



Founded 1957

MSA recognised No. 120522

British Motorsports Marshals' Club

THE marshals' club

Website: www.marshals.co.uk



b	BRITISH
r	RALLY
m	MARSHALS
c	CLUB

British Motorsports Marshals' Club British Rally Marshals' Club

CLUB RULES

(amended 4 December 2016)

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A. The Club

A.1. The name of the club shall be the British Motorsports Marshals' Club Limited hereinafter referred to as "the Club" or by the initial letters BMMC.

A.2. Reference herein to "Council" shall mean the council of the BMMC, effectively its management board, as defined in the Club's Articles of Association.

A.3. Reference herein to "members" shall mean fully paid up members of BMMC (which shall include members of the British Rally Marshals' Club (BRMC), a Special Interest Group of the Club) enjoying full membership rights as defined in the Club's Articles of Association.

B. The Club's Aims and Objectives

B.1. Aims:

- To recruit marshals
To maintain a continuous recruitment programme, to try to ensure that there are enough marshals around to meet the sometimes exceptional requirement for marshals from a very busy programme of events in the UK, with often clashing commitments over any given weekend
- To train marshals
To continue to review and improve the original Marshals' Training & Grading Scheme set up by the Marshals' Club in 1980, and to make sure it always reflects current need
- To retain membership
By a variety of means (interesting and news newsletters, valuable extra insurance on Personal Accident and Personal Liability, opportunities to marshal anywhere, including overseas, subsidised overalls, prizes for early renewal of membership, etc) show that we have marshals' interests at heart. Above all else, show that we are in the business of looking after marshals' interests generally.
- To liaise with other motor sport bodies
Keep up a regular dialogue with other motor sport organisers and with the relevant Authorities, to advise and negotiate upon all matters appertaining to marshals and their voluntary activities within the sport
- To note and advise on circuit/course improvements
Use established local contacts at all race circuits and other motor sport venues, to note and advise upon suggested safety and work improvements
- Database
Maintain an up to date database of members' names of those who are willing to be contacted at short notice to marshal at events that might otherwise be undermanned
- Apolitical & Independent
In all matters, the Club should remain apolitical and independent in the views it expresses and in any dialogue it has with other motor sports participants

B.2. Objectives

- To maintain a body of members fully trained in all aspects of motor sport marshalling and to provide them with the opportunity to volunteer to act as officials at race meetings and competitions as required by organising clubs and organisations.
- To work in conjunction with the RACMSA and the ACU in accordance with their General Competition Rules and the Supplementary Regulations of the promoting club.

- To provide training and tuition both practical and theoretical to enable members to improve the standard of their marshalling for the benefit of Motor Sport.
- To provide fully paid up members with personal accident insurance while on duty at approved events additional to that supplied by the promoting club, subject to insurable limits on age and territorial cover. In the event of a claim being lodged under the BMMC personal accident insurance, written notice in respect of such claim must be sent to the Club Treasurer within fourteen days of any incident in which death or injury has occurred. Details of the current personal accident insurance policy are obtainable from the Club Treasurer. BMMC personal accident insurance is available only to those who are fully paid-up members of the Club at the time of any incident leading to a claim.
- To provide such amenities and facilities as will make members' duties less arduous and uncomfortable.
- To promote motor competitions in accordance with the requirements of the RACMSA. All such competitions promoted by the Club shall be held under the General Competition Rules of the RACMSA and in accordance with any other requirements of the RACMSA.

C. Territory of the Club

C.1. The territory to be covered by the activities of the Club shall include all the racing circuits in the United Kingdom and all motor sport and motoring competitions under RACMSA and ACU permits inside and outside the UK; also those under the jurisdiction of the FIA/FIM outside the UK.

D. Membership

D.1. Admission

D.1.1. Applications for membership shall be offered for consideration by:

- a) The appropriate regional committee for persons resident in the UK;
- b) Such regional committee as may be designated by Council for persons resident overseas.

These bodies reserve the right to exclude from membership any applicant they do not consider a fit and proper person for admission or re-admission to the Club.

D.1.2. An entry fee as fixed by Council may be payable upon admission or re-admission to the Club.

D.1.3 Members and intending members are required to disclose to the Club any disability or incapacity which is or may be considered prejudicial to their safety.

D.1.4 Every member shall be provided with a copy of the Club Rules on joining; current copies of the Rules can be downloaded from the Club website or provided on request by the Secretary subject to payment of a fee set by Council.

D.2. Subscriptions

D.2.1. The annual subscription for membership shall fall due on 1st January each year. For those joining (or renewing) on or after 1st October payment of the full appropriate subscription shall provide membership for the remainder of that year and the year after. Acceptable methods of payment are shown on membership application and renewal forms.

D.2.2. The annual subscription shall be fixed by Council and apportioned according to class of membership as follows:

- a) Honorary/life members.....gratis
- b) Full members – 16 years of age and above.....100%
- c) Members spouses & co-habiting partners.....50%
- d) Full time students – up to but excluding 23 years of age.....50%
- e) Cadet members – up to but excluding 16 years of age.....50%
- f) Overseas members – full membership benefits.....100%

D.3. Termination of Membership

D.3.1. Any member whose subscription shall not have been paid to the National Membership Secretary by the 31st March in any one year shall be deemed to have terminated their membership and shall no longer enjoy the rights and privileges of the Club.

D.3.2 At the discretion of the Regional Committee a member may suspend his or her membership for a period and shall then not be required to pay an entry fee upon re-admission.

D.3.3 Council reserves the right to expel any member for misconduct or a breach of the Club rules in accordance with the Articles of Association.

E. Grading

E.1. Upon admission new members without MSA grades will be referred to the MSA for a grade commensurate with their known knowledge and experience as proposed by their regional committee.

E.2. Members shall be upgraded in accordance with the Training & Grading Scheme currently in operation and duly authorised by Council.

E.3. Whenever possible trainee marshals will not be placed on circuit duties without supervision of experienced marshals.

F. Members Under 18

F.1. Members under 18 years of age must provide in the manner prescribed by the Club an indemnity signed by a parent or guardian before they will be allowed to volunteer for any duty at a race circuit.

F.2. Cadet members may participate in any Club activity. Marshalling duties will be decided by the event organizing club. Permission of the cadet member's parent or guardian will be required in the manner prescribed by the organising club before such a cadet member will be allowed to participate in any event.

G. Conduct of Members

G.1. A member is under the direction of the Clerk of the Course or his duly authorised officer at any meeting whilst marshalling, and is expected as a member of BMMC to interpret their instructions and conduct their self in accordance with the best interests of the sport.

G.2. No Member, except an authorised club official, may at any time make a statement for or on behalf of BMMC to any representative of the media, or post a comment on any social media network site.

G.3. The name and address of the Club shall not be given by a member as his or her name and address for any trade, advertising or business purpose or in connection with any legal proceedings.

G.4. Should a member be found negligent in the execution of any duty or duties allotted to them, they shall be censured by the Regional Committee. A report dealing with the matter shall be submitted by the Regional Committee to Council who may, if they think fit, either suspend such a member for a period commensurate with the offence or invite such member to withdraw from the Club within a specified time. In the event of default of such withdrawal, the Council shall, by majority of not less than 80%, have power of expulsion of such member.

G.5. A member having once accepted an invitation to attend a motor sport meeting shall be required to notify the Promoting Club should he be unable to attend.

G.6. Any member convicted of an offence arising out of his or her being in charge of a motor vehicle in any Club event or on Club business shall be liable to expulsion from the Club under Rule G.4.

H. Regalia

H.1. All badges issued to a member by or for the Club shall remain the property of the Club. Upon termination of their membership, members shall return such badges to their Region.

H.2. Members shall not deface or obscure advertising on overalls purchased through the BMMC overall subsidy scheme.

J. The BMMC National Council

J.1. Mandate

J.1. The general management of the Club shall be vested in the Council which shall consist of the Club's Directors (National Chairman, Secretary, Treasurer & Chairmen of the Regions & Special Interest Groups) and Council appointed executives.

J.2. Powers and Functions

J.2.1. To decide all matters concerning the policy, management and working of the Club.

J.2.2. To be the sole authority for the interpretation of the constitution and rules of the Club, subject always to the law.

J.2.3. to appoint, employ and remunerate qualified accountants or other servants and agents as may seem necessary from time to time; and terminate any such appointments or employment as required.

J.2.4. To delegate in writing and refer such of its powers and duties to the Regional Committees or Special Interests Sections, or to any member which it shall appoint for any specific purpose, as it shall deem necessary.

J.2.5. To approve at the earliest opportunity Regional Officers as nominated by Regional Committees.

J.2.6. To appoint, for a nominal period of 3 years, such Executives as it shall deem fit for specific duties and require their attendance at Council Meetings for such periods as their service is required.

J.2.7 The council may co-opt a member or members on to the Council to act until the next AGM.

J.2.8. In the better interests of the Club and motor sport, the Council are empowered to take action against a person or body of persons, either within or without the Club should it appear that such persons are intent upon creating policies or putting into effect decisions or actions which are contrary to the Council's requests or decisions.

J.3. Constitution and Elections

J.3.1. The President and Vice-Presidents may attend meetings of Council at any time on the invitation of the Chairman and shall be entitled to speak but not to vote at such meetings. The formal membership of Council shall consist of:

Directors

- a) The Officers of the Club i.e. National Chairman; Secretary & Treasurer
- b) The Regional Chairmen and Chairmen of any Special Interest Group

Executive Officers

- a) Executive Officers appointed by the Directors

Non-executive Officers

a) Members with special appointments to report or advise Council

J.3.2. Any one person may concurrently act as both a Director and an Executive Officer of the Council but a regional Chairman may not hold office as a Club Chairman, Club Secretary or Club Treasurer.

J.3.3. All Directors and Executive Officers have only one vote at Council no matter how many posts they hold; save for the Chairman who shall have a casting vote. Non-executive officers do not have a vote. Only Directors can vote on: Club Policy; Club Rules & Articles of Association; Financial Matters and the appointment of executive officers. If there is any doubt as to whether a particular issue is to be voted on by Directors only or the full council the chairman's decision is final.

J.3.4. At the annual general meeting each year one of the Officers of the Club shall retire from Office and shall be eligible for re-election at the same or any other AGM.

J.3.5. The Club Secretary shall give notice of the retirement at least 70 days before the AGM and invite members to nominate candidates for the vacant post.

J.3.6. Nominations for the post vacated by the retiring Officer of the Club must be proposed and seconded by current members and shall be submitted in writing to the Club Secretary not later than 56 days prior to the AGM.

J.3.7. In the event of there being more than one person nominated for a specific appointment as an Officer of the Council, then the Club Secretary shall arrange a ballot, each member being entitled to one vote. Ballot papers shall be returned by members to the Club Secretary for inclusion in the count not later than 7 days prior to the AGM.

J.3.8. No one person shall hold an appointment as an Officer of the Club for a period in excess of three years without offering themselves for re-election.

J.4. Council Meetings

J.4.1 The Council shall meet at such times and places as they shall themselves arrange but once at least in every six months by whatever means the Council considers appropriate, including "face to face" meetings and virtual meetings conducted over the internet. The Club Secretary may at any time at his or her discretion and shall, on the request of the Club Chairman and on the request in writing of any three directors of the Council, call a special meeting of the Council, reasonable notice being given in such case to every member of the Council.

J.4.2. The notice and agenda for each meeting shall be sent to each Council member at least seven days prior to the date of the meeting.

J.4.3. 50% of the voting members of Council shall form a quorum, but if the number of voting members is at anytime an odd number, a quorum shall be found by adding one to the number of voting members and dividing the total in half.

J.4.4. In the event of the Chairman being absent, the Club Secretary or Club Treasurer shall preside over the meeting and shall have the Chairman's casting vote.

J.4.5. If none of the Officers of the Club are present the attending directors will elect a chairman so that the meeting can be adjourned in accordance with Article 37.

J.4.6. Any member of the Council absenting himself from three consecutive meetings without satisfactory explanation in writing to the Chairman shall cease to be a member of the Council.

J.4.7. The Club Secretary or a nominated deputy shall attend all meetings and take minutes of the proceedings. Those minutes will be confirmed as correct, or amended at the next meeting and a record will be retained for 10 years in accordance with Article 21.

J.5. Council Voting Powers

J.5.1. Voting powers at Council meetings shall be as follows:

- a) President and Vice President – no vote
- b) Chairman – one vote and one casting vote
- c) Secretary – one vote
- d) Treasurer – one vote
- e) Regional/Special Interest Group chairmen – one vote each
- f) Council appointed executives – one vote each on administration matters

Only Directors (a-e above) can vote for the appointment of new Directors and Executive Officers.

J.5.2. In the event of the Regional Chairman or Special Interest Group Chairman being unable to attend a Council Meeting, the Chairman may nominate a member of their Region or Group Committee to represent them at Council meetings. Council appointed Executive Officers may similarly nominate a representative. Such delegates shall each be entitled to the same voting powers as the person they are substituting for.

J.5.3 The voting power of the Council chairman shall be vested in the person chairing the meeting to the exclusion of that person's normal voting rights.

K. The Regional Committee

K.1. Mandate

K.1.1. Regional Committees shall be maintained for the day to day working of each Region. These Regions will be defined geographically, the precise lines of demarcation being approved by Council and may be modified as

Council sees fit to provide the maximum benefit to the Club and its members.

K.1.2. The Regional Committee shall consist of the Regional Officers and voting members.

K.2. Regional Powers and Functions

K.2.1. The Regional Committee are at liberty to form Sub-Committees but must at all times work within the policies framed by Council.

K.2.2 Any matter which arises as the result of Regional activities which appears to be at variance with the overall policies as defined by Council, is to be referred to Council for decision or clarification. The final decision of Council in all such instances is to be accepted by all members.

K.2.3. The Regional Committee may co-opt a member or members on to the Committee to act until the next Regional AGM when the appointment can be ratified.

K.2.4. Regional Committees have delegated powers to approve local expenditure up to a limit set by Council. The approval of such must be agreed by a majority vote of the regional committee. A record of this decision must be retained for 10 years in accordance with Article 21

K.3. Constitution and Election

K3.1. The Regional Committee shall consist of:

- a) Regional Officers — i.e. Chairman: Secretary, & Treasurer (Optional)
- b) Together with the appropriate number of committee members the regional officers decide are needed to serve the region.

K.3.2. Regional Committees shall elect their chairman from their own numbers. Their nomination shall be submitted to the Directors of the Club for acceptance and approval at the earliest opportunity.

K.3.3. One third of the regional committee shall retire each year and offer themselves for re-election at the regional AGM.

K.3.4 No person shall hold an appointment as a regional committee member for a period in excess of three years without offering themselves for re-election at the regional AGM.

K.3.5 Written nominations for membership of regional committees, duly proposed and seconded by regional members, shall be submitted to the Regional Secretary not less than seven days before the date of the regional AGM together with confirmation in writing that the nominee is willing to serve.

K.3.6. In the event that there are more candidates than posts being vacated at the AGM the regional Secretary shall arrange a secret ballot at the AGM where each member present shall be entitled one vote per post vacated. The votes shall be counted by two members holding no appointment in the Club who shall act as “tellers” and announce the successful candidates.

K.3.7. Alternatively, as long as the total number of regional committee members does not exceed the total allowed by K.3.8. the AGM can vote to co-opt any additional candidates onto the regional committee up to the maximum allowed by K.3.8.

K.3.8 The total strength of any Regional Committee elected and co-opted shall not exceed fourteen persons.

K.4. Meetings

K4.1. The Regional Committee shall meet whenever summoned by the Regional Secretary who may convene a meeting of his or her own accord or shall do so by direction of the Regional Chairman or on a requisition signed by one half of the Regional Committee.

K.4.2 Notice and agenda for each meeting shall be sent to each Regional Committee member at least seven days prior to the date of the meeting.

K.4.3. One half of the members of the Regional Committee shall constitute a quorum.

K.4.4. In the event of the Chairman being absent, a Chairman for the meeting shall be elected from those present.

K.4.5. Any member of a Regional Committee absenting himself or herself from three consecutive meetings without satisfactory explanation in writing to the Regional Chairman shall cease to be a member of the Regional Committee.

K.4.6. The Regional Secretary or a nominated deputy will attend all Regional Committee meetings to take Minutes of the proceedings. Those minutes will be confirmed as correct, or amended at the next meeting and a record will be retained for 10 years in accordance with Article 21.

K.5. Regional Committee Voting Powers

K.5. At Regional Committee meetings all committee members shall have one vote each except the Chairman who shall also have a casting vote.

L. Special Interest Groups

L.1 Special Interest Groups may be created and modified from time to time by Council. The area of interest of Special Interest Groups will be defined by Council and may be modified as Council see fit to provide the maximum benefit to the Club and its members e.g. The British Rally Marshals Club is a Special Interest Group. Special Interest Groups may elect their own Committees for the day to day working of the Group.

L.2. The provisions of Rules K2-K5 inclusive shall apply to Special Interest Groups as they apply to Regions and shall be read and construed as if the word 'Region' is substituted by the words 'Special Interest Group' except that Rule K.3.2 shall not apply.

L.3. The Officers and committee members of Special Interest Groups shall be elected at their AGM. Written nominations, duly proposed and seconded by Group members, for posts vacated by retiring Officers and Committee members shall be submitted to the Group Secretary not less than seven days before the date of the AGM together with confirmation in writing that the nominee is willing to serve. In the event of there being more than one person nominated for a specific appointment in a Special Interest Group, then the Secretary of the relevant Group shall arrange for a secret ballot to be held at the time of the AGM. Votes shall be counted and the result announced by two members holding no appointment in the Club who shall act as 'tellers' for the specific election

L.4. The appointment of the Special Interest Group's Chairman as a Director of the Club will be approved and confirmed at the earliest opportunity by the Directors of the Club.

M. General Meetings of Members

M.1. The Club's Annual General Meeting (AGM)

M.1.1. The club shall hold an annual general meeting of the members each year but no later than the second weekend in December to

- a) receive the balance sheets and accounts for the year ended 31st December previous as prepared by qualified accountants.
- b) receive from the officers of the club a report of club activities during the preceding year
- c) elect officers of the club to replace those who have retired or are up for re-election in accordance with Rule J3.4
- d) consider any resolution proposed and seconded by fully paid up members and lodged with the club secretary 28 days prior to the AGM

M.1.2. The Secretary of the Club will give prior notice 70 days before the AGM and announce which officers will be retiring and invite the members to nominate candidates to replace them; all nominations to be with the Secretary at least 56 days before the AGM.

M.1.3 The Secretary will give notice of the AGM, together with the Agenda, the balance sheet and accounts, and any resolutions to be considered at least 21 days prior to the AGM.

M.1.4 The Quorum for an AGM shall be twenty members.

M.2. Regional and Special Interest Group AGMs

M.2.1. Notice of the AGM together with the balance sheet and accounts (where appropriate) shall be sent to each member of the Region (or in the case of Special Interest Group, each member of the Group) 21 days prior to the date of that meeting.

M.2.2. Each Region shall hold an AGM of its members no later than 30th November each year to:

- a. Receive from the Committee a statement of account for the previous year.
- b. Receive from Committee a report of the activities of the Region during the preceding year.
- c. Elect Regional Committee to replace those who have retired in accordance with Rule K.3.3 and K.3.4
- d. Consider any resolution proposed and seconded by fully paid up members and lodged with the Regional Secretary at least 14 days prior to the AGM.

M.2.3. Each Special Interest Group shall hold an Annual General Meeting of its members not later than the date upon which the Annual General Meeting of the Club is held in each year to:

- a. Receive from the Special Interest Group Committee a full Statement of Account applicable to the previous year.
- b. Receive from the Special Interest Group Committee a report of the activities of the Special Interest Group during the previous year.
- c. Elect Special Interest Group Committee members to fill the vacancies resultant from retirements in accordance with Rules K.3.3 and K.3.4 and Officers pursuant to Rule L.3.
- d. Consider any resolution proposed and seconded by members and lodged with the Special Interest Secretary not less than 14 days prior to the Special Interest Group AGM.

M.3. Extraordinary General Meetings (EGM)

M.3.1. An EGM may be convened by direction of the Council or on a requisition to the Secretary stating the business for which the EGM is required, and signed by not less than fifty members. An EGM convened by requisition shall be held within ninety days of the date of receipt of the requisition by the Secretary. At least twenty-one days notice of an EGM shall be given to members. No other business than that for which the meeting has been convened shall be transacted at any EGM.

M.3.2. The Quorum for an Extraordinary General Meeting shall be twenty-five members.

N. Financial Procedures

N.1. All monies collected or received by or on behalf of the Club, from whatever source (including subscriptions, joining fees, regalia sales, social events, donations, gifts, refunds etc.) shall be the sole property of the Club and shall be dealt with in accordance with these Rules.

N.2. All monies collected or received by individual members should be deposited in the Club Bank account or sent to the Club Bookkeeper as soon as possible. If banked, a copy of the deposit slip must be dispatched to the Club Bookkeeper immediately.

N.3. No disbursements shall be made from the Club funds except in the form and within the expenditure limits set by the Club Treasurer from time to time with the authority of Council.

N.4. The club treasurer shall report to each council meeting details of financial balances and any other financial matters, in a form approved by the directors. The club treasurer shall be responsible for annual VAT returns and for the prompt submission of year end data, provided by the club bookkeeper, to the club accountants for statutory accounts and reports to be prepared for presentation at the club's annual general meeting

N.5. Regional Chairmen and Committees have a responsibility to ensure that monies received locally from whatever source are promptly and properly accounted for to the Club Bookkeeper and that any expenditure within the region is properly accounted for and approved by the Regional Chairman or his deputy before submission for payment/repayment by the Club Bookkeeper. Regional Chairmen and Committees must also ensure that regalia records are kept up to date within the region and that monthly stock and sales reports are submitted promptly to the Club Bookkeeper and National Regalia Officer each month.

N.6. All books of account, and all other accounting materials and information, minutes, records and correspondence shall under all circumstances remain the property of Club.

P. Observance and Interpretation of Rules

P.1. Every member binds himself or herself to abide by the Rules of the Club and also by any modification thereof made in conformity with such Rules, and also to accept as final and binding the decision of the Council in all cases of dispute or disagreement as to the interpretation of these Rules.

P.2. Membership and all posts and duties within the Club are equally open to men and women and these rules shall be read accordingly.

R. Alterations of the Rules

R.1. Any alteration may be made in these Rules by a General Meeting provided that:

- a) The resolution proposing such alteration or alterations is deposited with the Secretary in accordance with M.1.1 or M.3.1 and that details of the proposed alteration or alterations are included in the Notice of the General Meeting.
- b) The resolution proposing such alteration or alterations is carried by two thirds of those present and voting, at such General Meeting or by two thirds of those voting in a postal ballot should it be resolved at the General Meeting that a postal ballot is required.

S. Dissolution of the Club

S.1. The Club may be dissolved by an Extraordinary General Meeting convened by direction of the Council or on the requisition of the majority of the members. If the resolution of dissolution be duly passed, the Council shall forthwith liquidate the affairs of the Club and if there be any surplus assets on realisation these shall be disposed of at the discretion of the Directors.