

TT OWNER'S CLUB

Rules & Constitution

A. NAME

1. The full name of the Club shall be "The TT Owner's Club", hereafter referred to as "the Club".

B. ADDRESS

1. The correspondence address of the Club shall be: PO BOX 8061, Reading, Berkshire, RG30 9BU
2. The address of the Club may be changed at any time without prior notification to members. However in these circumstances the committee must:
 - i. Make every effort to inform the membership of the change of address at the earliest convenience.
 - ii. Make every effort to retrieve any correspondence from the original address up to three months from the change.

C. AIMS & OBJECTIVES

1. To recruit and bring together owners and enthusiasts of the Audi TT
2. To promote and encourage further interest in the Audi TT models both within and outside the membership of the club.
3. To provide members with information, advice and assistance on matters connected with their cars.
4. To arrange events, tours and social meetings.
5. To afford members such benefits and privileges as it may be possible to arrange.
6. To offer members a regular and informative magazine.
7. The club will primarily be run as a non-profit making organisation, but may enter into transactions that generate funds to support the running costs associated with the club. Any surplus funds generated by the club will be re-invested into the club for the benefit of the members and the club as a whole.

D. USE OF CLUB NAME, LOGO AND PROPERTY

1. The name and logo of the club shall appear conspicuously on all documents, publications and other written communications issued by the Club, and on its behalf.
2. No official or member of the Club shall be permitted to use the name, logo, property or other assets of the Club for private purposes without the prior approval of the Committee.
3. Members shall not conduct any activities using the club's name and/or logo without the written consent of the Committee.
4. Members shall not use the club's name and/or logo in any communication with any organisation, authority or person without the written consent of the Committee.

E. MANAGEMENT

1. Authority and responsibility for the business of the club shall be vested in a committee. The committee shall be elected or re-elected en-mass at each Annual General Meeting by the membership.
2. The committee shall have the power to elect replacement committee members during the course of the year in order to ensure the club is kept running and the activities of the club are unaffected. Any such mid-year committee elected officials must be ratified by the members at the next AGM.
3. Any person resigning (28 days plus) from the committee is not entitled to an automatic vote onto the committee via simple majority. The chairman needs to ratify the vote and the chairman is entitled to change to result at any time.
4. The committee shall also have the power to co-opt other members, as it deems necessary.
5. The committee shall consist of not less than six members and must include:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Membership Secretary
 - iv. Club Secretary
 - v. Treasurer
 - vi. Events Secretary
6. All candidates for posts on the Committee must be paid up members of the Club.
7. Nominations of Candidates for election to the Committee must be submitted in writing to the club secretary not less than seven days before the AGM. Existing Committee members may make nominations at the AGM itself. All results not following this process can be deemed null and void.

8. Each duly elected member of the Committee shall hold office until the next Annual General Meeting, with the proviso that he or she may:
 - i. be permitted to tender his/her resignation, in writing, to the Secretary (or to the Chairperson in the case of the Secretary), or
 - ii. be removed from office
 - (i) At an Extraordinary General Meeting in accordance with the provisions of clause H8.
 - (ii) Or at the discretion of the chairman.
 - iii. be subject to a 1 month cooling off period after resignation.

F. DUTIES OF COMMITTEE MEMBERS

1. The Chairperson shall be required:
 - i. To preside over all meetings of the club and its Committee except that in his/her absence those present shall elect a Chairperson from the Committee for the duration of the particular meeting.
 - ii. To exercise impartial control over all meetings.
2. The Vice Chairperson shall be required:
 - i. To perform the duties of Chairperson in the absence of the Chairperson
3. The Secretary shall be required:
 - i. To attend wherever possible all meetings of the Club and its Committee, and record accurate minutes of the proceedings.
 - ii. To organise and give due notice of all business meetings of the Club.
 - iii. To oversee the general smooth running of the Club.
4. The Treasurer shall be required:
 - i. To properly record, manage and control all of the financial affairs of the club, including banking, corporation tax and VAT if applicable.
 - ii. To report the financial status of the club within a reasonable period of time when so requested by the Committee.
 - iii. To report the financial status of the club to the members at least once per financial year, usually at the AGM.
 - iv. To reasonably aid any independent auditor or official body with enquiries into the club's financial affairs.
5. The specific duties of other members of the committee shall be agreed upon their appointment.
6. Any member of the committee who shall, without good reason, absent him/herself (without good reason, just or cause) from three
 - i. consecutive committee meetings, will be understood to have resigned from this position on the committee.
7. No member of the committee is permitted to accept gifts or hospitality from any supplier to the club or advertiser in the club magazine. Accepting gifts or hospitality will forfeit that persons role on the committee effective immediately.

G. COMMITTEE MEETINGS

1. The Committee shall hold at least two meetings each financial year.
2. A quorum at a Committee meeting is any four members of the Committee.
3. A Committee meeting may be held either in person or through electronic means agreed by the
 - i. Committee in which each participant may communicate with all other participants.
4. The Chairperson or (if the Chair is unable or unwilling to do so) Vice Chairperson presides at each committee meeting. If both the Chairperson and Vice Chairperson are unavailable, some other member of the Committee chosen by the members present shall preside over the committee meeting.
5. Every issue may be determined by a simple majority of votes cast at a Committee meeting but a resolution which is in writing and signed by all members of the Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
6. Except for the chair of the meeting, who has only the casting vote, every Committee member has one vote on each issue.
7. Approved minutes of the AGM will be published to the members either on the Club's website or in the next available issue of the magazine. Other minutes are not required to be distributed in any form.

H. GENERAL MEETINGS

1. Once in each year not more than four calendar months after the end of the previous financial year the Committee shall convene an Annual General Meeting of the Club, which shall be held upon a date and time fixed by the Committee.
2. The AGM shall:
 - i. Receive from the treasurer a full statement of accounts showing, at minimum, income and expenditure for the previous financial year and the closing cash balance at the year-end.
 - ii. Receive from the Committee a report of the activities of the club during said year.
 - iii. Present plans for the coming year.
 - iv. Elect the Committee.
 - v. Decide on any resolutions, which may be duly submitted to the meeting.
3. The position of chairperson can only be elected from the existing committee members.
4. Members wishing a matter to be discussed or to be considered for committee nomination at the AGM shall submit the text of such matters to the club secretary at least 14 days before the date of such a meeting, so that it may be included in the agenda.
5. Notice of an AGM shall be given to the membership not less than 21 days prior to the meeting.
6. The presence of at least four members of the Committee, plus at least two fully paid-up members of the Club at an Annual General Meeting or an extraordinary general meeting forms a quorum.
7. No person may participate in an AGM unless he/she is a member of the committee, member of the club, or an authorised friend or relative of a member of the Club or Committee.
8. Every person with a right to be present shall be entitled to a single vote. The chairperson shall not be entitled to vote but holds the casting vote. A majority of votes decides a resolution.
9. An Extraordinary General Meeting may be convened for a specific purpose at any time by the Committee and must be called within 14 days after a written request to the Committee from at least 10 members. Such a meeting may consider more than one specific item, provided that each has been notified in advance to every member in accordance with the Constitution.
10. In the case of constitutional changes, the chairman can in extraordinary circumstances provide the membership with the content of those changes in writing or email. A "no response" is counted as a "yes". A simple majority is sufficient to pass a constitutional change.

I. BANKING & FINANCES

1. Only the Treasurer, Club Secretary, Membership Secretary, Vice Chairperson and Chairperson shall be an authorised signatory to the clubs bank account. All cheques and financial authorisations issued on behalf of the Club, and in its name, shall be signed by any two Committee members authorised to do so.
2. The treasurer, who shall also prepare actual records of the income, expenditure, assets and liabilities of the Club, shall retain the receipts/invoices of all items purchased with monies belonging to the Club.
3. The Club's financial year shall run from 1st April until 31st March of the following year.
4. The income and expenditure of the club each year will be announced by the treasurer at the AGM and published in the first available magazine following the meeting.
5. Reimbursement of Expenses –
 - i. Members of the committee shall have the authority to make small purchases on behalf of the club up to the value of £500.00 (only with the explicit agreement of the committee), but receipts are to be obtained to support reimbursement claims.
 - ii. Members of the committee shall have the authority to make small purchases on behalf of the club up to the value of £20.00, but receipts are to be obtained to support reimbursement claims.
6. The accounts shall be examined at least once a year by an independent auditor or auditors who shall have access to all books and records of the Club including receipts, bills, vouchers and any other documents that the auditor(s) shall consider necessary for a thorough audit.
 - The auditor(s) shall be appointed at the AGM.

J. MEMBERSHIP

1. Persons living in the UK or overseas, whether car owners or otherwise, shall be eligible for membership.
2. The committee shall have the right to refuse any person membership to the club at their discretion and without the need to give a reason.

3. Membership shall require the payment of a subscription fee valid at the time of applying for membership.
4. The secretary or membership manager shall inform, in writing, any member a minimum of 14 days before their subscription renewal. Any member having not returned adequate payment for renewal within 28 days from the due date will be understood to have resigned his/her membership and will be struck off the register of members.
5. Any member wishing to resign his/her membership shall notify the membership secretary accordingly. He/she will be required to surrender a valid membership card.
6. The committee shall have the right to rescind the membership of any person, and will notify the member concerned promptly in writing of this decision, giving a valid reason for it. The Committee shall be empowered to suspend or expel any member
 - i. Who, in the Committee's opinion, has committed a serious breach or infringement of any rule.
 - ii. Whose conduct, in the Committee's opinion, renders him or her unfit for membership of the Club.
 - iii. Whose subscription is in excess of one month in arrears.

In such cases the said member shall thereupon cease to be a member of the club with immediate effect, and no refund of any subscription fee shall be made.

7. All membership cards issued to members remain the property of the Club and on termination of their membership during the validity period of that card; members will deliver up such items to the secretary. Membership cards are not transferable.
8. The Committee may elect such honorary members as it sees fit following the passing of a majority vote among the committee. Honorary members may be persons who have contributed or would as a member be able to contribute much to the club, or persons who have won membership to the club as part of a reward for a competition organised by the Club.
9. All club regional representatives must own a TT or have access to a family owned TT.

K. SALE OF CLUB PROPERTY

1. Any property of the club purchased by members or non-members shall remain the property of the club until payment from the buyer has been received in full.
2. Information on any item owned by the club intended for sale shall be made available in full to any member requesting it.
3. The purchase of Club property shall have no effect upon the statutory rights of the buyer.

L. DISSOLUTION

1. The Club shall be dissolved only at an EGM of which proper notice shall have been given and at which an affirmative vote on the resolution of at least two thirds is recorded.
2. In the event of dissolution of the club, the EGM shall appoint one or more Trustees, who will have full authority to wind-up the Club's affairs. The Secretary, after provision has been made for settlements of all debts and liabilities, shall dispose of all assets and monies of the Club, equally amongst the members of the club at the earliest opportunity.

M. THE RULES & CONSTITUTION

1. The rules & constitution of the club may be added to, repealed or altered by way of a majority vote in favour of the proposed amendment at any authorised general meeting of the Club's members or its Committee.
2. All alterations to club rules shall be communicated to all club members in writing within 30 days of the effective date of change. Communication will be deemed to have occurred
 - (i) When communication is by regular mail when the written communication has been posted.
 - (ii) When communication is by email when a system generated "cannot deliver" e-mail message is not received by the sender.
3. Members shall be furnished with a copy of the constitution upon demand, and a copy shall be published on the club's website. Any amendments will be reflected in the publicly available document within 30 days of the effective date of the change.
4. The Chairperson shall decide any disputes as to the interpretation of these rules unless notice is properly served requesting that the matter should be resolved by an extraordinary general meeting of club members.

N. LIABILITY

1. The club accepts no responsibility or liability, implied or actual, for any event, operation meeting or action in either an official, unofficial, individual or group basis.
2. The club accepts that committee members are absolved from any liability for any action connected with the running or operation of the club except for those legal responsibilities regarding criminal acts.