The BSA Owners Club South Derbyshire Branch Rules.

1. **Title**
   The BSAOC South Derbyshire Branch is a self-managed independent section of the BSA Owners Club, as defined by rule 41 (a) in the BSA Owners Club Rules and Regulations.

2. **Objectives**
   The purpose of the branch shall be:
   To encourage the preservation and use of BSA motorcycles, and to foster the exchange of information and data on BSA motorcycles.
   To assist in the organisation of meetings, runs, rallies and other social events.

3. **Membership**
   Membership is open to anyone with a genuine interest in BSA motorcycles, their partners and family. Those attending Branch meetings or events must be fully paid-up BSA Owner's Club members. Occasional attendance for non-members will be permitted at the discretion of the Committee.

4. **Subscriptions**
   Members attending club nights or social events shall pay a subscription to defray the costs of running the Branch (food, trophies, prizes etc.). The subscription amount will be agreed by a members vote at the AGM and will be fixed until the next AGM except in exceptional circumstances in which case an emergency members' vote must be taken.
   The subscription should be voluntary for visitors who would however be asked the sign the attendance record.

5. **Branch Meetings**
   Except for scheduled events as shown on the published calendar or as advertised in the Star, weekly meetings shall be on each Wednesday at the Branch Headquarters.

6. **Annual General Meeting**
   An annual general meeting of all members must be held in February each year (or, failing that, as soon as possible thereafter) and called by the Secretary on 28 days' written notice to the members (either via the Star or by letter) stating the date, time and place of the meeting, and the business to be conducted. The business will include:-
   - Apologies
   - Minutes of the last Meeting
   - Matters Arising
   - Reports from Chairman, Secretary, Treasurer, Events Coordinator, Webmaster
   - Committee Resignation
   - Election of New Committee
   - Motions
   - Any Other Business

   Members wishing to submit motions for the AGM must ensure that the Secretary receives them no less than 48hrs prior to the meeting.

7. **Motions**

   a) A motion must be relevant to the business of the meeting and have a proposer and a seconder. A motion, which has been decided, cannot be reintroduced at the same meeting.

   b) The proposer and seconder, providing that the permission of the meeting is obtained may withdraw a motion.

c) A motion may be subject to Amendment (an amendment modifies a motion, it is not a direct negative but can either insert or delete words).

d) Motions are dealt with in the following manner :-

- A motion is proposed and seconded.
- An amendment may be proposed and seconded.
- Any amendment is discussed and voted upon.
- If passed the amendment becomes the motion and is either voted upon or a further amendment is made and the procedure repeated.
- A member may speak on a motion once only.
- The proposer may speak once only on the motion or amendment in addition to which he/she may reply to questions. Speech in reply to questions concludes the discussion

8. Voting

Voting at all meetings shall be by a show of hands. A simple majority of votes cast decides a resolution, the chairman having a casting vote in the event of a tied vote.

9. Extraordinary meeting

An EGM may be convened at any time and shall be convened within 60 days of the requisition in writing of not less than six of the membership who, in their application shall state the nature of such a meeting and the reason for it being required. Not less than 5 of the 6 members signing the notice must attend for the meeting to take place.

10. Changes to these rules

Changes or amendments to these rules can only be made by a majority vote at an AGM except in exceptional circumstances in which case an Extraordinary General Meeting must be held. An EGM will be held under the same rules as an AGM.

11. Committee

a) The Committee consisting of a minimum of 3 duly elected members shall direct the affairs of the Branch. Such elections shall take place at an Annual General Meeting. The Branch Committee officials shall consist of Chairman, Secretary, Treasurer and 3 other roles with responsibility for event organisation, publication of Branch notes in the Star and managing the branch website. These roles may be taken on by the Chairman, Secretary or Treasurer if no one is elected to these roles.

b) The Committee shall have the power to co-opt such additional members on to the Committee or appoint such Working Groups as it shall deem fit; such co-opted or Working Group members may have a vote at Committee meetings only at the discretion of the Committee. Any such Working Group shall include at least one member of the main Committee.

c) Will meet monthly to manage the running of Branch events and any matter raised by members.

12. Finance

a) The Branch Treasurer shall have charge of the branch bank account. The treasurer shall be accountable for all expenditure.

b) The Treasurer will provide the Committee with a summary of income and expenditure on a quarterly basis.

c) The treasurer shall have the authority to make payments from the branch funds as appropriate, under the supervision of the committee as a whole, and shall keep full and proper records of all income and expenditure. As well such other information as may be necessary; he/she shall prepare annually a financial statement and balance to be presented to the AGM for approval.

d) The financial year shall run from 1st January to 31st December annually.

e) The branch funds do not form part of the National Club funds.

f) In the event of the Branch winding up its affairs any financial liabilities shall be covered by levy on the remaining members. The Treasurer shall dispose of the remaining assets and or monies in such a way as the remaining members shall decide.

13. General

a) This is a members club and is not a legal entity. These Rules are merely to assist and facilitate the running of the Branch by its members.

b) By acceptance as a branch member every member of the branch binds him/herself to abide by the rules of the branch as defined by the committee, whose decision in the interpretation of the rules shall be final and binding.

c) The branch shall not be liable in any way or circumstance for any loss or injury, whether personal or to machines, vehicles, or any member howsoever caused. And especially not when the member, his/her machine or machines are involved in any event organised by the branch, whether static or otherwise.

d) *THESE ARE THE RULES OF THE SOUTH DERBYSHIRE BRANCH OF THE BSAOC AND NO OTHER RULES SHALL APPLY. THE COMMITTEE HAS THE POWER TO DEAL WITH ALL MATTERS NOT COVERED BY THESE RULES*

14. Roles and duties of Committee members

For clarity we set out below what each Committee role entails. This not intended to ring fence responsibilities and the Committee should work as a team, after all we all share a desire for a successful Branch. Committee members will support each other in their tasks.

a) Chair
- To be the public face of the Branch
- With the Secretary, be a first point of contact for the Branch
- Help the Committee to work together as a team
- Have and overview of, and monitor, the work of the group.
- To ensure other committee members are fulfilling their tasks in a timely manner.
- To chair Branch Meetings. The Chair will remain impartial whilst conducting meetings. They will ensure that all those that wish to speak have an opportunity to do so. Members must address the meeting via the Chair. The Chair will indicate who is to speak and may stop irrelevant speech.
- Ensure the Agenda is adhered to and the meeting conducted in a timely manner
- Represent the Branch at National Club and other events.
- Attend Branch Committee meetings

b) Secretary
- Be a first point of contact for the Branch
- Maintain an up to date Branch membership list compliant with current data protection requirements.
- Prepare agendas for Branch meetings
- Keep members informed, in a timely manner of Branch meetings, events and other matters. Including liaising with the Events Co-ordinator and webmaster to ensure the Events Calendar is up to date.
- Attend Branch Committee meetings

c) Treasurer
- Collection of subs at each South Derbyshire Branch meeting
- Checking receipt of subs by any method other than cash
- Receipting all other income including donations

- Maintain the South Derbyshire bank account
- Analysing all expenditure to ensure it represents good value for money for the club
- Liaising with all third parties regarding expenditure (including planning buffets on club nights)
- Make all payments on behalf of the club
- Ensuring regular checks and balances are in place and all entries in the accounts have a supporting official document
- Provide an annual set of accounts at each AGM, made available for any scrutiny, and an overview report of the state of the club's financial position
- Advising at each AGM an appropriate level for subs for the following term
- Attend Branch Committee meetings

d) Events Secretary
- Overall responsibility for coordinating Branch events
- Produce and keep up to date the Branch events calendar
- To keep members informed of Branch events (in liaise with the branch Secretary)
- To inform the National Club and the editor of The Star of Branch events
- To keep up to date with any rules or regulations or advice which may affect how the branch runs events.
- To keep the Committee and members of these rules or regulations or advice.
- Attend Branch Committee meetings

e) Scribe
- To draft and submit the monthly Branch News for The Star magazine
- To assist with the taking of notes and production of minutes of Branch meetings.
- Attend Branch Committee meetings

f) Webmaster
- To ensure that the branch maintains a website which is accessible, comprehensive, and up to date.
- To proactively liaise with the Events Coordinator and Secretary.
- Attend Branch Committee meetings

Adopted this 9th day of March 2020

Signed (with name and address printed):



Signature of Chair

Copy to all members