

# Rules & Constitution



**Jowett Car Club**  
**Rules & Constitution**

**A** The Name of the club shall be the Jowett Car Club (hereinafter called the Club)

**B** The Objectives of the Club shall be:

- 1) To take all possible steps to encourage the continued running of Jowett cars and commercial vehicles and all Jowett machinery hereinafter referred to as Jowett vehicles.
- 2) To uphold the tradition and reputation of Jowett vehicles.
- 3) To encourage, promote, arrange and enter both locally and nationally sporting, racing and other competitive events, social meetings, tours and lectures and participate as actively as possible in displays, concours exhibitions and meetings generally.
- 4) To maintain registers of:
  - (a) all Jowett vehicles in categories as to model and age
  - (b) members who are willing to give practical assistance to other members who may require it away from home
- 5) To acquire, manufacture, store, market and sell to members spare parts for Jowett vehicles.
- 6) To sponsor or arrange such other schemes and benefits as it may be possible to arrange for members.

**C** Membership of the Club shall be:

- 1) Ordinary. Open to all persons owning any Jowett vehicle in the United Kingdom or abroad. Membership may be on a single or joint basis.
- 2) Associate. Open to any persons genuinely interested in the promotion of the objectives of the Club but who do not currently own a Jowett vehicle. Membership may be on a single or joint basis
- 3) Honorary Life. At the discretion of members, Honorary Life Membership may be conferred in rare appropriate cases of outstanding achievements or services to the Club. Honorary Life Members shall be formally elected at a General Meeting of the Club by a majority of the members present. They shall retain the right to vote and will be exempt from payment of further subscriptions.

**D** President and Vice Presidents

- 1) The Club's President shall be a person of suitable stature who has made a major contribution to the cause of Jowett vehicles. The President shall be formally elected at a General Meeting by a majority of the members present and shall have the privileges of Honorary Life Membership. The President shall have no formal responsibilities, but will be regarded as the Club's figurehead and shall be entitled to attend and vote at meetings of the Executive Committee.
- 2) The Club's Vice Presidents shall be persons who have made important contributions to the cause of Jowett vehicles. Each shall be formally elected at a General Meeting by a majority of the members present, and shall have the privileges of Honorary Life Membership. A Vice President shall have no formal responsibilities but shall be entitled to attend and vote at meetings of the Executive Committee.

## E Annual Subscription

- 1) The rate of subscription for all ordinary and associate members of the Club are such sums as may be decided at the Annual General Meeting and are payable on the 1st January each year.
- 2) A joint subscription for husband and wife or partner of such sum as is decided at the Annual General Meeting entitles each to full membership but restricts normal publications to one shared copy.
- 3) A person joining the Club during the months of January to April shall pay the full subscription and receive all issues of the Jowetteer for that year. Anyone joining during the months of May to August shall pay half the annual subscription and receive such Jowetteers as are available for preceding months. New members paying paying full subscription after 31st August shall receive membership from then until the end of the following year.

## F Application for membership

A person wishing to join the Club must complete the prescribed membership form and submit it, together with the first subscription, to the Club Treasurer. The Executive Committee reserves the right to refuse an application and return the subscription in full. Each subscribing member shall receive a membership card and receipt duly signed by the Treasurer and valid for the appropriate period until 31st December.

## G The Constitution

Each member on joining shall receive a copy of this Constitution and agree to be bound by it. No part of the Constitution may be altered or added to other than by a two thirds majority of total votes cast in a postal ballot and by members at a subsequent General Meeting who have not voted in a postal ballot.

## H Resignation from membership

No refund of subscription shall be made

## I Lapsing of membership

Members who fail to renew their membership by payment of subscription by 31st March shall be deemed to have lapsed their membership of the Club. A lapsed member reapplying during the year of lapsing will not be sent copies of the Jowetteer for that year not already received. A lapsed member reapplying in subsequent years will be treated as a new member

## J Expulsion of a member

If a member's conduct is considered to be seriously deleterious to the Club's interest in any way he may be formally warned in writing by the Secretary, on instruction of the Executive Committee. If he persists in such conduct harmful to the Club the Executive Committee may pass and submit a resolution for his expulsion to a General Meeting. The offending member must be given at least 21 days notice in writing or orally by attending a General Meeting. To be approved, the resolution requires a minimum of three quarter's majority of members present and able to vote.

## K Organisation

### 1) Executive Committee

The overall affairs of the Club shall be managed by the Executive Committee which shall consist of the following honorary officers:

Chairman	Vice Chairman	Secretary
Treasurer	Editor(s)	Competition Secretary
Spares Officer	Press Officer	Membership Secretary
Librarian	Film Librarian	Technical Information Officer(s)

And a representative from Jowett Spares together with one nominated representative from each Section, all of whom shall be ordinary members of the Club. The Executive Committee shall be under the jurisdiction of the Annual General Meeting at all times. The Committee shall have the power to co-opt additional ordinary members to a maximum of three serving at any one time.

### 2 Composition of the Club

The Club shall consist of Regional Sections each with its own elected committee. The Section Committee shall be responsible for local events and affairs in accordance with the Constitution, with the Executive Committee responsible for the overall management of the Club. Jowett Spares will operate as a section of the Club for the benefit of members only.

### 3) Regional Section Committees

The Section Committees shall consist of Chairman, Secretary, Treasurer and at least three members, who shall be elected annually at the Section Annual General Meeting. The names and addresses of the Committee Members so elected shall be forwarded within 14 days thereafter to the club's Secretary. Each Section Treasurer shall send a copy of the accounts presented and accepted at the Section Annual General Meeting to the Club's Treasurer within 14 days of the said meeting. Each Section shall be self financing and may organise and finance local events and activities which are compatible with the objectives of the Club. A Section experiencing financial difficulties may apply to the Executive Committee for a loan or grant in exceptional circumstances. If a Section ceases to exist any assets/liabilities shall be transferred to the Club. Jowett Spares is an exception to this general rule and the Annual Accounts shall be presented by the Jowett Spares Secretary at the Annual General Meeting of the Club.

### 4) Election and Retirement of Executive Committee Members

Members shall be elected to the Executive Committee at the Annual General Meeting. Only an ordinary or honorary life member shall be eligible for election and any member must be nominated by two ordinary members of the Club and must express their willingness to serve as a Club officer. Any member so nominated shall be elected if he/she receive the most votes in his/her favour on a show of hands or written ballot. All members so elected to the Executive Committee shall retire therefrom at the Annual General Meeting and shall be eligible for re-election if prepared to stand again and are duly nominated, with the exception of the Chairman who shall not present himself for re-election in the year after having served three consecutive years.

## 5 Election & Retirement of Regional Section Committee Members.

The procedure at the Section Annual General Meeting shall be as given above for Executive Committee Members, save and except any member may be eligible for election. Regional Sections have discretion expressed by majority vote at a Section Annual General Meeting, to extend the Chairman's term of office beyond three consecutive years.

## 6 Quorum

The quorum for an Executive or Section Committee shall be 40% of the membership of that committee. The quorum for an Annual General Meeting of the Club or an Extraordinary General Meeting shall be 20 members or not less than 10% of the membership whichever is the lesser, present and entitled to vote. The quorum for a Section Annual General Meeting shall be seven members. If a quorum is not obtained within 30 minutes of the advertised time of the commencement of the meeting in any case, then the meeting must be abandoned. If an Annual General Meeting, either nationally or locally, is so abandoned the Secretary will convene a further meeting within 30 days. Any member may challenge the competency of any meeting if the number of members present is insufficient to make a quorum.

## 7 Casual Vacancies

Any casual vacancy arising in the Executive or Section Committees, whether by reason of a member lapsing membership, ceasing to own a Jowett vehicle, resignation, death or otherwise, may be filled by a majority vote of the committee concerned. The appointee shall hold office until the following Annual General Meeting and is eligible to be re-elected at that meeting.

## 8 Removal of a Committee Member

Any member, either Executive or Section may be removed from his office at any time during the term of his office by a proposal, duly seconded in writing, circulated to all other Committee Members entitled to attend and vote at least 21 days before the meeting at which the resolution for removal is to be proposed. The Committee Member whose removal is proposed shall be entitled to make written representations. The resolution requires a three-quarters majority of those members present and entitled to vote to be carried: voting shall be by a show of hands, or a written ballot at the discretion of the Chairman. A committee member so removed from office shall remain a member of the Club unless on due notice and proper resolution he has been expelled from the Club as hereinbefore provided.

## 9 Duties of Club Officers

### 1 The Secretary shall

- (a) keep a record of the minutes of the General Meetings and Executive Committee Meetings of the Club;
- (b) cause to be kept a current list of names and addresses of all members of the Club;
- (c) issue notices of and convene General Meetings and Executive Committee Meetings;
- (d) keep any other records which the General Meeting of members or Executive Committee may direct;
- (e) superintend and organise the administration of the affairs of the Club and the promotion of its objects according to the Constitution and the instructions given from time to time by the members in General Meeting or Executive Committee;

- 2     **The Treasurer shall**  
(a)     cause to be kept a complete and accurate record of all the subscriptions received together with all donations and other receipts and assets of the Club and issue receipts therefor;  
(b)     receive, hold, deposit, invest, spend and disburse funds of the Club as instructed by members in General Meeting and Executive Committee and keep an accurate record thereof;  
(c)     prepare Annual Accounts and submit same together with all records, accounts, receipts and vouchers to the Auditors for checking;  
(d)     submit the Annual Accounts and Auditor's Report to the Annual General Meeting, copies being available to all members attending the Annual General Meeting, or available on request.  
(e)     receive annually the financial reports of each Section, make any proper enquiries in regard thereto and report to the members in General Meeting and the Executive Committee as necessary;  
(f)     receive, consider and grant or, if so directed by the Executive Committee, refuse applications for membership;  
(g)     issue to all new members a copy of the Constitution.

3     **The Chairman shall**  
preside at each Annual General Meeting and Executive Committee Meeting and shall have a casting vote in any business of the meeting. The Chairman shall address the Club in Annual General Meeting.

4     **The Vice Chairman shall**  
deputise for the Chairman in any meeting which the Chairman is absent, assist in any way possible the Chairman and other club officers in organisation, administration and the general business of the Club meetings.

5     **The Competition Secretary shall**  
encourage, promote and arrange, both locally and nationally, sporting, racing and other events; liaise with other car clubs, organisations and periodicals in connection therewith.

6     **The Editor(s) shall**  
receive material, compile, edit and publish a regular newsletter for the membership.

7     **The Spares Officer shall**  
investigate, pursue reports and generally search out, collect and collate information of any sort as to the whereabouts and availability of spares for Jowett vehicles, liaise, co-operate and assist in this work as closely as possible with the Jowett Spares Section.

8     **The Press Officer shall**  
endeavour to obtain favourable press publicity at all times, and where appropriate encounter any misleading or inaccurate publicity.

9     **The Membership Secretary shall**  
maintain a duplicate record of the name and address and club particulars of all members, mailing labels are to be provided when required.

10    **The Librarian shall**  
maintain and add to a collection of historic documents relating to Jowett vehicles and keep a copy of every Jowetteer published.

11    **The Film Librarian shall**  
maintain and add to a collection of films and videos prepared for the Club and other films and videos relating to Jowett vehicles and supply these to Sections or individual members when requested.

12    **The Technical Information Officer(s) shall**  
assist Club members with expert advise on the running and maintenance of Jowett vehicles.

## **M MEETINGS**

### **1 Annual General Meeting**

This shall be held in the month of October at a time and place specified by the Executive Committee. At least 30 days notice that the meeting is being convened must be given to all members in writing by the Secretary. The business normally, but not exclusively, shall be:

- (a) Minutes of the previous Annual General Meeting.
- (b) Receiving the Annual Report and Financial Statement.
- (c) Electing Officers and Auditors.
- (d) Formal proposals; these are defined as those concerning the organisation, administration or future of the Club and must be received in writing by the Secretary, duly seconded, by the 1st September preceding the October meeting in which they are to be proposed.
- (e) Any other business.

### **2 SPECIAL MEETINGS**

A special General Meeting of the Club may be called at any time by the Secretary or Chairman, either at their own discretion where it appears that any business demands special urgency, or within 30 days of receiving a written request signed by at least 20 members or 10% whichever is the lesser of the membership of the Club, specifying the business proposed to be transacted thereat. In such a case the Meeting shall be held at a time specified by the members calling the meeting. The meeting place, to be arranged by the Secretary, shall be at or near the venue of a recent Club Annual General Meeting. The agenda for such a meeting and formal proposals to be put shall be circulated at least 14 days prior to the Special Meeting to all members.

### **3 Voting**

Voting shall be by a show of hands or, at the discretion of the Chairman, by a properly organised written ballot on all issues save and except voting on a proposal seeking to effect an alteration in the Constitution. A two thirds majority of total votes cast in a postal ballot and by members at a subsequent General Meeting who have not voted in the postal ballot will be required for such proposal to be successful. The Chairman shall have a casting vote.

### **4 Nominations for Club Officers**

Nominations for election of Club Officers shall be made in the Annual General Meeting by two ordinary members of the Club.

### **5 Minutes**

The minutes of all meetings once they have been accepted by the members present shall be signed as correct by the Chairman.

## **N General Matters**

### **1) Banking**

All monies received by the Treasurer on behalf of the Club must be banked in a bank account or Building Society account in the Club's name. Cheques and other documents drawn on the Club's funds must be signed by the Treasurer and either the Chairman or Secretary.

## 2) Appointment of Auditors

The Auditors, who shall not be Club officials, shall be two members from a panel of three appointed by the members in General Meeting. They shall examine all books and accounts of the Club and shall satisfy themselves of their correctness and shall prepare and sign a report thereon which shall be circulated to all members with the accounts. At least one Auditor shall retire annually and may not offer himself for re-election for a period of one year.

## 3 Power to instruct Solicitors/Professional Persons

The Executive Committee shall have the power on grounds which it deems sufficiently serious within its discretion to instruct a solicitor or any other professional person or body for advice. There must be a formal resolution duly proposed referring to the matter upon which advice is sought and that resolution must be passed by a two thirds majority of those present and able to vote at any Executive Committee Meeting. The power is limited to the seeking of advice only and the Executive Committee shall not instruct a Solicitor or professional person to issue any proceedings in court without the approval of the Club in General Meeting.

## 4 Capacity with regard to documents

Any contract, deed, undertaking, authority or any other legal document to which the Club is party shall be held to be validly entered into, given or executed on behalf of the Club if it is subscribed to by the Chairman, Secretary or Treasurer for the time being.

## 5 Service of documents

Any notice or other documents shall be deemed to have been duly served on the Club if addressed to the Secretary and delivered to him by hand, or received by post at his residence.

## 6 Events

All motor competitions promoted by the Club shall be held under the general competition rules of the Royal Automobile Club and will meet with any other requirements of that Club.

## 7 Club Property

The Secretary shall cause to be kept an up-to-date inventory of all Club property by lists sub-divided as to the nature of the property, e.g. Trophies, awards, books, photographs, films, tools, other documents or articles and where feasible annually publish same for benefit of the membership. Certain Club property may be borrowed on request in writing by ordinary members on condition that an appropriate deposit and/or fee be paid in advance, the amount of which from time to time shall be decided by the Executive Committee. Items which are so available for loan will be so indicated on the published lists. Such loans are entirely within the discretion of the Executive Committee and items borrowed cannot be retained by the borrower for longer than one month inclusive of the time for return if by post. On safe return in original undamaged condition the deposit will be returned less postage and any fee. The Club reserves the right to make further deductions or forfeit the deposit if the item loaned is returned damaged or incomplete. In the event of non-return a surcharge to be decided by the Executive Committee shall be charged.

## P Dissolution of the Club

The Club may be dissolved by resolution of which notice is given in accordance with these Rules by an Annual General Meeting or a Special General Meeting convened by direction of the Executive Committee or on the request of a majority of the members. In the event of the dissolution the affairs of the Club shall be immediately wound up and the assets disposed of by the Executive Committee as instructed by the members in General Meeting.

