

CAMBRIDGE AUTOGRASS CLUB CONSTITUTION

This constitution takes effect from 08 JANUARY 2017 and supercedes any previous constitution of Cambridge Autograss Club.

Any changes to this constitution must be approved by a majority of the members present at a general meeting, but supplementary by-laws may be approved at any time by the club committee.

1 Objectives

The club's objectives are:

- (a) To organise functions for its members and their families and guests.
- (b) To promote the sport of National Autograss Racing under the rules and regulations of The National Autograss Sport Association Limited (NASA)

2 The National Autograss Sport Association Limited

All racing competitions promoted by the club will be governed by the rules and regulations of NASA. In the event of any conflict between this constitution, and any by-laws of the club, and the NASA regulations, the NASA regulations will take precedence.

3 The East Anglian Autograss League

The club will be a full member of the East Anglian Autograss League.

- (a) The club will be represented on the East Anglian League committee by the number of voting members that may be determined from time to time by the League committee.
- (b) All decisions of the League committee, and of the League membership in general meeting, will be regarded as binding on the club.
- (c) The club will pay any dues or levies to the East Anglian League that may be determined from time to time by the League committee.

4 Membership

- (a) All applicants for club membership must agree to be bound by the club's constitution, including any by-laws, by the constitution and

by-laws of the East Anglian Autograss League, and by the rules and regulations of the National Autograss Sport Association Limited.

- (b) The committee has the right to reject any application for membership and need not give a reason for such rejection.
- (c) If an applicant for membership has previously been a member of another NASA Autograss Club, the committee will reserve the right to discuss the application with the individual's former club before accepting or rejecting the application.
- (d) Application for membership must be accompanied by an application for a NASA competition or non-competition licence in one of the following categories:
 - Full racing membership
 - Ladies' racing membership
 - Junior racing membership
 - Mechanics' membership
 - Ordinary membership (including non-racing officials)
- (e) Membership fees for each of the above categories will be fixed annually by the committee. These fees will include club membership, NASA licence fees and all individual insurances that are provided by NASA to its licence holders.
- (f) All membership fees must be paid in full at the time of application for membership. Once membership has been accepted and a NASA licence issued, these fees are not refundable under any circumstances.
- (g) Membership will commence on issue of a NASA competition licence and will continue until 31 January of the following year.

- (h) The club will be under no obligation to provide its members with any form of insurance cover, whether for third party liabilities or personal accident, other than the cover provided by NASA to its licence holders.
- (i) The committee will have the right to suspend the membership of any individual, subject to the disciplinary procedures set out in this constitution.

5 Committee

- (a) The day to day operations of the club will be governed by an elected committee.
Committee members will be elected at the club's Annual General Meeting and will hold office from the conclusion of that meeting until the commencement of the next Annual General Meeting.

- (b) The committee will comprise the following:

Chairman, who will have a casting vote only in committee meetings

Full voting members:

Vice Chairman

Secretary

Treasurer

Chief Track Marshal

Chief Scrutineer

Safety Officer

Additional committee members, up to a maximum of 25 full voting members

- (c) Other elected club officials (for example assistants) may attend committee meetings, but will not be able to vote in committee unless they are also elected as full committee members.
- (d) Nominations for committee members may be advised in writing to the club secretary, or proposed from the floor of the Annual General Meeting.

Nominations will only be accepted if the person nominated is either present at the Annual General Meeting or has previously advised the club secretary in writing of his or her willingness to stand for election.

- (e) All nominations for committee positions must be proposed, seconded and voted on by current members who have held a license for a minimum 1 full racing season (March 1 – November 1).
- (f) Any committee member failing to attend two consecutive committee meetings, without good reason, may at the discretion of the committee be removed from the committee.
In these circumstances the committee will have the discretion to co-opt a replacement committee member, to hold office until the next Annual General Meeting.
- (g) Any committee member who is subject to disciplinary action by the club, the East Anglian League or NASA will be suspended from the committee until such time as the disciplinary action is completed.
- (h) The committee may, at its discretion, form sub-committees or working parties, or co-opt additional members to manage specific projects.

6 Meetings

- (a) The club will hold an Annual General Meeting between 1 November and 31 January.
The business of this meeting will include:
 - (i) The election of a Chairman and Committee
 - (ii) The approval of the club accounts for the preceding financial year
 - (iii) Any amendments to the club's constitution
 - (iv) Any other business
- (b) Only current paid-up club members are entitled to attend and vote at the AGM. Proof of membership in the form of a current NASA competition or non-competition licence may be requested.
- (c) Regular committee and general meetings will be held during the year. The timing and frequency of these meetings will be determined by the club Chairman.
- (d) At any general meeting of the club, a quorum will consist of a minimum of 10% of the members currently entitled to vote.

- (e) All votes, excepting a vote to wind-up the club (see paragraph 15) will be carried on a simple majority.
The Chairman, or in the chairman's absence the Vice Chairman, will have a casting vote only.
- (f) The committee may call an extraordinary meeting of members at any time, with the club secretary giving 7 days' notice by post or at a scheduled general meeting, specifying the object of the extraordinary meeting, at which no other business will be discussed.
The majority decision from such a meeting will be binding on the club; however, a majority of members present may vote for the meeting to be adjourned.
- (g) The committee will be obliged to call an extraordinary meeting in accordance with (f) above on receipt of a written request signed by at least 25% of the club's current paid up membership.
- (h) The club secretary will be responsible for keeping minutes of all meetings.

7 Accounts

- (a) The club Treasurer will be responsible for maintaining up to date accounts and providing regular financial reports to the committee.
- (b) An annual statement of accounts will be presented to the members at the Annual General Meeting.
- (c) Any current paid-up member is entitled to inspect the club's financial records following a written request via the club secretary.

- (d) There is no requirement for an independent audit of the club's accounts.
However, an audit may be carried out if a written request is received, signed by at least 10 per cent of the club's current paid up membership.

8 Disciplinary proceedings

- (a) All disciplinary issues arising from Cambridge club race meetings, whether concerning the conduct of individuals, driving standards or vehicle eligibility, will be dealt with by the club committee. After which can be passed onto the East Anglian League. Such action may involve members of the club, or the East Anglian League, or any other NASA club.
- (b) The club will be bound by any disciplinary action agreed by the league.
- (c) In addition the league committee will have the power to refer serious disciplinary matters to NASA in order that further action may be considered in accordance with NASA's disciplinary tariff.
- (d) The club reserves the right to take internal disciplinary action against any member whose actions are considered detrimental to the club's interest or reputation, in cases where these actions are not directly related to racing procedures.
- (e) Any internal disciplinary action will initially be heard by the full club committee, who will be able to impose a range of penalties, including a period of exclusion from the club's race meeting venue and/or a refusal to grant membership for the following year.
- (f) Penalties issued by the club will be advised to the member(s) concerned in writing.

The member(s) will then have the right of appeal against any penalty. Appeals must be in writing, setting out the grounds of appeal, and must be received by the club secretary within 14 days of the date of the letter advising the original penalty.

- (g) Appeals will be considered by a panel of three members nominated by the committee. The appeal panel should include at least one non-committee member, subject to availability.

The appellant may choose whether to address the appeal panel in person, or in writing. The outcome of the appeal will be advised in writing within 10 days of the appeal hearing.

9 Race meeting procedures

These procedures are supplementary to the race procedure published by the East Anglian League.

- (a) All members of the Cambridge Autograss Club are expected to participate in the running of the club's race meetings.
- (b) Any member signed on to race at a Cambridge race meeting who does not have any other specific allocated race day job will be included in the marshalling rota for the day.
- (c) Records of race day marshalling, work party attendance, etc, will be taken into account by the committee when considering applications for membership for the following season.
- (d) Club members are also expected to participate fully in the running of any race meeting organised by the East Anglian League.
- (e) Each Cambridge race meeting will include Senior and Junior Open races closed to Cambridge club members and qualify for the annual club championship (The "Track Erection Races")
To enter these races, members must have participated in the work party immediately preceding the meeting, or carried out another qualifying task.

10 Club championships

The club will organise annual championships for St Neots club members, covering all NASA racing classes, plus a Stock Hatch class and Ladies' Class 11A, and any other classes that may in future be adopted by the East Anglian League.

- (a) Club points will be awarded on the scale of 55-45-36-28-21-15-10-6-3-1 for all heats and finals at designated full points meetings.
- (b) Club points may also be awarded for one or more heats at any meeting that does not follow the full league point's format. Points

will be awarded for overall finishing positions in all races (i.e. including any visiting drivers).

- (c) In men's classes, points will be totalled by car number.
- (d) In Ladies' and Juniors' classes, points will be accumulated by the driver. However, if the driver uses more than one car in a particular class during a race day, only the points scored in the first car used will be counted.
- (e) The meetings qualifying for the club championships will be advised to all members. These may include one or more events at fellow East Anglian League clubs. All scores from qualifying meetings will be taken into account for final club positions.
- (f) Only points scored by full Cambridge members in cars registered with Cambridge race numbers will be taken into account for the club championships. Any points scored by members of other clubs, or by drivers holding day licences, will be disregarded.
- (g) To qualify for a club trophy, drivers must be signed on to race in at least 3 of the qualifying meetings.
- (h) Trophies will be awarded for 1st, 2nd, 3rd and 4th places in each class, subject to sufficient competitors to fill those places.
- (i) All annual trophies remain the property of the club and are awarded on loan to the winners for a maximum period of eleven months.

11 Allocation of racing numbers

- (a) Under current NASA regulations, members are required to have a separate racing number for every registered racing vehicle. New numbers will be allocated subject to availability.
- (b) Each member will have the right to retain one racing number for as long as he or she remains a member of the club, and for a period of one year should membership lapse. Should a member join another NASA Autograss club, all racing numbers allocated to that member will be immediately available for re-allocation.

- (c) Members holding two or more racing numbers must nominate their preferred number to be held in accordance with (b) above. The second or subsequent numbers will lapse if they have not been used in competition in the current or preceding season. Lapsed numbers will be regarded as available for re-allocation.

12 Insurance

The committee has the power to enter into any policy of insurance that is considered to be necessary, including Directors' and Officers' Liability insurance in respect of committee members and race day officials.

13 Tax status

The club is considered to be a mutual organisation and therefore is considered not to be subject to UK Corporation Tax, except in respect of any investment income.

14 Winding up

The club may be dissolved at any time, this requiring a vote in favour of dissolution by 75% of all current club members entitled to vote.

On dissolution, the club's remaining funds, after realising all non-cash assets and satisfying all liabilities, will be donated to a UK registered charity, as nominated by a majority vote of those members present at the meeting when the dissolution of the club is approved.

This constitution was approved and adopted by the club in general meeting on 08.01.2017

Signed

Tom Parr
Outgoing Chairman

Lee Forster
Incoming Chairman