and to do so in a safe and responsible manner.
- c) Organise Green Lane drives in compliance with the fundamentals of the Green Lane Association, (GLASS) code of conduct, the Land Rover Tread Lightly initiative and the Countryside Code.
- d) Work with established organisations such as GLASS, Motor Sports Association (MSA), British Off Road Driving Association (BORDA) and others to ensure the Club activities are as environmentally friendly and safe as possible.
- e) To monitor local administration of laws and regulations affecting motoring and motor vehicles and to report any proposed local action or scheme to the Motor Sports Association (MSA.).

- f) To promote any motor competitions in accordance with the Rules of the MSA.
- g) Arrange continental trips for members and their families, which offer a chance to broaden their experience of other countries - on and off road, via our continental network of members/ clubs/ forums.
- h) Attend various national and international Land Rover / 4x4 Off Road shows and events throughout the year to promote the club, its members and activities.
- i) Organise family days (non-car related) such as Pub meetings, Family Outings and Special Summer BBQ Events.
- j) Foster close relationships and links with other Clubs and Associations involved with the Land Rover Marque.
- k) Encourage Club Members and their families to become involved within the club whether in official positions or as marshals/ helpers at off road and static events.
- l) Support the work of charitable organisations through fundraising events.

## 1.2 Use of Club Name and Address:

The name and/or address of the Club shall not be given by any Member as their address for any trade, advertising, business purposes or in connection with any legal proceedings.

## 1.3 Alterations of Rules

Alterations and/ or amendments may only be made to these Rules at an Annual (or Special) General Meeting provided: - That details of the proposed alterations or amendments are included in the formal final agenda or written Notice of the General Meeting to be issued two weeks before the nominated meeting date and that the resolution/s proposing such alterations or amendments is/are carried by a majority of those elected members in attendance at the Meeting.

## 1.4 Dissolution

The Club may be dissolved by a Special General Meeting convened by direction of the Committee, or on the requisition of the majority of the Members. If the resolution of dissolution is duly passed, the Committee may, forthwith, appoint an Auditor to liquidate the affairs of the Club, and if there remain any surplus assets on realisation, these shall be disposed of at the discretion of the Committee.

## 1.5 Not-for-Profit.

No part of the net earnings of Disco 3 Club shall inure to the benefit or be distributable to its officers, members, or other private persons except that Disco 3 Club shall be authorised to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth in clause 1.1 l) above.

Whilst the club is run as a not for profit organisation, the Club will endeavour to raise funds through the Club, the Club's website and event sponsorship for the benefit of its members.

## 1.6 Non-Political.

No substantial part of the activities of Disco 3 Club shall be the carrying on of propaganda, or participating in, or intervention in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

## Membership

### 2.0 Eligibility

Ladies and Gentlemen of not less than 18 years of age shall be eligible to apply for membership. Membership is based on a 'Per Family / Owner' basis (see appendix A for clarification of this).

### 2.1 Election of Members

Applications for Membership of the Club shall be submitted to the Committee in session by the Secretary, and the election of such candidates shall be at the discretion of the Committee. Membership of the Club shall continue for the period covered by the subscription. All applications must be made by an individual in his/her own correct name. The Committee shall reserve the right to refuse admission to the club to any individual the Committee deems unsuitable for whatever reason.

### 2.2 Admission of Members Voting

A vote of one-third of the entire Committee against an application for Membership shall exclude that applicant from Membership.

### 2.3 Subscription

The Annual Membership subscription/s shall be determined by the Committee and announced at the Annual General Meeting.

The current annual Membership fee for UK based members is £25.00 which is inclusive of a one off £5.00p joining fee with £20.00p being the annual renewal fee after the end of the 1<sup>st</sup> full membership year

The current annual and renewal Membership fee for International /non UK based members is £20.00

The Committee may also grant Honorary Membership to individuals who have contributed significantly to the Club i.e. by helping the membership or by promoting the Club. Club members may nominate candidates for Honorary Membership. Such nominations will be considered by the Committee and Honorary Memberships will be granted subject to a vote of over two-thirds of the whole committee being in favour.

2.4 Payment of Subscription  
Payment of subscription falls annually on the anniversary of the joining date.

### 2.5 Subscription Non-Payment

Any Member who has not paid their subscription within two clear weeks of the date on which it falls due shall be assumed to have resigned from the Club.

### 2.6 Resignation

Any Member ceasing, voluntarily or otherwise to be a Member of the Club, shall thereafter cease to have any claim upon the property of the Club or to enjoy any of the privileges of Membership. No refunds of membership fees paid by a Member will be made.

### 2.7 Expulsion of Members

It shall be the duty of the Committee, if at any time they shall be of the opinion that the interests of the Club so require, to invite by email or letter any Member to withdraw from the Club within a

time specified in such communication and in default of such withdrawal to submit the question of their expulsion to a full meeting of the Committee to be held within six weeks of the date of such communication.

Members of the Committee shall be given seven days' notice that a question of withdrawal or expulsion is to be discussed at a meeting of the Committee. The Member whose expulsion is under consideration shall be given at least seven days' notice of such a meeting and shall be allowed to offer an explanation of their conduct verbally, or in writing and if two-thirds of the Committee shall then vote for the Member's expulsion, they shall at once cease to be a Member of the Club.

## 2.8 Observation and Interpretation of the Rules

Every Member commits themselves and their family members if applicable, to abide by the Rules of the Club and also to any modifications made in conformity with the Rules and to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation.

## 2.9 Access to the Rules and Regulations

Every Member shall have access to the Club Constitution on election to Membership.

## 2.10 Property of the Club

The Club will acquire assets for the benefit of members of the Club as agreed on an ongoing basis by the Committee and a list of all physical and virtual assets owned by the Club will be maintained by the Club Secretary. Any Logo's, Flags, Property and/or Equipment issued to a Member by, for or on behalf of the Club shall at all times remain the property of the Club. On termination of their Membership, Members shall deliver up such property to the Secretary at their cost.

## 2.11 Club Address

The Club address for the purposes of communication and registering Club assets is:

The Secretary, DISCO 3 Club, c/o 'Garfield Lodge', 35 Carlisle Road, Romford, Essex RM1 2QL.

## Officials of the Club

# 3.1 Management

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, which, in addition to the powers and authorities that these rules expressly confer on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established, other than those hereby expressly directed or required to be exercised or done by the Club in General Meetings.

## 3.2 Election of Officers

### Committee Executive Members

The Chair, Vice-chair, Treasurer and Secretary will be elected at an Annual General Meeting and will normally be subject to termination at the second Annual General Meeting following their appointment, unless re-elected by the casting of votes in the approved manner by paid up members.

## Committee Management Members

Committee Management Members will be elected at an Annual General Meeting and will normally be subject to termination at the second Annual General Meeting following their appointment, unless re-elected by the casting of votes in the approved manner by paid up members.

50% of each of the Executive and Management Committees Groups would stand down and/or submit themselves for re-election. It is therefore recognised that it may take some time before the agreed two year electoral period will become operational.

Nominations of Candidates for election to the Committees must be received by the Secretary not less than seven days before the Annual General Meeting, with an intimation in writing from each Member nominated that they are willing to serve. Nominations of Candidates shall be by the Member proposing them.

### 3.3 Committee Make up & scope

The Committee Executive Members shall consist of The Chair, Vice-chair, Treasurer and Secretary

The Committee Management members shall consist of not less than three and not more than ten Members and a minimum of three Committee Members shall form a quorum.

The Committee shall have the power to co-opt other Members as it deems necessary.

The Committee may appoint from outside of the Membership of the Club an Auditor and/or a Solicitor.

The Committee will appoint or co-opt a Club Forum Webmaster who may or may not be a Club Member.

The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of any matter which is specifically referred to the Committee.

### 3.4 Meetings of the Committee

The Secretary, either of his/her own accord or by the direction of the Chairman, shall, unless otherwise agreed by all the Committee, give at least seven days' notice of the holding of a Committee Meeting.

### 3.5 Absence from Committee

Any Member of the Committee who shall, without sufficient reason, absent themselves from three consecutive Committee Meetings may be assumed to have resigned from the Committee.

### 3.6 Voting of Committee Members

Each Member present at a meeting of a Committee shall be entitled to exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. The Committee shall vote by ballot if any Member present so demands.

## Conduct of Meetings

### 4.1 Member's Disclosure

All Members must declare to the meeting Chair any possible outside interests on agenda items at the beginning of each meeting, whether this be a Committee meeting, an Annual General Meeting or a Special membership Meeting.

In the case of using the electronic Committee voting system on the website, all Committee Members should declare any relevant outside interest prior to placing their vote.

### 4.2 The Annual General Meeting

The Annual General Meeting of the Club shall normally be held in the month of April in each year upon a date and at a time to be fixed by the Committee.

The Annual General Meeting shall:

Receive from the Committee a full statement of accounts which will be audited, showing the receipts and expenditure for the previous Club financial year ending 31st December.

Receive from the Committee a report of the activities of the Club during the said year;

Elect the Club's Committee Executive Members being the Chair, Vice Chair, Secretary and Treasurer

Elect the Club's Committee Management Members

Decide on any resolution which may be duly submitted to the meeting as provided for in these rules.

### 4.3 Special General Meeting

A Special General Meeting may be convened by the direction of the Committee or by the Secretary at the request of at least ten percent of the Members of the Club.

### 4.4 Special General Meeting Agenda

When Members wish a matter to be discussed at a Special General Meeting, the text of that matter shall be sent to the Secretary at least two weeks before the date of such meeting so as to be included in the agenda of that meeting.

A copy of the agenda shall be sent to each Member at least five days prior to the date of the meeting, but the fact that any Member has not received a copy of the agenda shall not invalidate the proceedings.

Business which has not been included in the agenda, under the item "Any Other Business" shall not be discussed at the meeting unless every Member present is in favour of the discussion taking place.

### 4.5 Voting

Only elected Members have the right to vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings and subject to the provisions of 1.3 a majority of votes decides a resolution.

### 4.6 Right to be Present

No one can take part in General Meetings unless they have been duly elected as a Member of the Club and have paid their subscription according to these Rules, except in the case of Honorary Members or persons outside the Membership who have been appointed by the Committee to act on the Clubs behalf.

#### Appendix 1 – Clarification on elected members and their family

At the Club's 1<sup>st</sup> AGM, it was accepted that clarification was required as to the intentions of the wording relating to families under the Constitution's Clause 2.0 Membership Eligibility i.e. that "Membership is based on a 'Per Family / Owner' basis". It was therefore agreed that the following clarification should be added as an Appendix to the Club's Constitution:-

An elected Member is a person that has paid the Membership Fee due for the period of the subscription and who has been elected into membership by the Club Committee.

An elected Member is entitled to extend the invitation to attend events that the elected Member is also attending to his/her direct family members attending in the same vehicle as the elected member

An elected Member is entitled to extend the invitation to his/her direct family to contribute to the Club's forum and to support activities of the club.

Any direct family member so accepting such invitation to contribute to the Club's forum shall be identified as a "Club Associate" and shall have access to forum areas in line with the elected Member they are associated with.

A Club Associate may participate in forum activities and non-club related votes

A Club Associate shall act in a manner representing the elected Member they are associated with and all actions by any Club Associate shall be deemed to be actions of the elected Member in respect of inclusion or expulsion from the Club

A Club Associate may not vote in Club related votes or on behalf of the elected Member with which they are associated

A Club Associate may be invited by the Committee to attend specific General Meetings as part of the family inclusion elements of the Club but the Club Associate shall make no contribution to the Meeting, its debates or votes.

Any Club Associate may be invited by the Committee to actively participate at specific General Meetings only as part of additional duties or advice sequestered by the Committee of the Club.

Any Club Associate that would wish to become an elected Member can do so upon the receipt of the relevant subscription being paid and in accordance with the Constitution on membership.