



Notice of Annual General Meeting

7.30pm Tuesday 19<sup>th</sup> March 2013  
Royal Hotel, Bridge of Allan FK9 4HG

## AGENDA

1. Welcome, those present and apologies
2. Minutes of previous AGM held on 5<sup>th</sup> June 2012
3. Chairman's Report Roger Reed
4. Treasurer's Report Gerry Potter
5. Rule Changes proposed by Way Forward Group See attachment (next page)
6. Election of Office Bearers and Delegates

### **Election of Office Bearers and Delegates**

**Executive Committee** (Vice Chairman, Treasurer, Calendar Manager due for re-election)

Chairman – Roger Reed

Secretary – Lock Horsburgh

Vice Chairman – previously Lesley Sheridan;

Treasurer – previously Gerry Potter;

Calendar Manager – previously Raymond Mann

**Delegates to MSA Regional Committee for 2014** – Roger Reed, Lesley Sheridan

**Nomination for Motor Sports Council for 2013** – Bruce Lyle

**Delegates to Scottish Motor Sports** – Bruce Lyle, Roger Reed

### **Other Appointments**

Training Co-ordinator

Publicity and Communication Co-ordinator

Web Site Manager

Student and Young Persons Representative

Women in Motor Sport Representative

### **Discipline Co-ordinators**

Autocross

Autotest

Cross Country

Navigational Rally

Stage Rally

Race

Sprint and Hillclimb

7. Appointment of Independent Examiner
8. Any Other Competent Business allowed by the Chairman

### **Future Meetings**

18<sup>th</sup> June 2013

17<sup>th</sup> September 2013

19<sup>th</sup> November 2013

LH 24/02/13

## **Rule Changes Proposed by Way Forward Group**

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### **Notes by Raymond Mann on the thinking behind the proposals.**

Para 2.1.1 We have introduced in Para 2 Objects & Policies a para to make it clear that SACC has a responsibility to ensure that there is a plan for development of the sport and that SACC should assist with the implementation. We have deliberately said "ensure " as it may be SMS, MSA or some other body who actually produces the plan

Para 5.3.1 Limits officers to 4 terms of 2 years. Our report said 3 terms of 3 years but with 5 officers it was fiddling about too much to change.

Para 5.5 I've added the chairman of standing committees to the executive. This should strengthen the executive and maybe prepare more people for other posts

Para 5.13.2 Changed the coordinators so that they report to standing committees and not general committee

Para 5.15 I hadn't realised that we had already agreed to President/Vice President. I altered this to have more than one vice president and given this group a purpose

Para 5.16 Introduced the concept of Standing Committees to cover the main areas of a development plan. Chairman to be appointed by General Meeting and in 5.16.1 show who are members plus coopted members

These changes are in the main enabling to allow us to get involved with any plan for the development of motor sport in Scotland. It may be that some more meat on the bone will be required to be discussed at future General Meetings.

**The following version 4.4 of the Association Rules includes the proposed changes.**

# **Rule Changes Proposed by Way Forward Group**

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## **1. NAME & DEFINITION**

1.1 The name of the Association shall be the Scottish Association of Car Clubs hereinafter called the SACC.

1.2 The SACC is a Regional Association recognised by the Motor Sports Association (MSA).

## **2. OBJECTS & POLICIES**

2.1 The objects of the SACC are:

2.1.1 To ensure that a long term plan for the development of motorsport in Scotland is produced and to assist the MSA and other relevant organisations in the delivery of the plan.

2.1.2 To facilitate consultation, discussion and liaison between Member Clubs, the MSA, the Scottish Auto Cycle Union (SACU), Associations of Motor Clubs and other relevant organisations on matters of mutual interest and concern;

2.1.3 To assist, support and advise Member Clubs on the organisation and promotion of motor sport events;

2.1.4 To represent the interests of the Member Clubs;

2.1.5 To co-ordinate a calendar of events within Scotland;

2.1.6 To encourage the procurement and maintenance of venues, equipment, expertise and other facilities;

2.1.7 To organise and promote Championships as appropriate from time to time;

2.1.8 To arrange and promote Training events for the Member Clubs and others where appropriate;

2.1.9 To organise and promote other initiatives that may further the interests of Motor Sport, the SACC, the Member Clubs or their members;

2.1.10 To foster the well-being of Motor Sport, the SACC, the Member Clubs and their members, and to consider any matters of mutual concern, inside and outside Motor Sport.

2.2 The SACC has a Child and Vulnerable Persons Protection Policy which is attached as Appendix A

## **3. MEMBERSHIP**

3.1 Membership shall be open to the following, which operate within Scotland, or are otherwise deemed appropriate, subject to the provisions of 3.3 below.

- Any motor sport club
- Any car enthusiast club
- Any regional centre of a motor sport or car enthusiast club
- Any group of motor sport or car enthusiast clubs. Membership is only granted to the group and not to the members clubs of the group who may apply for membership of SACC in their own right.
- Any motor sport championship
- Any organisation which is a MSA Recognised Body.

Such members shall be known as Member Clubs. The inaugural Member Clubs are listed in Appendix B

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3.2 Member Clubs wishing to apply for a permit (or waiver of permit) to organise motor sport events must be registered with the MSA.

3.3 New Members:

3.3.1 Any application for membership shall be submitted to the Secretary of the SACC.

3.3.2 Such application shall be considered by the SACC at the next General Meeting.

3.3.3 A representative of the applicant Club may be in attendance at the General Meeting to describe the Club and answer any queries about the application.

3.3.4 The General Meeting, having considered the application, will then vote on acceptance of the Club into membership. The application shall be decided by a majority of voting delegates. In the event of a tied vote the Chairman shall have a casting vote. Officers shall not have a vote by virtue of their office.

### **4. MEETINGS**

4.1 The SACC shall hold at least four Regular General Meetings annually. The interval between Regular General Meetings shall normally be not greater than four months. The dates of these meetings shall be scheduled in line with those of the MSA Regional Committee and shall be distributed to Member Clubs by the Secretary as soon as practicable following the publication of the annual MSA meetings calendar.

4.2 Additional Regular General Meetings may be called either by the Chairman and Secretary or by a Regular General Meeting if urgent business requires such a meeting before the next Regular General Meeting.

4.3 An Annual General Meeting (AGM) will be held each year before the end of March and will normally be followed immediately by a Regular General Meeting. Six weeks notice of the AGM date will be given by e-mail and an agenda for the AGM will be likewise given at least two weeks prior to the meeting, stating what officials are due to be elected or re-elected.

4.4 Twenty one days notice shall be given of all General Meetings by email unless extraordinary circumstances apply.

4.5 Special General Meetings may be called either by the Chairman and the Secretary, or by written notification to the Secretary from at least three Member Clubs.

4.5.1 Special General Meetings must be held within twenty eight days of the receipt of the notice by the Secretary.

4.5.2 The notice of a Special General Meeting shall include the Agenda for the meeting.

4.5.3 A Special General Meeting is limited to the business of the agenda.

4.6 A quorum at a General Meeting shall be five, comprising at least two officers and three voting Member Club delegates.

4.7 Alternatively, urgent business may be transacted by electronic means, provided that all Member Clubs are given an opportunity to respond to the debate and to take part in any vote.

4.7.1 Any business conducted by electronic means shall be notified to the next General Meeting.

4.8 Member Clubs wishing to include items for discussion or resolutions to be debated in the agenda for General Meetings must send these in writing to the Secretary at least fourteen days before the meeting.

4.8.1 Exceptional Items may however be introduced to the agenda at the discretion of the Chairman.

4.8.2 Resolutions must be proposed by a Member Club and seconded by another Member Club.

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4.8.3 Proposing and seconding Member Clubs submitting such a resolution must be present to speak in support, failing which the resolution will be considered to be withdrawn.

4.9 Each Member Club shall be entitled to be represented at all General Meetings by up to four persons appointed by its own committee but only one delegate may vote to express the views of that Member Club.

4.10 Any resolution, other than one relating to a change of these Rules under Rules 8.1 and 8.2 below, shall be decided by a majority of voting delegates. In the event of a tied vote the Chairman shall have a casting vote. Officers shall not have a vote by virtue of their office.

4.11 The normal method of voting at meetings shall be by roll call. Alternatively, the Secretary is empowered to conduct a vote by electronic means under Rule 4.7. However, any Member Club may request that any vote should be conducted by secret ballot. The vote to select the proposed nominee to Motor Sports Council under Rule 5.9 shall always be by secret ballot, as shall the election of any SACC Officer under Rule 5.3. A Guidance Note for the Secretary on the voting process is included as Appendix C.

4.12 The appointment of the Member Club Representatives including the Voting Delegate shall be the sole responsibility and prerogative of the respective Member Clubs.

4.13 The MSA shall be entitled to be represented at all General Meetings, and to receive the minutes of all General Meetings.

4.14 Member Clubs shall be entitled to appoint a Proxy in respect of any Resolution. Any such Proxy appointment must be sent by hand, post or e-mail to the Chairman or the Secretary prior to the Meeting, or delivered in writing to the Meeting by any other person present.

4.14.1 E-mail messages to the Chairman or Secretary shall be acceptable, provided that the Chairman or Secretary is satisfied that they are bona fide.

4.15 Each Member Club represented at a Meeting shall have the right of veto in respect of any Resolution that arises during such Meeting. Any Member Club Delegate may exercise this right of veto by informing the Chairman before a vote is taken that he wishes to refer the Resolution to his Member Club Committee for guidance. No vote shall then be taken and the Resolution shall be placed on the Agenda for the next Meeting and put to a vote thereat, no further veto from any Member Club then being valid in respect of that Resolution.

4.16 "Dates" will be an Agenda item at all Regular General Meetings, in order to resolve clashes of date, venue and route.

4.16.1 Member Clubs attending the relevant Meeting will have priority over Member Clubs not attending.

4.16.2 Dates submitted and agreed at any meeting will take precedence over dates submitted later.

4.16.3 A Member Club delegate must be empowered to negotiate on dates, venues and use of maps.

4.17 Member Clubs may request the Chairman to invite a guest to attend a General Meeting from time to time.

### **5 OFFICERS and DELEGATES**

5.1 The Officers of the SACC shall comprise: the Chairman, Vice Chairman, Secretary, Treasurer and Calendar Manager.

5.2 All Officers shall be members of a Member Club of the SACC.

5.3 The Officers shall be elected at the AGM.

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5.3.1 The Chairman and Secretary shall be elected for two years and the Vice Chairman, Treasurer and Calendar Manager shall be elected for the alternate two years to provide continuity. **Retiring officers may seek re-election but no officer should serve more than four continuous terms in any one position.**

5.3.2 If any of the Officers' posts becomes vacant during the year, a General Meeting shall have the power to appoint a replacement. Such person shall continue in office until the next AGM.

5.3.3 Any such post shall then be filled for the balance of the original period at the subsequent AGM to maintain continuity.

5.4 In the event of a nominee Officer not being present when nominated, written proof of his or her willingness to be nominated shall be provided at the Meeting.

5.5 The Officers **and the Chairmen of Standing Committees** shall form the Executive Committee of the SACC.

5.5.1 The Executive Committee shall manage the affairs of the SACC between General Meetings

5.6 The Secretary shall be responsible for maintaining the Minutes of all Meetings, and all other correspondence and documents pertaining to the SACC, excepting that for which the Treasurer is responsible.

5.7 The Calendar Manager shall publish a list of all known events planned by Member Clubs. It is the responsibility of Member Clubs to advise the Calendar Manager of their planned events including dates and locations/routes. The Calendar Manager will then endeavour to resolve any date and route/venue clashes. The ultimate responsibility for date selection rests with the Member Club taking due account of any advice given.

5.8 The SACC shall at an GM appoint two persons to the posts of MSA Regional Committee Delegates. The persons appointed will usually be based in different geographic locations in line with the AWSMSC/ESACC regions.

5.9 The SACC shall at a General Meeting select annually a person to be nominated to the MSA as the Home Country Member for Scotland of Motor Sports Council.

5.10 The SACC may at a General Meeting select persons to be nominated to the MSA as suitable for membership of the Motor Sports Council Specialist Committees, Advisory Panels and their Sub-Committees.

5.11 Only bona-fide members of any Member Club of the SACC are eligible for the above posts, unless specific consent of the relevant General Meeting is given to the contrary.

5.12 The call for nominations from Member Clubs must be included with the agenda of the relevant General Meeting. The selection timetable must be such as to allow the Secretary to advise the MSA of the nominated delegate before the cut-off for consideration of appointments to Motor Sports Council and its Committees for the following year.

5.13 The SACC may at a General Meeting appoint persons to the following posts and others as from time to time agreed:

- Discipline Co-ordinators;
- Training Co-ordinator;
- Student/Young Peoples Representative;
- Women's Representative;
- Publicity & Communications Co-ordinator;
- Web site Co-ordinator;

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- Delegates to other relevant bodies.

Only bona-fide members of any Member Club of the SACC are eligible for the above posts, unless specific consent of the AGM is given to the contrary.

5.13.1 Elections to these posts are also subject to 5.3.2 and 5.4 above.

5.13.2 These persons shall report to the **appropriate Standing Committee**

5.14 The SACC may create Committees with specific terms of reference.

5.14.1 The Chairman of a Committee shall be appointed with the consent of a General Meeting.

5.14.2 The Chairman of a Committee shall report to General Meetings.

5.14.3 After their specific tasks are completed such committees shall cease to exist.

5.14.4 Such committees shall have the power to co-opt additional members, subject to ratification at a subsequent General Meeting.

5.14.5 If their task is not complete the committee shall be subject to re-election at each subsequent AGM.

5.15 The SACC may at a General Meeting appoint persons to the honorary posts of President and Vice Presidents. Holders of these posts will have no voting rights but may attend meetings and speak. These posts will be held for a period defined when elected. **The main purpose of this group is to supply advice and counsel to the SACC Executive and SACC Clubs and in general to be ambassadors of the sport in Scotland.**

**5.16 The SACC shall create Standing Committees to assist with the development of motor sport in Scotland. The Chairman of each Standing Committee shall be appointed at a General Meeting and shall report to subsequent General Meetings**

**5.16.1 Membership of Standing Committees shall consist of (1) the Chairman as appointed by General Meeting, (2) those appointed to the relevant posts detailed in Rule 5.13. and (3) co-opted members who need not necessarily be members of a Member Club.**

## **6. FINANCE & SUBSCRIPTIONS**

6.1 The Treasurer shall be responsible for all funds of the SACC and shall maintain records of all income and expenditure. He shall prepare a brief financial statement for each General Meeting.

6.2 The financial year shall run from the 1st January to the following 31st December. The Treasurer shall prepare a Statement of Accounts for the financial year. He shall arrange for this to be independently inspected before the Statement is presented to the AGM.

6.2.1 An Independent Inspector will be appointed by the AGM.

6.3 Cheques for amounts of £50 or higher shall be signed by two of the Chairman, Secretary and Treasurer.

6.4 Annual Subscriptions and any other fees deemed appropriate, shall be fixed each year at the Annual General Meeting and shall become due for payment on 1st April of that year.

6.4.1 The Treasurer shall invoice Member Clubs by either post or e-mail on or before 1st April. Such invoice shall be sent to the last known address for the Member Club Treasurer or such other person as nominated by the Member Club.

6.5 Any Member Club that has not paid its subscription and/or any other fees by 1st July shall incur a late payment fee.

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6.6 Any Member Club that has not paid its subscription and/or other fees by 1st September shall be deemed to have put their membership in suspense, and shall be ineligible to vote at subsequent meetings until payment has been made.

6.7 Any Member Club that has not paid its subscription and/or other fees by 31st December shall be deemed to have resigned from the SACC at that date.

### **7. CHAMPIONSHIPS**

7.1 The SACC may promote Championships in a variety of motor sport disciplines.

7.2 Discipline Co-ordinators shall be elected as in 5.13. They shall be responsible to the SACC for the running of their respective championship.

7.3 A Committee may be formed to support the Co-ordinator. Generally the Co-ordinator shall be the Chairman of such a Committee and report on its behalf to the SACC at General Meetings.

7.4 Each Co-ordinator shall publish Championship Regulations as soon as practicable and at least two weeks prior to the first event of the Championship. These Regulations shall be subject to the approval of the SACC at a General Meeting and shall be subservient to these Rules.

7.5 Only events run by Member Clubs shall be eligible for inclusion in SACC Championships.

7.5.1 Such events shall be run in accordance with the MSA Regulations, the SACC Championship Regulations and any guidelines that may be appended to these Championship Regulations

7.5.2 There shall be written agreement between event organisers and the relevant Championship Co-ordinator before the inclusion of an event in such a Championship shall be valid. Email agreement shall be deemed to be valid.

7.5.3 The inclusion of events in the SACC Championships shall be at the sole discretion of the SACC.

### **8. RULES**

8.1 The Rules of the SACC may only be changed at an Annual General Meeting or a Special General Meeting. Any proposed change or addition shall be notified to all Member Clubs at least four weeks before the date of such meeting.

8.2 A change of rules shall only be approved if two thirds (disregarding any fraction) of the Member Clubs represented and voting at that Annual or Special General Meeting vote in favour.